



July 21, 2010

## ***Career Opportunity*** ***Position opening: Housing Inspector*** ***Job #10-27***

**Applications Accepted  
through:**  
August 6<sup>th</sup>, 2010, 4:30 PM

**Department:**  
Housing Choice  
Voucher Program

**Location:**  
1001 Washington Ave N  
Minneapolis, MN

**Salary:**  
\$3,205/month  
plus benefits

**All applicants must submit  
a MPHA employment  
application.**

**Applications may be  
obtained online at:**  
[www.mphaonline.org](http://www.mphaonline.org)

**Submit a completed  
application form  
(may include a resume) to:**

Minneapolis Public Housing Authority  
Attn: Human Resources (#10-27)  
1001 Washington Ave N  
Minneapolis, MN 55401-1043

**For questions, or to obtain  
an application by mail,  
please call:  
(612) 342-1442.**

**For updated job listings call  
our Jobs Hotline:  
(612) 335-4422**

**Position Summary:**

Conducts initial move-in, annual occupied, and special inspections to determine that single family residences, townhouses and apartment units meet Housing Quality Standards (HQS), set by the Housing and Urban Development (HUD), required for eligibility in MPHA's Section 8 Programs. Inspects units for tenant-caused damage; determines reasonable rents; and performs related duties as required.

**Minimum Requirements:**

High school diploma or GED, plus additional trade school/vocational school courses in inspection/rehabilitation of properties. Experience in housing inspection is also required. Must possess a valid Minnesota driver's license and have access to an automobile during work hours.

**Testing Requirements:**

Candidates will be subject to Data Entry (5,000 Kph), Clerical, Math & Customer Service tests in order to be considered for an interview. Microsoft Office Software Tests will be required of final candidates. Driver's License and Criminal History Background Checks will be conducted.

**Essential Duties Include (but are not limited to):**

1. Schedules appointments with owners and participants for inspection of units.
2. Visually inspects housing units for compliance with HUD Housing Quality Standards.
3. Prepares inspection report and documents, in writing, passed and/or failed items.
4. Notifies owners, in writing of inspection findings, and issues maintenance work orders to correct failed items.
5. Documents efforts to bring properties into compliance and conducts timely follow-up inspections to ensure that work is completed.

**Required Knowledge, Skills, and Abilities:**

1. Knowledge of the HUD Section 8 programs and the housing quality standards.
  2. Knowledge of assisted lease agreements and housing assistance contracts.
  3. Some knowledge of the City of Minneapolis' Housing Maintenance Codes.
  4. Some knowledge of costs for repairing damaged housing.
  5. Ability to inspect properties and to apply standards to determine deficiencies.
  6. Ability to communicate effectively, orally and in writing, with owners and tenants, mediate differences and negotiate rental prices.
  7. Ability to estimate cost of damages to housing units.
  8. Ability to maintain records and prepare reports.
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**About Our Organization:**

The Minneapolis Public Housing Authority (MPHA) is a public agency responsible for administering public housing and Section 8 rent assistance programs for eligible individuals and families in Minneapolis. A nine member Board of Commissioners governs MPHA. The Board Chairperson and four Commissioners (one of whom is a public housing high-rise resident) are appointed by the Mayor of Minneapolis; four Commissioners (one of whom is a public housing family resident) are appointed by the Minneapolis City Council.

**About Our Housing Choice Voucher Program Department:**

The Minneapolis Public Housing Authority (MPHA) has one of the largest Section 8/Housing Choice Voucher (HCV) rental assistance programs in Minnesota. MPHA currently administers approximately 5,000 vouchers, including tenant-based Housing Choice Vouchers, Project-Based Vouchers, Moderate Rehabilitation Vouchers, and Preservation Vouchers. MPHA also partners with community service providers to provide HCV rental assistance for specific populations, such as homeless youth, persons recovering from chemical dependency and persons with disabilities.

**Our Mission Statement:**

The mission of the Minneapolis Public Housing Authority is to promote and deliver quality, well-managed homes to a diverse low-income population; and as a valued partner, to contribute to the well-being of the individuals, families, and community we serve.

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1001 Washington Avenue North  
Minneapolis, MN 55401-1043

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