



Employee Job Description		
Position Title: SCCHA HOUSING INSPECTOR		
Position ID #		
Facility: HOUSING AUTHORITY		
Job Family: HOUSING	Comp Grade:	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people-centered, service excellence-focused and results oriented manner.

Position Summary: SCCHA Housing Inspector assists in improving housing quality by performing accurate, credible and reliable assessments of Tribal HUD/NAHASDA real estate portfolio.

Essential Functions: St Croix Chippewa Housing Authority has over 200 units in its stock. Housing Inspector should provide independent assessments and provide health, safety and functional defects over appearance that better reflect the true physical condition of the property. Understand quality standards, plumbing, and property maintenance. Familiar with building codes, safety issues, and natural disasters. You will work with government programs like HUD and NAHASDA and have knowledge of these and other federal regulations.

Job Duties: not all inclusive

- Perform inspections on subsidized units to ensure each are in accordance with HUD/NAHASDA, State, County and City codes and regulations as applicable.
- Certification in property maintenance, residential building, residential mechanical, electrical, and or plumbing desirable.
- Repair and maintain heating and HVAC systems.
- Inspect home construction to include but not limited to proper placement of walls, fixtures, appliances, heating and cooling systems, electrical wiring systems, and basements.
- Conduct habitability inspections by HUD/NAHASDA standards.

- Facilitate communication between apartment managers to arrange for temporary housing for displaced homeowners.
- Inspect structural, mechanical, plumbing and electrical defects in housing units and other installations to determine maintenance requirements.
- Follow up inspection as needed.
- Perform environmental inspections and testing such as radon, asbestos, mold and drug in conjunction with standard residential home inspections.
- Complete data entry on all assigned cases, and file maintenance in accordance with HUD regulations
- Establish effective working relationships.
- Prepare forms for specific inspection procedures such as initiation of rent and withholding for violations.
- Follow up effectively orally and in writing with property owners regarding property maintenance issues.
- Any other duties assigned by supervisor.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Maintenance Supervisor

Scope and Complexity:

Interacts with all levels of management, employees and tenants; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- **Requires standing, walking, crouching, bending, lifting, in adverse conditions.**
- **May be required to lift up to 50 pounds.**
- **Requires use of computer, phone and general office equipment.**
- **Needs adequate visual acuity, ability to grasp and handle objects.**
- **Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.**
- **May require off-site travel.**

Minimum Qualifications:

- Able to identify potential issues and proactively contain and manage challenges.
- Must have demonstrated education and ability to work as housing inspector.
- Requires effective verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Valid driver license.

Preferred Qualifications:

- Education and/or experience utilizing HUD and NAHASDA regulations and implementation.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments
The offer is conditional based on confirmation that the candidate meets all specific criteria required (background check, driver's insurability verification, references, identity verification, and other applicable requirements).

EEPID	Employee Printed Name	Employee Signature	Date
Supervisor Printed Name		Supervisor Signature	Date

*These are expected to be updated regularly as responsibilities come and go and will be used to notify employee annually. All signatures are required.