

COMPETITIVE

PUBLIC HOUSING INSPECTOR
(Rochester Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS:

The Housing Inspector is responsible for conducting housing quality inspections for units participating in Rochester Housing Authority (RHA) housing programs, including the Housing Choice Voucher (HCV) Program and other federally assisted housing initiatives. The position ensures compliance with U.S. Department of Housing and Urban Development (HUD) regulations, Housing Quality Standards (HQS), National Standards for the Physical Inspection of Real Estate (NSPIRE), local housing codes, and RHA policies and procedures. The Housing Inspector works collaboratively with property owners, tenants, program participants, contractors, and RHA staff to ensure safe, sanitary, and decent housing conditions are maintained.

TYPICAL WORK ACTIVITIES:

Conduct initial, biannual, special, complaint, quality control, emergency, and re-inspections of residential units participating in RHA housing programs;
 Inspects the condition of buildings to determine compliance with national standards for the physical inspection of real estate (NSPIRE) inspection protocol and various other codes;
 Performs progress inspections for various construction and renovation projects;
 Uses a hand-held computer device to record inspections and uses a personal computer to generate inspection reports;
 Confers and effectively communicate, with superiors, residents, RHA staff, and property owners concerning inspection findings, building maintenance, repair, and renovations;
 Keeps records of work project(s) and prepares reports for supervisors; accordingly, Establishes inspection priorities and schedules inspections;
 May make preliminary cost estimates of materials and labor needed to accomplish a project.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, practices, techniques, and terminology of building construction, maintenance, and repair (single-family, multi-family, and high-rise);
 Knowledge of the tools and equipment used in residential building construction, maintenance, repair, and renovation work;
 Knowledge of national standards for the physical inspection of real estate (NSPIRE) or Housing Quality Standards (HQS), State, and Local codes;
 Ability to deal with the public and effectively communicate instructions orally and in writing; Ability to keep accurate records of work performed;
 Ability to prioritize and organize work week independently;
 Ability to read street maps and to map out daily inspection routes effectively; Ability to read and interpret blueprints and specifications;
 Ability to prepare preliminary cost estimates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of RHA's policies and procedures; Knowledge of national standards for the physical inspection of real estate (NSPIRE) inspection protocol;

MINIMUM QUALIFICATIONS:

High school diploma or equivalent PLUS either;

- A. Three* (3) years of experience inspecting property for compliance with codes, contracts, or other standards established to ensure the health and safety of occupants,

OR

- B. Six* (6) years of experience as a skilled trades worker in one or more of the mechanical or construction trade

OR

- C. Certificate or diploma from a technical training program in one (1) or more of the construction or mechanical trades may substitute for one (1) year of the required experience.

SPECIAL REQUIREMENTS:

Must have a valid New York State Class D Driver's License and an automobile available for daily use at the time of appointment and throughout incumbency in this title.

The following Certification(s) must be obtained within 1 year of employment.

Certification in (NSPIRE) inspection protocol.

Certification in EPA Renovation Repair and Painting.

ADOPTED; JANUARY 29, 1987.

REVISED; MAY 17, 1990.

REVISED; APRIL 2, 1998.

REVISED; APRIL 29, 2003

REVISED; May 6, 2024

REVISED; May 11, 2026

