



Texas Department of Housing & Community Affairs  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## Employment Announcement

### Inspection Specialist in the Compliance Division

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| <b>Job Posting Number:</b><br>18-018                    | <b>State Classification:</b><br>Inspector VI / 1325           |
| <b>Division:</b><br>Compliance                          | <b>State Pay Grade:</b><br>B19                                |
| <b>Department:</b><br>Physical Inspections              | <b>Posting Date:</b><br>September 19, 2017                    |
| <b>Established Work Hours:</b><br>8:00 A.M. – 5:00 P.M. | <b>Application Deadline:</b><br>Open Until Closed By Division |
| <b>Starting Salary:</b><br>\$4,583.34 / mo.             | <b>Duration:</b><br>Full Time                                 |
| <b>Number of Openings:</b><br>3                         | <b>Location:</b><br>Austin, Texas                             |

### GENERAL DESCRIPTION

Performs advanced (senior level) inspection work. Work involves planning, coordinating, overseeing or conducting inspections and quality assurance review to ensure compliance with laws, regulations, and agency policies. May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### SPECIFIC JOB FUNCTIONS

- Performs Uniform Physical Condition Standards (UPCS) inspections of multifamily rental developments funded by the Department.
- Performs final construction inspections to ensure compliance with Federal Fair housing requirements, 2010 Americans with Disabilities Act Standards for Accessible Design, Section 504 of the Rehabilitation Act and with applicable sections of the Qualified Allocation Plan or other program guidelines.
- Performs inspections of single family homes that have been weatherized, rehabilitated or modified through state and federal programs to ensure allowabilty and reasonableness of program expenses under applicable conditions of contract.
- Conducts habitability and accessibility inspections of facilities funded through the Emergency Solutions Grant program.
- Conducts Housing Quality Standards (HQS) inspections and reviews of facilities funded through the Section 8 Housing Voucher program.
- Conducts inspections of residences receiving funding from the HTF Amy Young Barrier Removal Program to ensure compliance with submitted scope of work and reasonableness of program expenses under applicable conditions of contract.
- Performs any additional onsite inspections required to verify compliance with any added Department programs or activities funded as may be required.
- Processes contractor reports from production of unit lists to closing the inspection.
- Prepares comprehensive reports detailing deficiencies identified.
- Reviews documentation of corrective action submitted, determines responsiveness of material, and communicates with responsible parties as necessary.
- Reviews owner requests for corrective action plans.



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- Monitors owner progress in agreed upon corrective action plans.
- Recommends owners or contractors for enforcement penalties and/or inclusion on the Department's Debarment list.
- Prepares Notices of Noncompliance to the Internal Revenue Service.
- May investigate and resolve complaints.
- Oversees and prepares reports and the maintenance of records.
- Conducts follow-up inspections if needed to ensure compliance.
- Establishes priorities and methods of securing evidence.
- Evaluates programs and procedures to improve operations.
- Implements quality control systems.
- May testify at hearings or before courts of jurisdiction.
- Reviewing, observing, and verifying that construction conforms to the design team's construction documents.
- Reviewing, observing, and verifying that construction conforms to all applicable codes and guidelines, including the International Building, Mechanical, and Electrical codes, ADA and ANSI Accessibility Guidelines, and others as required.
- Process open records requests, serve as section web liaison, process registration and prepare for and present training classes presented by the section.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Compliance Division including performing risk assessments of the Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Performs related work as assigned.
- Must be able to travel, as needed (~25%-50%).

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- Graduation from a standard senior high school or equivalent. Associates Degree preferred. Experience and education may be substituted for one another. Experience in inspection work.
- Experience, training, or certification in HUD's UPCS preferred.
- Must demonstrate mastery of the UPCS inspection protocol within one year of employment.
- Ability to speak and write in Spanish preferred.

#### **FACTORS**

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Department of Housing and Urban Development's Uniform Physical Condition Standards (UPCS), federal accessibility requirements and standards related to the area of responsibility; of the principles and methods of field inspection.
- Knowledge of commercial and residential building, electrical, plumbing, mechanical and inspection health and safety rules, regulations, codes and ordinances.
- Knowledge of building construction material specifications and tolerances.
- Knowledge of building code enforcement practices and procedures.
- Skill in conducting inspections, in determining proper courses of action, and in using instruments or tools necessary to perform inspections.
- Knowledge of HUD's HQS inspections.
- Ability to prepare reports; to analyze data; and to interpret laws and regulations;
- Must possess acceptable writing skills.
- Must have the ability to learn and be trained.
- Must have the ability to establish and maintain working relationships with others.
- Knowledge of Microsoft products such as Windows, Word and Excel.
- Must possess problem solving skills.



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## OTHER:

### Physical Requirements:

- Standing for long periods of time.
- Walking on even and uneven terrain.
- Ability to climb stairs.
- Ability to tolerate short exposure to environmental hazards such as cigarette smoke in occupied dwelling units to be inspected.
- Ability to lift 20 pounds.
- Ability to lift and carry five pounds.

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

**Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.**

## TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://www.WorkInTexas.com).

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

**Resumes will not be accepted in lieu of your online application.**

### ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs.

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.