



Job Posting Housing Inspector / Maintenance Technician

Worksite Location: 500 E 2nd St The Dalles, OR

Work Schedule: Full time at 36 hours per week

Pay: Grade 9 - \$23.27 per hour plus a 3% increase for bilingual employees

Reports to: Executive Director / Property Manager

Application Deadline: Open until filled with first review of applications on 05/28/25

Why work at Mid-Columbia Housing Authority and Columbia Cascade Housing Corporation?

Because you have a desire and shared mission to promote adequate and affordable housing, economic opportunities and a suitable living environment, free from discrimination to those who have barriers due to income or disability. We work as a team toward our mission with passion and empathy for those who have been marginalized and underserved. If you like to work in a fast paced and collaborative environment opportunistic environment – this is the place for you!

Who are we looking for?

We are looking for someone who is reflective, respectful, intuitive, honest, and self-motivated.

We are looking for someone who can connect and build trust quickly with a variety of people. We are also looking for someone who could understand and deal with problems faced by program participants from a wide range of socioeconomic and cultural backgrounds and handle difficult situations using tact and sound judgment.

Job Functions:

50% of the workload for the Housing Inspector / Maintenance Technician involves inspecting units for families participating in the Housing Choice Voucher program:

- Performs initial, annual, and special unit inspections for Housing Choice Voucher and other housing assistance program units within program and MCHA timelines; documents condition of unit; ensures decent, safe and sanitary conditions of unit in compliance with HUD's Housing Quality Standards (HQS).
- Advises MCHA staff, property owners/property managers and participants of maintenance needs identified from inspections; conducts follow-up inspections of completed work and repairs.
- Explains lease agreement provisions and contractual obligations; explains HQS requirements; ensures that necessary documents are completed and signed; answers from participants, owners and the public.
- Maintains appropriate records and files; meets ongoing timelines for processing various program requirements; coordinated information with other MCHA staff regarding participant and owner/property manager issues; maintains file narrations.

50% of the workload for the Housing Inspector / Maintenance Technician involves maintenance related duties:

- Prepare and complete maintenance requests and work orders within 3-5 days; maintain accurate records of all maintenance and repair work performed.
- Work with Site Managers and Property Manager on anticipated maintenance needs; notify the site manager or property manager of any safety-related issues and lease violations.

- Pick up trash on grounds. Keep breezeways, sidewalks, and grounds clear of clutter and debris. Ability to rake, shovel, prune, and maintain all landscaping. This may include the need to repair fences and/or walls.
- Maintain all sidewalks and parking lots, including painting lines, numbers, and/or other stencils as needed.
- Clean and turnover vacant apartments to include all actions necessary to make the unit rent ready for the next tenant in 15-25 days; Perform regular preventive maintenance inspections of all units and common areas; post 24/48 hour notices.
- Regularly check smoke detectors to ensure proper operation, change appliance filters, check air handlers, and perform other inspections when directed or required.
- Purchase supplies, tools and equipment (subject to supervisor approval); keep storerooms / shop clean, safe, and organized.
- Help facilitate bids from contractors when needed and coordinate with contractors to complete work.
- Attend weekly meetings with Property Manager / Site Manager
- Respond to after-hours emergency repairs
- Adhere to federal, state and local fair housing laws

Additional Skills and Competencies:

- Ability to plan and organize assignments, travel schedule and establish priorities.
- Ability to follow complex oral and written instructions and interpret program requirements in a manner understandable to program participants.
- Knowledge of housing codes, general maintenance procedures and practices is preferred.
- Proficiency in Microsoft Office products and typical office setting software systems is required. Ability to collect and analyze data and use web-based data collection systems.
- Bilingual in English and Spanish preferred.
- This position is required to occasionally drive MCHA vehicles. Possession of or ability to obtain a valid vehicle driver's license, and be insurable at standard rates, is required.
- Must pass HCV Housing Quality Standards or HCV NSPIRE certifications exams within six months of hire.

Education and Experience:

- High School diploma or equivalent required.
- Three years of combined experience in social services, with an emphasis on conducting home visits, home or energy audits or inspections. Basic knowledge of plumbing, electrical, carpentry and appliance repair is desirable.
- Any equivalent combination of experience and training.

Benefits:

- Generous paid time off (Vacation, Sick, Administrative Leave, 11 paid Holidays)
- Excellent Medical, Dental, Vision, Life and Long-term disability coverage 100% paid by employer
- \$350 per month contribution into a 457 deferred compensation plan with ROTH option or flex spending account (health or dependent care)
- Training Opportunities
- Employee Assistance Program
- Flexible work schedule to encourage work-life balance
- As a public employer, our team members are eligible for Public Service Loan Forgiveness

Interested?

To apply, submit cover letter and resume to info@mid-columbiahousingauthority.org with the subject line of "[Your Name] – "Housing Inspector/Maintenance Technician"

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

We are an Equal Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability and any other characteristics protected by applicable law. We appreciate differences and create opportunities for our team to interact with people who do not look like, talk like, think like, believe like, act like or live like they do.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are seeking the best candidate for the position and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job and believe you would be the best fit we encourage you to apply. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.