

Port Jervis Community Development Agency
Request for Proposal (RFP): HQS Inspector
Opening date: September 23, 2024
Closing date: October 15, 2024

The Port Jervis Community Development Agency of Port Jervis, NY, 12771 is requesting proposals for a part-time independent Housing Quality Standards (HQS) Inspector for its HUD (Housing and Urban Development) funded Housing Choice Voucher Program. Full scope-of-work and minimum qualifications are listed here:

<https://www.portjervisny.gov/notices-jobs>

Estimated hours per month: 34 hours. The successful respondent will be trained to HUD mandates.

RFP submissions should include qualifications, resume and compensation proposal. Questions and submissions should be emailed to: Administrator@PJCDA.org - Nora Goetz no later than October 15, 2024.

***Port Jervis Community
Development Agency
(PJCD A)***

134 Pike Street, 2nd Floor (Physical)
Port Jervis Youth Center
P.O. Box 1002 (Mail)
Port Jervis, New York 12771
845-858-4024 - Voice
845-858-4027 - Fax

The Port Jervis Community Development Agency (PJCD A) is designated by the City of Port Jervis as the local administrator of federal, state, and local funds for housing, public facilities, and economic development programs for the creation of jobs and commercial revitalization to promote local commerce and industry.

The mission of the Agency is to leverage private/public investment, to preserve the City's housing stock, improve public infrastructure, assist in the expansion of existing businesses, and promote the attraction of new industry which will increase employment opportunities and enhance the city's tax base.

The Agency is soliciting submissions for a part-time independent contractor Housing Inspector position via request for proposal (RFP).

Opening date: September 23, 2024

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Position Type: Independent Contractor – Housing Quality Standards (HQS) Inspector

Scope-of-Work:

Description -

Functions performed by the Housing Inspector under the Section 8 Housing Assistance Program include the following:

1. Inspections of all Section 8-assisted units to determine HUD (Housing and Urban Development) housing quality standards and preparation of inspection records for client file;
2. Notification to owner participants of deficiencies with follow-up re-inspections;
3. Special monitoring of lead-based paint hazards for proposed units which will be occupied by families with children under six (6) years of age;
4. Identification and remedial action for asbestos hazards including testing and abatement Requirements.

Summary -

Perform housing inspections to determine the condition of PJCD A dwelling units, to ensure compliance of recognized policies of the PJCD A and its Housing Choice Voucher Program Section 8, the United States Department of Housing and Urban Development (HUD) and State and local

laws; under the supervision of the HCV Section 8 Administrator. Payment monthly after receipt of detailed invoice. Vehicle is not provided. Drug testing may be required.

Essential Functions -

1. Conduct routine inspections (annual, move-in/move-out, and interim inspections) of PJCDA HCV dwelling units to ensure quality standards; records inspection results for data tracking.
2. Inspect residential properties and grounds for safety hazards and fire, health, and compliance with Housing Quality Standards (HQS) and National Standards for the Physical Inspection of Real Estate (NSPIRE) programs and building code compliance.
3. Schedule inspections.
4. Issue property repair notices to landlords and tenants, as applicable with PJCDA policies and procedures.
5. Perform and document follow up inspections for immediate and 24-hour fix requirements.
6. Maintain thorough daily and monthly inspection reviews; mail annual inspection forms to landlords and tenants in a timely fashion.
7. Issue/compile documents for dwellings that have passed inspection.
8. Evaluate, perform comparability assessments, and assure rent rate reasonableness in compliance with HUD.
9. Complete Federal, State and Local training as required.
10. Comply with all PJCDA policies.
11. Maintain confidentiality, security and privacy of client information acquired in the regular course of PJCDA daily business.
12. Knowledge/skill in Microsoft excel and Microsoft Word.
13. Exercise independent judgment within organizational guidelines.
14. Read, comprehend, and explain complex technical and narrative documents relating to HUD's housing quality standards.
15. Ability to drive safely in inclement weather conditions.
16. Ability to walk safely in inclement weather conditions and on uneven ground.
17. Ability to use a computer tablet in the field.
18. Communicate, coordinate and report to PJCDA personnel.
19. Other duties as negotiated.

Qualifications -

Education and Experience

As detailed by respondent.

Licenses and Certifications

- Valid Driver's license
- HQS Certification-certification required within six months of contract execution.
- NSPIRE Certification-certification required within six months of contract execution.
- Must maintain a current registered, insured and inspected personal vehicle.
- New York State Licensed Home Inspector preferred but not required.
- Bi-lingual (English-Spanish) preferred but not required.

Materials and Equipment Used

- Computer
- Camera
- Cell phone/tablet
- Tape measure
- Electric Outlet tester
- Thermometer
- Calculator

Physical Demands

Successful Candidate will be able to meet the physical demands required to fulfill the entire scope of work.

Equal Opportunity Employer

The Port Jervis Community Development Agency is an Equal Opportunity Employer that is committed to diversity and inclusion in the workplace. Qualified applicants are considered for positions without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other characteristic protected under applicable federal, state, or local laws.

HOW TO APPLY

Submit proposal containing qualifications, resume, compensation proposal and three (3) professional references to:

Name: Nora Goetz , Section 8 Administrator, PJCDA
Phone number: (845) 858-4024
Email: Administrator@pjcd.org

Job Title HCS Housing Inspector
Application Deadline October 15, 2024
Job location City of Port Jervis, New York
Website <https://www.portjervisny.gov/notices-jobs>