

Position Title: Assistant Housing Inspector

Reports To: Dylan Martin Location: Varies

1. **Position Summary:**

The Assistant Housing Inspector is tasked with overseeing the administrative duties related to the inspection of apartments, common areas, and community properties managed or owned by Cathedral Square. This role is primarily administrative, with the likelihood for advancement to a full time Housing Inspector position within the next twelve months.

1. **Principal Responsibilities:**

**1. Administrative Duties**

* Creating open work orders for needed repairs found during inspections of apartments and apartment buildings
* Schedules the inspections with residents
* Data entry into Boston Post
* Follows-up on violations and other matters relating to housing inspections and needed repairs.
* Accurately documents and tracks all apartment inspections for resident, property, and agency files.
* Notifies residents through oral (when appropriate) and written correspondence of deficiencies, including appropriate solutions to return the apartment to compliance. Forwards copies of correspondences to appropriate management staff as needed and attaches copies of correspondences to residents’ paper and electronic files.
* This person will support external agency inspections by unlocking doors for access and noting any deficiencies or needed repairs.

**2. Builds rapport and maintains good working relationships.**

* Maintains good working relationship and coordinates, where appropriate, with the City Code Enforcement Officials, Fire Marshalls, VHFA, VSHA, HUD, CEDO, VHCB, HousingVT, BHA, WHA, USDA, and all other agencies and organizations involved with the physical operations of Cathedral Square properties.
* Answers staff and resident questions about inspections.
* Problem solves with staff and residents to correct violations.
* Ability to meet and deal with others in a professional manner, including tenants landlords, subcontractors and fellow employees in sometimes difficult and challenging situations.

**3. Monitors building compliance.**

* Performs fire extinguisher inspection and tagging if time allows.
* Performs all other tasks assigned by Housing Inspector

1. **CSC Standards of Conduct:**

* Demonstrates a commitment to the mission and values of CSC.
* Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
* Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
* Communicates a positive image about CSC to the community.
* Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
* Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
* Maintains a professional appearance that is appropriate for his/her position.
* Reports to work on time, completes time card accurately in UKG, provides advance notice for time off, and appropriately manages CTO time.
* Demonstrates a commitment to integrity in work habits and use of CSC resources.
* CSC’s mission and operations require that an employee is prepared to perform duties as assigned that may be outside his/her principal responsibilities.

1. **Minimum Qualifications:**

High school diploma preferred and at least one year of relevant maintenance knowledge and experience. Additionally, knowledge of NSPIRE preferred. Knowledge and experience of working with ADOBE, Microsoft Word, and Outlook preferred. Must possess a valid Vermont driver’s license, dependable vehicle and clean driving record. He/she must be able to travel to property sites. Good verbal and written communication skills are required. Good time management skills and flexibility is a must.

1. **Working Conditions and Physical Demands**

* This position requires considerable walking, lifting (routinely lift 50 pounds), bending stretching and squatting.
* This position requires working well in various environments, including exposure to outside weather conditions, unsanitary apartments, attics, basements, cramped areas and other adverse conditions.
* S/He will use a computer system, computer equipment and general office equipment.
* Responds to emergency situations as needed.

**Note: Non-Essential Duties are noted with an asterisk.**

**Employee Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**