

The Housing Choice Voucher Program (Section 8) of Isothermal Regional Commission is looking for a **part time Housing Choice Voucher Program Housing Inspector**, in the Main Housing Office located at 111 West Court Street, Rutherfordton, NC.

Duties include:

- Conducts initial, annual re-examination and/or other required inspections;
- Investigates tenant/landlord complaints;
- Inspects functional working of plumbing, windows, doors, locks, smoke detectors, HVAC, roof and checks for general structural soundness;
- Notifies responsible parties of defects and reinspects to determine if corrective actions have been taken;
- Rent reasonableness certifications;
- Notification of abatement to any landlord who fails to complete repairs prior to the time specified date that the abatement will begin;
- Inspections required to validate an applicant's claim that they are living in "substandard" housing at the time of application.

Qualification and skills include:

- Knowledge of practices and materials used in the installation, construction, repair and maintenance of electrical, plumbing and mechanical equipment, appliances and fixtures;
- Knowledge of HUD's Quality Standards, helpful;
- Clean driving record with a valid North Carolina driver's license;
- Ability to work independently and productively;
- Ability to kneel, bend, stoop, stretch and reach;
- Strong Communication Skills (written and verbal);
- Attention to Detail;
- Team Player;
- Confidentiality.

Final candidates will be subject to a background check followed by an interview process with the selection committee. This position has a competitive salary (depending on the experience of the candidate). This position is open until filled.

Applications are accessed on the Isothermal Planning Commission Website at www.regionc.org/https://regionc.org/about/employment-opportunities/. **Resume, cover letter, and signed application must be submitted to sbristol@regionc.org.**

Isothermal Planning and Development Commission is an Equal Employment Opportunity (EEO) Employer.