



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

Employment Announcement

Inspector in the Manufactured Housing Division

Job Posting Number: 18-028	State Classification: Investigator III / 1352
Division: Manufactured Housing	State Pay Grade: B16
Department: Field Operations	Posting Date: December 19, 2017
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$3,483.72 / mo.	Duration: Full Time
Number of Openings: 1	Location: Houston, Texas

GENERAL DESCRIPTION

Performs moderately complex investigative work and inspections. Work involves conducting inspections and investigations primarily in Brazoria, Galveston, Matagorda, and / or Harris Counties, or as assigned by supervisor. Prepares reports on findings. May train and / or supervise the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Schedules travel and fill out the appropriate forms according to policy.
- Determines proper technique for performing on-site installation inspections.
- Performs complex installation inspections, consumer complaint inspections.
- Performs compliance reviews on retailers and installers.
- Conducts Migrant Labor Facility inspections for compliance with established requirements.
- Conducts inspections and investigations of alleged violations of laws, rules, and regulations.
- Interviews the public during investigations in order to obtain information and composes findings in writing.
- Thoroughly completes all reports, submits to the appropriate office with a focus on efficiency and completion within established timeframes.
- Assists citizens and consumers by providing accurate information regarding statutes in a helpful, professional manner to ensure the safety of all parties.
- Maintains reference material and inspection procedures along with maintaining equipment / supplies issued by the Manufactured Housing Division.
- Participates in training activities as provided by the Department.
- Establishes and maintains good oral and written communications with the public with a focus on remaining neutral and impeccable customer service.
- Schedules workload in most cost effective manner.
- Performs sensitive inquires in preparing for investigative case files for Department hearings.



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- Promotes the manufactured housing program by professionally representing the Department and the Manufactured Housing Division.
- Identifies, contacts, and interviews potential complainants.
- Performs Emergency Management Residential Damage Assessments.
- Assists in preparing cases for hearings or court proceedings.
- May testify in formal hearings or court proceedings.
- May train others.
- May teach installation instruction classes.
- May perform undercover or surveillance work regarding suspected violators.
- Performs related work as assigned.
- Travel required is 85%-95% by the use of personal automobile or rental.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Manufactured Housing Division, including performing risk assessments of the Manufactured Housing Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Assist other areas as needed and directed by supervisor.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university. Minimum of one year hands-on involvement in the construction trades. Prefer at least two years experience in the Manufactured Housing Industry performing home inspections. Experience in consumer complaints inspections, investigations, and / or compliance or code enforcement is preferred. Ability to analyze problems and complete reports, and have verbal and written communications skills with homeowners and the general public. Experience and education may be substituted for one another.

FACTORS

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of structural, electrical, plumbing aspects of components is required.
- Ability to maintain and establish line of communication with clients, constituents, and other employees.
- Ability to draft and / or write concise, complete, and accurate reports.
- Ability to learn and retain information necessary to conduct the assigned duties of the position.
- Experience in office and computer technology, Microsoft Word, Windows and Excel.
- Experience in the Manufactured Housing Industry.
- Investigation experience.
- Ability to establish and maintain effective working relations with other employees, public officials, and the general public.
- Ability to speak and / or translate Spanish is preferred.

OTHER:

PHYSICAL REQUIREMENTS:

- Be able to climb ladders
- Must be able to lift 50 pounds.
- Must be able to work in all weather conditions, hot and cold.



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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 schedule.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at 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.