



## Position Description

**Position Title:** HQS Inspections Manager  
**Reports to:** Director of HCVP  
**FLSA status:** Exempt

**Created By:**  
**Date Created:**  
**Approved By:**

### Summary

The primary purpose of this position is to supervise all aspects of the housing inspections function, and to ensure quality, safe, and affordable housing for HACP residents. The incumbent will be responsible for monitoring all phases of the inspections process, including program compliance, problem resolution, and report preparation and presentation.

All activities must support the Housing Authority of the City of Pittsburgh (“HACP” or “Authority”) mission, strategic goals and objectives.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed.*

- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, and training, acting on employee problems, and recommending and implementing discipline.
- Supervises Housing Inspectors and associated support staff, and coordinates the housing inspection process to ensure that each Housing Choice Voucher assisted unit is properly inspected at the necessary time, in accordance with all applicable rules and regulations.
- Assigns work and evaluates performance of housing inspectors, inspection processes, and procedures.
- Tracks and monitors quality control inspections in accordance with HUD regulations and HACP policy.
- Gathers and inputs information into the Rent Reasonableness queue.
- Prepares and presents reports regarding housing inspections; summarizes data from inspection reports, and identifies trends or problems.
- Assists in development, updating, and revisions to HACP policy relating to inspections and the Housing Choice Voucher Program.
- Develops and implements changes and updates to increase use of technology solutions to streamline and improve the process for completing inspections and all associated correspondence and reporting.
- Implements and monitors appropriate procedures for notifying owners or real estate agencies of repair for program compliance.
- Assists in the development and revision of revised policies and procedures relating to inspection standards, rent setting, rent reasonableness, utility allowances and other related program requirements.



- Assists, directs, and monitors the negotiation of rents with owners or real estate agencies for all Section 8 / HCVP Programs to ensure compliance.
- Responds to inquiries regarding Section 8 / HCVP Program.
- Researches and answers various types of correspondence and telephone inquiries relating to inspection staff and Housing Quality Standards.
- Performs other duties as assigned.

### **Education and/or Experience**

Bachelor's Degree in business administration, public administration, or related field and a minimum of 5-7 years of experience in either a) managing employees who work independently in a highly regulated field, or b) 5-7 years of experience public housing, Housing Choice Voucher program operations, building inspection, or code enforcement. Must be certified to complete Housing Quality Inspections, or become certified within 6 months. An equivalent combination of education and experience may be considered. Must possess a valid Pennsylvania driver's license and be insurable under the Authority's plan. Must be a resident of the City of Pittsburgh.

### **Technical Skills**

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

The employee must receive a "Pass" rating on all trainings/examinations required for the employee (as identified by the HR Director, HCV Director or designee).

- Probationary Period: Trainings/examinations required during probationary period must be successfully completed having received a "Pass" rating prior to the end of the probationary period. If the employee does not receive a "Pass" rating on the first attempt, they may be afforded one additional attempt to receive a "Pass" rating. Failure to receive a "Pass" rating for any training may result in employment separation.
- General Trainings: Trainings/examinations identified as required during employment at HACP must be completed successfully with a "Pass" rating. The employee must receive a "Pass" rating on any training/examination taken within six (6) months of the training. Failure to receive a "Pass" rating for any training may result in employment separation.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

**Read and Acknowledged**

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**Employee Signature**

**Date**

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**Employee Name [printed]**