



Housing Authority  
of the  
County of Tulare

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**CLASSIFICATION:** INSPECTOR I AND II

**RESPONSIBLE TO:** MAINTENANCE PROGRAM DIRECTOR

**EXAMPLES OF DUTIES:** Performs housing inspections on all units under consideration for placement in the Section 8 housing program; notes and reports all repairs and corrective measures necessary to bring the unit up to standards, as required by federal and local regulations; submits written inspection reports to owners and tenants, notifying them of the repairs that need to be done; re-inspects units and issues final approval or disapproval; performs rent-reasonableness determinations; communicates with, and answers questions from, owner, tenants and the area offices.

**EDUCATION/EXPERIENCE:** Two years of college, and either three years of increasingly responsible experience in management of rental properties or two years of experience in various Housing Authority business or maintenance operations. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

**KNOWLEDGE OF:** Housing Authority policies and procedures, city and federal regulations; city building, fire safety and sanitation codes; must be familiar with all phases of the building trades.

**SKILLS TO:** Exercise sound judgment when making routine decisions and interpretation of regulations, policies and procedures; to speak and write effectively; deal effectively and courteously with a variety of personalities and situations; follow established procedures and prepare related records and reports.

**DESIRABLE QUALIFICATIONS:** Previous experience in supervision or inspection of construction projects.

**PHYSICAL CHARACTERISTICS:** Manual dexterity of hands/wrists in order to operate computer and office equipment; good eyesight to read and write in order to conduct housing inspections and do related reports, and visually use a computer screen; good hearing and speech to communicate with residents, landlords and co-workers, and handle telephone conversations; strength and flexibility to bend, reach, stoop and lift; mobility to move through and around housing units; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Must be able to tolerate working in heat and cold-weather conditions. Regular attendance required.

**LICENSES/CERTIFICATES:** A valid California driver's license.