

**HQS Inspector
Housing Choice Voucher Program**

Our HQS Inspectors are responsible for scheduling and performing daily Housing Quality Standard Inspections required by the Housing Authority and the Code of Federal Regulations that govern the Housing Choice Voucher Program, Project Base Voucher Program, Special Programs and the Federal Lead Based Paint Regulations. Complete all required paperwork and ensure all units are in compliance with the Code of Federal Regulations and the HAKC Administrative Plan.

To perform this job successfully, an individual must demonstrate the following competencies:

- Ability to coordinate, manage, and schedule HQS inspections
- Must communicate effectively; verbally and in writing
- Ability to conduct inspections of housing units prior to occupancy and lease approval; annual inspections; and special/complaint inspections/re-inspections
- Ability to identify the need of any repair(s) and/or deficiencies

Individuals must have the following qualifications:

- High school diploma/GED required
- 3 or more years of work experience in public or private inspector/general construction at journeyman level.
- Valid driver's license and must use own personal vehicle to perform inspections.
- Experience with computer applications, including Microsoft Suite

Interested applicants submit resume as follows:

Administrative Services
Housing Authority of Kansas City, Missouri
920 Main Street, Suite 701
Kansas City, MO 64105
E-mail: agroves@hakc.org
FAX: 816-285-4025

Housing Authority of Kansas City, MO is an Equal Opportunity Employer and is a drug and alcohol free work environment.

POSITION IS OPEN UNTIL FILLED