Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Housing Inspector I

JOB CODE	JOB FAMILY	PROFILE
JCV218	**Health and Social Services**	**Housing Inspector I**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**April 14, 2026**

The Housing Inspector I, under supervision, inspects housing units for possible qualifications for rental housing subsidies.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs initial and renewal inspections of housing units whose owners have applied to receive rental subsidy payments under the Housing and Urban Development (HUD) Section Eight Housing Standards.
- Conducts inspections of units when vacated to assess damages claimed by landlords and when a landlord has requested placement of unit on the authority's list of available housing to ensure qualification.
- Assists in the interpretation of Section Eight Housing Standard Regulations and explains the standards and procedures to landlords and tenants.
- May interview landlords and program applicants to obtain information needed to complete application documents, files claims for damages and repairs, and does other administrative tasks related to the program.
- May perform inspections of Section Eight new construction and low rent project units as needed.
- Performs other job-related duties as required or assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3) years of work experience and/or post-secondary education in administrative/office/clerical or trades related field.
- Knowledge of housing inspection, Section Eight administration or housing related field preferred.
- Ability to learn and interpret Section Eight housing standards.
- Proficiency in information systems and accuracy in data entry and retrieval of information is required.
- Knowledge of record keeping, word-processing, file management and standard office procedures and practices.
- Ability to communicate effectively in both oral and written English.
- Ability to establish and maintain effective relationships with superiors, subordinates and the general public.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are primarily indoors.
- Indoor duties are performed in both temperature-controlled and non-temperature-controlled environments. Worker is exposed to natural weather conditions, which may be severe, while performing outdoor duties.
- Worker is exposed to occasional vibration and noise factors while performing building inspection duties at construction sites.
- Indoor duties are performed on even surfaces, which may be carpet, tile, or concrete, and may be either wet or dry. Outdoor duties may be either wet or dry. outdoor duties may be performed on even or uneven surfaces,

which may be wet or dry. Outdoor duties may be performed on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roofs. Stairs, ladders, and scaffolding are used in the performance of outdoor duties.

- Worker may be exposed to fumes, odors, dust, mists, gases and poor ventilation in performance of essential duties.
- Work hazards, or potential hazards, include working in heights and around active construction sites and scaffolding. Other hazards include exposure to unrestrained animals.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker uses a variety of office machines, including a computer, copier, and other office machines and communication devices.
- Worker uses a wide variety of work aids, including construction documents, books, binders and files, hard hats, gloves, tape measures, architectural scales, and cameras.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must exercise good judgment in evaluating situations and taking corrective action.
- Must read blueprints and understand related documents.
- Must interpret and apply the housing codes.
- Must make unbiased recommendations and oversee the work of subordinate personnel.
- Must be able to utilize tape measures and other measuring devices and understand and work with architectural scales.
- Must be able to work and communicate effectively with various types of people in a variety of situations.

PHYSICAL FUNCTIONS

- Must be able to lift frequently, up to 10 pounds from floor to waist or waist to overhead.
- Must be able to carry frequently up to 10 pounds; occasionally up to 50 pounds from floor to waist and waist to overhead.
- Must be able to push or pull up to 100 pounds on an occasional basis.
- Must be able to climb stairs and ladders as needed from 1 to 5 times daily. Must be able to maintain balance while climbing and standing on ladder.

- Must be able to bend and twist/rotate at the waist on a frequent basis.
- Must be able to stand/walk for up to one (1) hour at a time, up to four (4) hours per day. Must be able to jump or leap over trenches on an occasional basis at construction sites and negotiate changes in elevation.
- Must be able to work in a kneeling, crawling, crouching, or prone position on an occasional basis, as needed.
- Must be able to use hands and fingers to grasp/manipulate equipment and materials in a bilaterally coordinated manner in performing essential duties.
- Must be able to use finger dexterity in the performance of inspection and plan checking work.
- Must be able to coordinate use of hand and eyes in the performance of essential duties.
- Must have adequate sense of hearing, smelling, and tactile sense to perform essential duties.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.