**RECRUITMENT BULLETIN**

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| **JOB TITLE:** | Maintenance Compliance Inspector | **SALARY:** | $18.25 + DOE |
| **JOB STATUS:** | As Needed, Non-Exempt | **REPORTS TO:** | Maintenance Manager |
| **POSTING DATE:** | July 1, 2020 | **CLOSING DATE:** | Open Until Filled |

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| **POSITION SUMMARY:** |
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| Under general supervision of the Maintenance Manager the Maintenance Compliance Inspector will have internal and external responsibilities, assisting with the general management and operation of the Bering Straits Regional Housing Authority (BSRHA), as outlined below or otherwise assigned.  |
| **RESPOSIBILITIES/ESSENTIAL FUNCTIONS:** |
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| * Provide move-in counseling to ensure new homebuyers understand that they are responsible of all maintenance and repair. Explain what to do and who to contact if they encounter life-health-safety related problems.
* Acts as a liaison between the Housing Authority and program participants and be able to maintain a cooperative and communicative relationship between both parties.
* Inspect as many homes as possible every year to identify project-wide problems ensure homebuyers are inspections and follow-up compliance inspections as well as special case inspections such as, pre-occupancy, move-in, move-out, life/health/safety, reports of damage, and warrant etc.
* Develop work plans with homebuyers whose inspections contain deficiencies and ensure completion of work plans through on-site follow-up.
* Occasionally assists Homebuyers in locating and ordering replacement parts.
* Acts as a fire/prevention liaison between Bering Straits Regional Housing Authority and program participants.
* Conducts pre-occupancy maintenance counseling for new homebuyers of new development projects.
* Conducts maintenance workshops for homebuyers on varied topics to include: Boiler maintenance/repair, window adjustments, fire safety, and energy saving techniques, etc.
* Maintains and updates library of supply catalogs, repair manuals, and video tapes pertinent to the maintenance of homes under the management of Bering Straits Regional Housing Authority. Prepare information materials to include: Pamphlets, newsletter articles and video tapes.
* Collects, maintains, and updates annual utility allowance data.
* Maintains complete, accurate up-to-date Housing Data Systems (HDS) and Physical files and records on work orders, housing units, inspections, and maintenance services provided, and work performed.

**ReRequired Qualifications*** High school graduate or equivalency diploma (G.E.D.) or the equivalent.
* One year of work experience utilizing the Microsoft Office complement of software.
* Valid Alaska Driver’s License that meets BSRHA insurance criteria.
* American Indian / Alaska Native (member of federally recognized tribe).
* Two years residential construction and maintenance work experience.
* One year of work experience with general office equipment.
* Must be willing and able to pass a background check and drug test.

**Preferred Qualifications*** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* Eager and able to work effectively under pressure with short time constraints and in relatively

 ambiguous and complex situations, as well as the ability to adjust direction in response to changing work situations.* Ability to navigate corporate business practices and internal tools, such as: MS Expense, HDS, and MIP.

**FOR MORE INFORMATION OR TO APPLY:**Application and full job description can be downloaded from the website [www.bsrha.org](http://www.bsrha.org), picked up the BSRHA Office: 1008 East Front Street, Nome, Alaska, or by emailing HR@bsrha.org. Applications may be turned in, mailed, faxed, or e-mailed to BSRHA. |