

## VACANCY NOTICE

**POSTING DATE:** March 10, 2017 **CLOSING DATE:** March 31, 2017

**CLASS CODE/TITLE:** L0013 - Housing Inspector, Section 8

**ANNUAL SALARY:** \$35,175.36 (\$18.04/HOUR)

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### **TYPE EMPLOYMENT**

This is a full-time position.

Work Hours: 37.5 hours per week, 7.50 hours per day  
Monday - Friday, 8:00 a.m. - 4:30 p.m.

This position may be filled by Civil Service List, Promotion Without Exam or Reinstatement.

### **DEFINITION**

This position requires the inspection of Section 8 rent assistance dwellings.

### **EXAMPLES OF WORK PERFORMED**

Schedules and performs regular maintenance and housekeeping inspections of Section 8 rent assisted dwelling units located within the City of Harrisburg.

Performs subsequent inspections within prescribed deadlines of remedial actions taken.

Prepares correspondences with landlords, staff and other third parties.

### **KNOWLEDGES, SKILLS AND ABILITIES**

Knowledge of Authority-based computer software (Elite) and Microsoft Word as well as other electronic equipment.

Comprehensive knowledge and certification or qualification of HUD Housing Quality Standards.

Must possess good oral and written communication skills.

Must be a self-starter able to manage time and priorities with limited supervision.

Ability to follow HUD guidelines.

Ability to be detailed oriented in inspecting units and writing reports.

### **EXPERIENCE AND TRAINING**

All eligible candidates must:

1. Be a resident of Pennsylvania.
2. Possess a current valid Pennsylvania driver's license.

### **HOW TO APPLY**

Please submit your written request for consideration to Richard Mountsier by mail to 351 Chestnut Street, Harrisburg PA, 17101 or email at richm@harrisburghousing.org by 4:30 p.m. on March 31, 2017. Requests must be either in electronic format or on an 8.5 x 11 sheet of paper. For additional information, please contact the Personnel Department.

**PLEASE POST**