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| |  | | --- | | **SALARY** Salary: See Position Description |   **OPENING DATE:** 05/28/21  **CLOSING DATE:** 06/11/21 11:59 PM  **LOCATION:** 390 Robert St. N., St. Paul MN 55101  **WHO WE ARE:**  **We are the Metropolitan Council, the regional government for the seven-county Twin Cities metropolitan area. We plan 30 years ahead for the future of the metropolitan area and provide regional transportation, wastewater, and housing services.**[**More information about us on our website.**](https://metrocouncil.org/About-Us/The-Council-Who-We-Are.aspx)***We are committed to supporting a diverse workforce that reflects the communities we serve.*   Metropolitan Council Housing and Redevelopment Authority (Metro HRA)** administers the federal Housing Choice Voucher program and related programs on behalf of nearly 100 suburban and rural communities throughout Anoka, Carver, and most of suburban Hennepin and Ramsey counties. Metro HRA serves low-income seniors, families and households, as well as individuals living with disabilities.  **How your work would contribute to our organization and the Twin Cities region:**   The **HRA Inspector** will conduct inspections of rental units to be occupied by rent assistance program participants. Apply U.S. Department of Housing and Urban Development Housing Quality Standards (HQS) in evaluating the condition of rental units to ensure decent, safe and sanitary housing. The coverage area includes large segments of the Twin Cities seven county metropolitan area.  **WHAT YOU WOULD DO IN THIS JOB**   * Conduct Housing Quality Standard (HQS) inspections to ensure units comply with health and safety standards necessary to qualify for rental assistance payments on behalf of program participants. * Evaluate units to determine if they are decent, safe and sanitary applying the U.S. Department of Housing and Urban Development HQS standards and site observed deficiencies. * Complete initial, annual, reinspection and special inspections thoroughly and efficiently while overlooking distractions of children, pets, disgruntled tenants or landlords and sometimes unsanitary or malodorous conditions using Council-owned technology. * Perform minor repairs when able, particularly if it is the only fail item or an immediate health or safety concern to the family. * Plan and schedule daily inspections using Metro HRA’s software system. * Communicate with tenants and landlords in advance of inspection through appointment letters two weeks in advance for scheduled appointment. * Use Metro HRA’s software via I-pad to enter inspection findings, and process inspections. * Notify tenants and owners of the inspection results via email and letters using Metro HRA’s housing software. * Provide detailed notes and documentation regarding all inspections to ensure reasoning of failed items and similar circumstances are clearly conveyed. * Debrief inspections standards to internal staff, participates and landlords. * Attend and participate in departmental meetings, trainings and workshops.   **WHAT EDUCATION AND EXPERIENCE ARE REQUIRED FOR THIS JOB (MINIMUM QUALIFICATIONS)**  A high school diploma/GED **AND** three (3) years of experience working directly with building inspection, construction and/or rehabilitation standards **AND** A valid driver's license with acceptable driving record   **What additional skills and experience would be helpful in this job (desired qualifications):**   * Associate's degree in construction management. * Nan McKay Housing Quality Standards (HQS) Certificate. * Public Sector Housing Inspection experience. * Experience utilizing housing authority software. * Excellent customer-facing skills in delivering diplomacy, tact, customer service, and courtesy.   **What knowledge, skills and abilities you should have within the first six months on the job:**    * Successful completion of a Nan McKay certification * Knowledge of HUD Housing Quality Standards inspection rules and regulations * Knowledge of general building standards, codes and maintenance techniques * Knowledge of the Twin Cities Metropolitan area * Basic computer knowledge in Microsoft programs (Word, Excel, Outlook, Teams) * Skilled in Housing Authority or other Inspections Software * Strong organizational skills * Math skills sufficient to add, subtract, multiply, divide and compute rate, ratio and percent * Skilled at prioritizing workload without supervision * Ability to deal with conflict and respond to stressful situations in a calm, professional manner * Ability to communicate complex rules in plain language to program participants and landlords * Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions, and building codes * Ability to locate specific addresses within the metro area * Ability to work with autonomy * Demonstrated experience in effectively planning and scheduling inspections that align with geographic location and time management planning * Ability to establish positive relationships with tenants, owners, property managers, and other internal/external stakeholders * Ability to communicate effectively with a diverse population, including immigrant populations, vulnerable adults, and English language learners   **ADDITIONAL INFORMATION**  **Union/Grade:**American Federation of State, County, and Municipal Employees/Grade F  **FLSA Status:**Non-exempt  **Safety Sensitive:**No  **Full Salary:**$30.70 -$46.33 Hourly / $63,856 -$96,366 Annually  **Hiring Salary:**$30.70-$33.97 Hourly/ $63,856 -$70,658 Annually    **What your work environment would be:**  You would perform your work in a standard office setting. Work may sometimes require travel between your primary work site and other sites.   **What steps the recruitment process involves:**  1.    We review your minimum qualifications. 2.    We rate your education and experience. 3.    We conduct a structured panel interview. 4.    We conduct a selection interview.   **IMPORTANT:** If you make a false statement or withhold information, you may be barred from job consideration.  Metro HRA will also evaluate your competencies throughout the recruitment process in the [following areas](https://metcmn.sharepoint.com/sites/HumanResources/HR%20Resource%20Material/Competency%20Model%20-%20Individual%20Contributor.pdf).   Once you have successfully completed the steps above, then:    **If you are new to the Metropolitan Council**, you must pass a drug test (safety sensitive positions only), and a background check which verifies education, employment, and criminal history.   A driving record check and/or physical may be conducted if applicable to the job.  If you have a criminal conviction, you do not automatically fail. The Metropolitan Council considers felony, gross misdemeanor and misdemeanor convictions on a case-by-case basis, based on whether they are related to the job and whether the candidate has demonstrated adequate rehabilitation.       **If you are already an employee of the Metropolitan Council**, you must pass a drug test (if moving from a non-safety sensitive position to a safety sensitive position) and criminal background check if the job you're applying for is safety sensitive, is a supervisory or management job, is in the Finance, Information Services, Audit, or Human Resources departments, or has access to financial records, files/databases, cash, vouchers or transit fare cards.  A driving record check and/or physical may be conducted if applicable to the position.       IMPORTANT: If you make a false statement or withhold information, you may be barred from job consideration.       *The Metropolitan Council is an Equal Opportunity, Affirmative Action, and veteran-friendly employer. The Council is committed to a workforce that reflects the diversity of the region and strongly encourages persons of color, members of the LGBTQ community, individuals with disabilities, women, and veterans to apply. If you have a disability that requires accommodation during the selection process, please email HR-OCCHealth@metc.state.mn.us.* |
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| **Housing Inspector (HRA) Supplemental Questionnaire** |

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| \* | 1. | Applicant Instructions: The supplemental questions listed below are to further evaluate your education and experience and to determine your eligibility for this position. Answer each question completely and please do not type "see resume" otherwise your application will be considered incomplete and you will not receive further consideration for this position. The experience you indicate in your responses should also be consistent with the Work History section of this application. If you attached a resume and/or cover letter to your application, it will be reviewed at the education and experience review step. I have read and understand the above instructions regarding supplemental questions. |
|  | | Yes Yes    No No |
|  | | |
| \* | 2. | How did you **first** hear about this job opening? |
|  | | Checkbox CareerForce Center Checkbox Community Event/Organization Checkbox Employee Referral Checkbox Facebook Checkbox Glassdoor Checkbox Indeed Checkbox Job Fair Checkbox LinkedIn Checkbox Metro Transit Bus Advertisement Checkbox Twitter Checkbox Website: governmentjobs.com Checkbox Website: metrocouncil.org Checkbox Website: metrotransit.org Checkbox Website: minnesotajobnetwork.com Checkbox Other |
| \* | 3. | If you selected 'Other', please describe where you first heard about this job. **OR** if you selected 'Employee Referral', indicate the employee's full name and job title. Type N/A if not applicable. |
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| \* | 4. | Do you have at least 3 years of Housing Inspection experience either with building inspection, construction and/or rehabilitation standards? |
|  | | Yes Yes    No No |
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| \* | 5. | If you answered "Yes" to the previous question, please describe your work experience. Include, the name(s) and date(s) of your employment, the employer name and your responsibilities. If this does not apply, type N/A. |
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| \* | 6. | Please select the option below that reflects your education and experience: |
|  | | Checkbox A High School Diploma or GED AND three (3) years of experience working directly with building inspection, construction and/or rehabilitation standards. Checkbox A High School Diploma or GED AND MORE than three years of experience working directly with building inspection, construction and/or rehabilitation standards. Checkbox An Associate's degree or higher in Construction Management or related field AND one (1) year of experience working directly with building inspection, construction and/or rehabilitation standards. Checkbox An Associate's degree or higher AND MORE than one (1) year of experience working directly with building construction and/or rehabilitation standards. Checkbox Any combination of education but LESS than three (3) years of experience working directly with building inspection, construction and/or rehabilitation standards. Checkbox None of the above |
| \* | 7. | Have you worked as a Housing Inspector in the private sector? |
|  | | Yes Yes    No No |
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| \* | 8. | If you answered "Yes" to the previous question, please indicate in the space below, your employer(s) and the number of years in public sector. If you answered "No", please type N/A. |
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| \* | 9. | Please check all that you have knowledge or experience in: |
|  | | Checkbox Knowledge of the Twin Cities Metropolitan area Checkbox Experience with HUD Housing Inspection Quality standards (HQS) and requirements Checkbox Ability to interpret safety rules, procedure manuals, and maintenance instructions Checkbox Experience with housing authority software Checkbox Experience in submitting reports and related correspondence via software/electronically |
| \* | 10. | When processing Housing Inspections; please check all method(s) you have experience in. |
|  | | Checkbox Manually (In writing) Checkbox Electronically via housing authority software or application Checkbox Both manually and via software Checkbox None of the above |
| \* | 11. | This role requires an awareness and sensitivity in communication to others where extreme tact, courtesy, and diplomacy are extended to exchange information to the tenant, landlord(s) and at times the community. Describe an example where you had to deliver unfavorable news to a tenant or landlord and include details on the circumstance(s), and your approach in handling difficult or uncomfortable information. Include the result and how you think the information was received. |
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| \* | 12. | This role is highly autonomous and will require you to plan and schedule your inspections as well as handle all the notifications of Inspection results to the tenant and landlord. Describe a similar role where you were responsible for planning your inspection agenda and for the correspondence as well. If this does not apply type N/A. |
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| \* | 13. | Please share a specific example as how diversity played a role in shaping your work style as a Housing Inspector or similar positions. If you type N/A, you will not receive credit for this question. |
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| \* | 14. | At the Metropolitan Council, the employees in the Community Development Division actively work to advance equity as part of its commitment to public service and as co-workers within the Division. We value integration of equity in our work and equitable outcomes throughout the region. Describe how you have advanced equity within your work and/or within your personal experiences. If you do not have this experience, please type N/A. |
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| \* | 15. | Are you bilingual or multilingual, please indicate which language(s) you speak in addition to English. If you do not speak other languages, please type "N/A". |
|  | | Yes Yes    No No |
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