

ERIE METROPOLITAN HOUSING AUTHORITY

INSPECTOR / MAINTENANCE MECHANIC I

Erie Metropolitan Housing Authority (EMHA) seeks a qualified Inspector/Maintenance Mechanic I. This position oversees the inspection process for HCV and Public Housing assisted units, and performs maintenance duties in EMHA owned/managed properties. Must be skilled in the use of hand tools and equipment to perform general maintenance, heating, plumbing, electrical, carpentry, and drywall repairs. Must have ability to work independently, perform on-call duties when required, and lift 60 lbs. Applicants are required to have a high school diploma or equivalency, valid Ohio Vehicle operator's license, and be insurable under EMHA. One to two yrs. prior experience in a program serving low-income clientele. Two years demonstrated experience, effectiveness, and efficiency in customer service environment. Ability to pass certification examinations. Must be able to work in adverse conditions, such as sleet, snow, heat, cold, dust and dirt. This is a full-time bargaining unit position with benefits package. Pre-employment physical and drug screening required. Submit resume with cover letter to **ATTN: Executive Director; EMHA; 322 Warren Street; Sandusky, OH 44870 (mail), by fax to (419) 621-4254, or email to mbeier@eriemetrohousing.org**. Resumes will be accepted until **4:00 PM on Friday, December 11, 2020**. Visit www.eriemetrohousing.org for job posting/description. No phone calls. **EOE**

ERIE METROPOLITAN HOUSING AUTHORITY

INSPECTOR/MAINTENANCE MECHANIC I (HOUSING CHOICE VOUCHER (SECTION 8) / PUBLIC HOUSING)

JOB DESCRIPTION

JOB SUMMARY:

Under the supervision of the Executive Director, the Inspector/Maintenance Mechanic I oversees the inspection process for Housing Choice Voucher and Public Housing assisted units, and maintains public housing units. The Inspector/Maintenance Mechanic I coordinates inspection efforts with the Inspections Contractor to ensure the provision of decent, safe, and sanitary housing, as well as perform maintenance duties in EMHA owned/managed properties. The Inspector/Maintenance Mechanic I is responsible for inspecting units according to Housing Quality Standards as required by HUD and the City and/or County by determining the initial and ongoing eligibility of subsidized rental units. The Inspector/Maintenance Mechanic I has no supervisory responsibilities.

A. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Education: High school graduate or the equivalency required.

Experience: One to two years prior experience in a program serving low-income clientele. Two years demonstrated experience, effectiveness, and efficiency in customer service environment.

Skills:

1. Broad knowledge of federal, state and local statutes, rules, regulations, policies, procedures and guidelines related to the Housing Choice Voucher Program and low-income housing.
2. Ability to perform basic mathematical computations.
3. Ability to lift up to sixty (60) pounds.
4. Ability to perform duties in office and field settings.
5. Computer skills and knowledge of common office related computer/mobile software/hardware.
6. Ability to deal with many variables and determine specific courses of action.
7. Ability to communicate and interact efficiently and professionally with residents, landlords, staff, and external organizations.
8. Ability to pass certification examination showing proficiency in Housing Quality Standards regulations.

Other: Possession of a valid Ohio Vehicle Operators license and insurable under EMHA carrier.

B. Principle Inspection Duties:

1. Primarily provide initial inspection and complaint inspection of Housing Choice Voucher units when requested by Case Manager using proper Housing Choice Voucher forms assuring that all Erie Metropolitan Housing Authority subsidized units are kept in decent, safe and sanitary conditions.
2. Provide annual inspections for Housing Choice Voucher leased and public housing units when required outside the use of the contract inspector(s).
3. Be familiar with Housing Quality Standards, City and/or County Code Regulations.
4. Receive complaint calls for inspections; coordinate with the Case Managers prior to complaint calls.
5. Notify Case Managers when inspection reveals possible lead based paint hazards.
6. Be consistent from unit to unit in determining failures and unit needs.
7. Remain unbiased and show no favoritism or discrimination.
8. Coordinate inspection schedule with the Inspections Contractors and other housing staff including to ensure efficiency in routing and scheduling.

9. Document and notify owners of defects, giving necessary time for correction according to incumbent's judgments and applicable regulations, and verify timely correction of defects.
10. Notify Case Managers when payments to owners are to be stopped because of defects.
11. Completion of Inspection Reports/Forms, Utility Allowance Schedules, Rent Reasonableness Determinations, and Rent Increase Requests (again assuring rent reasonableness), as necessary.
12. Data entry of inspection information as appropriate in computer software.
13. Other duties as assigned.

C. Principle Maintenance Duties:

1. Ability to perform lawn maintenance, yard work, and snow removal continuously for an 8 hr. period daily;
2. Ability to do any custodial duties assigned;
3. Ability to change lights and clean same;
4. Clean units at turnover and remove debris;
5. Clean vehicles as directed;
6. Ability to do minor repairs, plumbing, electrical, carpentry, etc.;
7. Ability to paint, repair drywall etc.;
8. Ability to maintain and use tools and equipment necessary to perform tasks assigned, to include power tools, saws, drills, power washers, airless spray, lawn equipment, etc.... in a professional and expeditious manner;
9. Assist other Mechanics when necessary;
10. Complete work order documentation in a timely manner;
11. Perform on-call duties when required and on an as-needed emergency basis, which includes being immediately available to answer the work order phone on a continuous basis during normal off-duty hours on designated on-call week; (Cellular telephones are provided to each mechanic to provide easy access during off-duty coverage. Maintaining proper cell phone functioning is the responsibility of the mechanic assigned this equipment.);
12. Ability to work independently and complete assignments in an orderly, acceptable manner;
13. Maintain shop in a clean, orderly manner;
14. Other duties as assigned;
15. Must be able to work in adverse conditions, such as sleet, snow, heat, cold, dust and dirt;
16. Reports to Executive Director, Maintenance Mechanic III, or other personnel assigned.

Inspector/Maintenance Mechanic I

Executive Director

Date