



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY  
HUMAN RESOURCES DIVISION**

**Position Open: April 15, 2021  
Position Closing Date: April 28, 2021**

## **Job Announcement**

**Position: Section 8 Housing Inspector**

**Salary Range: \$43,296 - \$56,272**

Under direction of Section 8 Inspection Supervisor, to plan and carry out all Section 8 inspections; to help develop and maintain a positive working relationship with both Section 8 owners and tenants; and to do related work as required.

**MDHA offers competitive salaries and an amazing retirement program.**

***Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.***

### **REQUIRED EDUCATION, EXPERIENCE AND LICENSES:**

Two years of college or vocational education and three (3) years of experience in housing construction, rehabilitation or inspection. Must have general knowledge of Housing Quality Standards and experience planning, scheduling and working with the public.

Candidates with accreditation earned in foreign institutes are encouraged to apply

### **ESSENTIAL FUNCTIONS:**

- Conducts housing inspections and determines Housing Quality Standards compliance;
- develop and maintains a professional working relationship with owners/managers;
- analyze inspection priorities and contacts owners/clients to schedule appointments;
- advise owners/managers on how to correct deficiencies to meet Housing Quality Standards and negotiates compliance dates;
- communicate inspection status to the Section 8 Advisor;
- maintain controls and record systems for effective program monitoring;
- complete move-out inspections and assesses damages in processing security deposit claim;
- assists in rent comparability and market information studies.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of Housing Quality Standards; knowledge of housing inspection techniques, procedures, and practices;
- working knowledge of construction methods and materials; working knowledge of building maintenance problems;
- ability to express ideas in oral and written form;
- ability to establish and maintain effective relationships, and to communicate well with tenants and owners;
- ability to determine priorities and organize work in efficient and expeditious manner; ability to work independently; and ability to keep accurate records and complete reports.
- Ability to perform work with or without an accommodation that requires some physical exertion such as walking, climbing, bending, stooping, stretching or similar activity; dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

### **EQUIPMENT USED**

Automobile, calculator, camera, camcorder, circuit testers, thermometer, clipboard, and flashlight

### **SUPERVISION EXERCISED**

None

### **LICENSE REQUIRED**

Valid Tennessee driver's license. Must complete and Pass Housing Quality Standards Training Course within twelve (12) months of employment.

**THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.**

Apply at [www.Nashville-MDHA.org](http://www.Nashville-MDHA.org). Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency  
701 South Sixth St.  
Nashville, Tennessee 37206  
[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)  
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.