



**Pierce County Housing Authority**  
*Providing safe, decent, and affordable housing and economic opportunity, free from discrimination.*

**Job Title/Pay scale:**

Housing Quality Standards  
Inspection Coordinator/DOQ

**Date:**

Open until filled- first  
consideration given to PCHA  
OPEIU Members through  
8:00 AM, February 4th, 2023

**Job Description:**

**Purpose:**

Under general supervision of the Director of Supported Housing, performs all functions of the Housing Quality Standards (HQS) Inspection and its administration for the Housing Choice Voucher (HCV) Programs for the Pierce County Housing Authority. Work involves traveling across Pierce County while conducting HQS Inspections and documentation of the condition of units at the time of inspection. Work also involves frequent personal contact with landlords, owners, property management companies and residents to schedule and enforce HUD defined Housing Quality Standards compliance. Employee must exercise independent judgment, excellent time management, and initiative in performing assigned duties. Employee must also exercise courtesy, tact, and firmness in extensive contact with residents and landlords.

**Duties:**

Performs and documents initial, annual, and special inspections of units in the Housing Choice Voucher programs for compliance with the Housing Quality Standards (HQS).

Performs re-inspections when needed. Advises owners and residents of inspection results and encourages all parties to maintain units properly.

Confirms that unit is the size noted on the contract and which utilities are provided by the owner and tenant. Notifies owner and resident in writing of specific HQS violations so deficiencies can be corrected within the time specified by HUD and Pierce County Housing Authority Administration Plan.

Conducts rent reasonableness comparability analyses and recommends amount of contract rent and rent increases based on comparable unassisted housing in the neighborhood.

Investigates and documents owner and resident complaints. Refers information to the appropriate staff.

Determines whether the owner, resident, or both are responsible for units failing HQS, based upon observable evidence, experience and HUD regulations.

When units fail the HQS inspection, recommends abatement of Housing Assistance Payment (HAP) or termination of housing assistance, as appropriate.

Practices good customer service skills and professional courtesy in the performance of duties.

Informs staff of situations resulting in owners or resident's noncompliance with HAP contract, lease or Pierce County Housing Authority Administration Plan.

Performs clerical duties associated with inspections such as typing, computer data entry, copying, preparing correspondence, and maintaining files for all types of inspections.

Submits monthly performance reports as required.

Performs other duties as assigned.

**Required Skills, Knowledge and Experience:**

- Excellent communication skills (written and oral).
- Customer service experience.
- Satisfactory completion of NanMcKay HQS training program with a score of 85% or higher within 60 days of hire.
- Good attention to detail.
- Highly organized.
- Ability to establish and maintain effective working relationships with colleagues, participants, landlords, and the general public.
- Knowledge of local, state, and federal Fair Housing Law.
- Ability to work effectively as a member of the team.
- Desire and ability to work with people of various cultural and socioeconomic backgrounds.
- Ability to work without close supervision.
- Applicant must possess or be able to obtain a valid Washington State Driver's License, have a fully insurable driving record and reliable transportation.

<b>Represented Position:</b>	Union membership is required within 30 days of employment	<b>Years of Experience &amp; Education:</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in business, human services related field, communications, or similar.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• Any equivalent combination of related education, training and experience which would demonstrate, to the Authority's satisfaction, the ability to perform the work.</li></ul>
<b>Certifications:</b>	Must obtain HQS Certification within 60 days of hire	<b>Reports to:</b>	Director of Supported Housing