



Employment Opportunity

Housing Inspector – Bureau of Housing

\$20.04 hourly salary (Grade C10)

40 hour positions with a full benefit package

Apply By: Tuesday, November 12, 2019 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Performs inspections and certifies housing units for compliance with Federal, State and local housing assistance standards, codes, regulations and procedures.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform housing inspections, identify housing unit deficiencies and communicate standards necessary to bring a unit into program compliance
2. Interpret and apply current regulations of Carroll County minimum livability code and federal housing regulations
3. Work closely with Bureau of Permits and Inspections when code issues are identified
4. Communicate inspection results to owners and tenants, and coordinates follow-up inspections
5. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, state, and local laws
6. Investigate allegations of fraud within the public housing authority and assist with the termination process
7. Perform background investigations for potential Housing Choice voucher recipients
8. Certify rent reasonableness
9. Determine work procedures, prepare work schedules and expedite workflow
10. Manage calendar, coordinate schedule and meetings, and make appointments
11. Establish, organize, and maintain paper and computer records in the management/file system
12. Research and compile information to create and prepare reports, procedures, handbooks, packets, forms and other materials
13. Apply knowledge of and respond to questions regarding ordinances, regulations, policies, procedures, and practices as related to office
14. Perform related duties as to specific assignments
15. Any employee may be identified as Essential Personnel during emergency situations
16. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
 2. Three years experience in residential building construction, building inspection, quality control or related field
- * A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check as condition of employment
3. Certification for Property Maintenance and Housing Inspector (through ICC, within 6 months of employment)

A Carroll County Government job application is required for this position

Apply on-line: www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 10/30/19
(20-61)**

Carroll County is an equal opportunity employer