



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, San Antonio Region Division

Job Posting Number: 19-003	State Classification: Investigator III/1352
Division: San Antonio Region	State Pay Grade: B16
Department: Manufactured Housing	Posting Date: August 16, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 3,483.00 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs moderately complex journey-level investigative work for the Manufactured Housing Division in the San Antonio Region. Work involves conducting inspections and investigations. Prepares reports on findings. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Inspector will work out of his or her home.

SPECIFIC JOB FUNCTIONS

- Conducts retailer and installer audits, installation, city contract monitoring inspections, consumer complaint, and Portfolio Management & Compliance inspections.
- Conducts investigations of alleged violations of laws, rules, and regulations related to manufactured housing..
- Conducts interviews of identified witnesses in relation to complaints received and prepares findings report and submits in a timely manner.
- Conducts Migrant Labor Facility inspections for compliance with the rules.
- Performs sensitive inquiries in preparing for investigative case files for Department hearings.
- 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.
- Assists in coordinating and witnessing the assembly of multi-wide homes on site.



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- Assists in preparing cases for hearings or court proceedings.
- Participates in training activities as provided by the Department.
- May testify in formal hearings or court proceedings.
- May teach installation instructions classes.
- May train others.
- May perform undercover or surveillance work regarding suspected violators.
- Responsible for becoming fully knowledgeable of the Department's Fraud, Waste and Abuse Prevention and Detection Program and its affect in their individual program areas including performing risk assessment of their program area's significant business processes and identifying and communicating control processes and steps to mitigate unacceptable risks
- Performs related work as assigned.
- Travel required is 85-95% by the use of personal automobile.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university is preferred. Graduation from standard senior high school or equivalent is **required**. Minimum of one year hands on involvement in construction trades. Experience in performance of manufactured home installation inspections preferred. Experience in consumer complaint inspections/investigations is preferred. Experience and education may be substituted for one another.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of investigative principles, techniques, and procedures.
- Ability to conduct investigations, to interpret and apply laws and regulations; to conduct interviews and gather facts; to evaluate findings; to prepare concise reports; and to train others.
- Prefer working knowledge of structural, electrical, and plumbing aspects of manufactured homes is required.
- Ability to draft and write concise, complete, and accurate reports.
- Ability to establish and maintain effective working relations with other employees, public officials, and the general public.
- Ability to learn and retain information necessary to conduct the assigned duties of the position.
- Experience in using, Microsoft Word, and Excel



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PHYSICAL REQUIREMENTS:

- Must be able to lift 50 lbs. Must be able to crawl under small areas and climb a ladder frequently

OTHER:

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.

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.



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