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# Example of Housing Inspector Job Description

Our innovative and growing company is looking for a housing inspector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for housing inspector

* Supervise the standards on the housekeeping closets to ensure that everyone is leaving them in a neat and tidy order, all supplies are stocked as needed in the closets
* Supervise the work of a group of housekeeping room attendants
* Facilitate oral and written communication between Housing Quality Standards (HQS) inspectors coordinators and Owners/Participants of inspection status
* Complete and maintain HQS Inspector Certification
* Conduct scheduled HQS inspections
* Complete client requests in an accurate and timely fashion
* Communicate daily with clients on unit inspections for coordination
* Complete monthly inspector quizzes as part of the training protocol
* Participate effectively within and across teams to problem solve and deliver quality service to owners and participants
* Work closely with team members to provide high level of customer service

## Qualifications for housing inspector

* Excellent customer service skills with the ability to work well under pressure
* Valid driver’s license with insurable driving record throughout employment
* HQS/UPCS-V certification within 12-months of hire
* Lead-based Paint Condition Assessment certification within 12-months of hire
* Must possess excellent customer service skills and work well under pressure
* At least three (3) years of experience in inspectional housing procedures or closely related field required