

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of **Inspection Supervisor**. Our Inspection Supervisor will be responsible for supervising the activities of the inspection staff, scheduling and performing daily Housing Quality Standard (HQS) Inspections required by the Housing Authority.

### **Examples of Essential Duties and Responsibilities**

1. Supervises the daily activities of the Inspection Staff and provides training to ensure completion of inspection production goals, closely evaluates inspection timelines, monitors the number of inspections necessary to pass units, and monitors quality control systems to facilitate inspections integrity.
2. Conducts inspections of housing units prior to occupancy and lease approval, annual inspections, and special/compliant inspections and re-inspections as needed.
3. Ensures properties meet federal and local housing quality standards required for eligibility in the Section 8 program and inspects all assigned properties for compliance with local building codes that have been added and approved for inclusion by HUD. Works with and consults with County Code Enforcement and Zoning Departments to ensure compliance with applicable standards.
4. Identifies the need of any repair(s) and/or HQS deficiencies and clearly indicates the nature of the problem(s)/deficiencies on a standardized inspection form or electronic tablet.
5. Performs quality control inspections on all inspectors, utilizing established methodology to meet/exceed SEMAP and HUD guidelines.
6. Enforces Lead-Based Paint Regulations by making visual assessment for deteriorated paint violations during initial, annual, and special/complaint inspections assuring clearance examinations are have been achieved when required.
7. Accurately enters/updates information in applicable software and advises appropriate parties of results and any repairs needed in writing to ensure action is taken to comply with HQS; advises owners/landlords of HQS deficiencies in units detected by inspections.
8. Perform evaluations for all inspectors as required.
9. Assists the Inspection Manager with various assigned tasks and/or projects as required.

### **EDUCATION AND EXPERIENCE**

High school diploma or GED equivalency, plus three (3) years' hands-on, progressively responsible experience in public or private inspector/general construction at the journeyman level. Experience related to Housing Quality Standards preferred. Familiar with the Kansas City metropolitan area. Considerable knowledge of the various components of a house/building, materials, methods, and practices used in building construction and of the stages of construction when possible defects and violations may

be most easily observed and corrected. Valid driver's license and use their own personal insurable vehicle to perform inspections.

Interest applicants should forward resume to:

**HOUSING AUTHORITY OF KANSAS CITY, MISSOURI**

**3822 Summit Street**

**Kansas City, Missouri 64111**

**E-mail: [tgumbel@hkc.org](mailto:tgumbel@hkc.org)**

**FAX: 816-968-4225**

**POSITION IS OPEN UNTIL FILLED**