



## HOUSING AUTHORITY OF THE CITY OF TULSA

### CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY: Until Filled

### Inspector \$15.38/Hourly

**DEPARTMENT:** Inspections

**REPORTS TO:** Inspections Manager

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#### **POSITION SUMMARY:**

Determine the suitability of dwellings for occupancy by Tulsa Housing Authority (THA) residents. Inspect public housing and Section 8 properties for compliance with Uniform Physical Condition Standards (UPCS) for PHA properties and Housing Quality Standards (HQS) for Section 8 properties. Also, insure compliance with THA administrative plan, city and state building codes, federal regulations. Inspect THA property that is to be used for public housing programs to insure compliance with applicable Housing and Urban Development (HUD) regulations for compliance with PHAS UPCS requirements. Document deficiencies and/or substandard conditions that cause the property to be non-compliant with HUD regulations. Inspect privately owned properties that will receive THA administered Section 8 assistance and insure compliance of HQS, City and State building codes, THA administrative plan requirements. Document deficiencies and / or substandard conditions that cause the property to be non-compliant with these regulations. Accept or reject the (PHA) property and inform THA management the deficiencies and non-compliance with regulations (UPCS). Document and issue work orders on THA computerize inspection system. Must be able to answer questions regarding actions necessary to bring the property into compliance with UPCS. Schedule additional inspections as required. Complete standard inspection forms and report findings to THA management with regards to the Public Housing Program. Maintain records and reports on inspections, conditions found and recommended actions. Accept or reject Section 8 properties and inform the landlord, participant or property management of the deficiencies and non-compliance with regulations (HQS). Document the inspection on the THA computerized inspection system and issue notifications of the necessary repairs for HQS compliance to the landlord, participant and Leasing Agent file. Complete standard inspection forms and must be able to answer questions regarding necessary action to bring property into compliance with HQS. Schedule additional inspections as required. Receive request for various types of inspections to ensure Section 8 assisted properties are in compliance. These inspections are initial, compliant, emergency, and rent increase. Perform other duties as required.

## **MINIMUM REQUIREMENTS:**

### **EDUCATION and/or EXPERIENCE**

A minimum of an Associates Degree and/or 1 to 2 years related experience and/or training as a general contractor in building housing for single and multiple occupancy and high rise complexes. Must be fully knowledgeable of the application and content of applicable building codes. Must have computer experience (Microsoft Word and Excel).

### **ORGANIZATION:**

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

### **MISSION STATEMENT:**

The mission of the THA is to be a leading public housing agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and board.

### **DEPARTMENT BACKGROUND:**

The Section 8 Department is responsible for families receiving rental assistance where they can select housing of their choice, whether it is an apartment, duplex, or house, provided the owner of the unit is willing to accept the family under the Voucher program guidelines. The Voucher program enables families to move from state to state and maintain their rental assistance. The Family Self-Sufficiency program is responsible for assisting families who are currently receiving rental assistance in making the transition from public assistance to becoming economically independent of all government subsidies.

***An Equal Opportunity / Affirmative Action Employer  
(918) 581-5723 / Fax (918) 581-5721***

***Criminal background checks and drug tests will be administered.  
Men, women, and THA residents are encouraged to apply.***

### **TO APPLY:**

Qualified candidates should submit a resume, cover letter and salary requirements to:

Tulsa Housing Authority  
Attn: Human Resources  
415 East Independence  
Tulsa, OK 74106

**CLOSING DATE: Until Filled**