



ABILENE HOUSING AUTHORITY

Job Description

Position:	HCV Inspector	Program Affiliation:	HCV
Reports To:	HCV Supervisor	Salary Range:	\$16.91 - \$24.83
Position Type:	Hourly	Revision Date:	November 7, 2025

SUMMARY:

Under the direct supervision of the HCV Supervisor, HCV Inspector will be responsible for conducting inspections following HUD's guidelines and Abilene Housing Authority's administrative plan. All inspectors are required to complete the provided classroom, online, and field training and must pass the final certification exam.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

INSPECTOR DUTIES & RESPONSIBILITIES:

Conducting all types of inspections for the Housing Choice Voucher Program:

- Initial Inspections
- Annual Inspections
- Re-Inspections
- Complaint Inspections
- Abatement Inspections
- Special inspections
- Collect and transmit inspection data using an iPad.
- Pull schedule and inspection information for upcoming work shift
- Complete and submit required documents to supervisor
- Complete Rent Reasonable Reviews
- Must become familiar with state & local building code requirements
- Provide excellent customer service
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Associate's degree and/or equivalent education OR professional related experience in lieu of a degree
- Excellent interpersonal skills
- Moderate computer ability
- Proficiency of modern equipment including cell phones, fax machines, scanners, computers, iPads and/or other hand-held devices, GPS, and printers
- Prepare and present ideas in a clear and concise manner, both orally and in written form
- Establish, maintain, and promote effective working relationships with departmental employees, co-workers, vendors, consultants, contractors, and landlords/tenants; display ability to effectively communicate with people from a broad range of socio-economic backgrounds
- Ability to work productively in a variety of internal and external working conditions and environments

PREFERRED QUALIFICATIONS:

- Knowledge of the general operations and procedures of a Public Housing Agency (PHA) and of local, state, and federal regulations governing subsidized housing programs

REQUIREMENTS:

- Must pass Inspection exam within first year

OTHER:

The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the AHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.