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

Housing Inspector II

JOB CODE	JOB FAMILY	PROFILE
JCV316	**Health and Social Services**	**Housing Inspector II**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**April 14, 2026**

The Housing Inspector II, under direction, inspects housing units for possible qualification for rental housing subsidies, interviews landlords and tenants, investigates documents and allegations of violations of housing quality standards.

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.
- Interviews 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.
- Researches and interprets Section Eight and Public Housing Standard Regulations and explains the standards and procedures to applicants, tenants and landlords.
- Performs special inspections of Section Eight new construction and low rent project units as needed.
- Conducts rent reasonable surveys and determines fair market rents for approved housing units.
- Investigates and documents allegations of violations of housing quality standards and obligations of program participants.

- Provides team leadership for other staff.
- Perform 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.
- Four (4) years of work experience in administration/office/clerical or trades related field. One (1) of the four years of experience must be as an inspector.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Training in Housing Inspection Standards.

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.
- Certificate of completion in an eight (8) hour professional development course.

WORKING CONDITIONS

- Duties are performed indoors.
- Indoor duties are performed in both temperature controlled and non-temperature-controlled environments.
- Indoor duties are performed on an even dry surface, which may be carpeted or tiled. Indoor duties may require climbing and descending staircases.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties may include, but are not limited to telephone, calculator, computer, typewriter, photocopy machine and fax machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, clipboards, manuals, books and a wide variety of basic office supplies.
- Employee may be required to use a county vehicle.

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 judgement 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.