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Housing Inspector III

JOB CODE	JOB FAMILY	PROFILE
JCV421	**Health and Social Services**	**Housing Inspector III**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**October 27, 2026**

The Housing Inspector III, under general supervision, assists in the coordination of housing quality standards required by HUD for Section Eight and other assisted housing programs.

Job Description

DUTIES AND RESPONSIBILITIES

- Inspects and certifies housing units for compliance with housing assistance program standards and various codes and regulations.
- Identifies and prescribes maintenance work, housing rehabilitation and renovation required for housing units to meet housing assistance standards and various codes and regulations.
- Participates in negotiations of leases with property owners and managers and attests to the “rent reasonableness” of agreed upon rents.
- Investigates and handles property owner and tenant complaints regarding housing conditions and landlord-tenant rights and responsibilities.
- Reviews, negotiates, and recommends approval/disapproval of vacate claims of landlords against tenants.
- Reviews and makes recommendations for approval or denial concerning eviction actions against Housing Department tenants.
- Maintains records on housing units, inspections, maintenance, and property management, contracts, services provided, and work performed.

- Researches and compiles information necessary for delivery of services for Section Eight and other housing programs.
- Train assigned personnel, as needed, in accordance with housing program guidelines or as directed by supervisor/department director.
- 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

- Associate degree in Business or related field.
- Three (3) years of job-related administrative experience. Two (2) of the years of experience must be as a housing inspector.
- Certification as a Housing Quality Specialist.
- Certificate of completion in an advanced course specializing in housing inspection or other job-related functions.
- Certificate of completion in an eight (8) hour professional development course.
- Certificate of completion in a sixteen (16) hour supervisory training course.
- Proficiency in information systems and accuracy in data entry, retrieval and utilization of information required.
- Ability to provide team leadership.
- Knowledge of the uniform Housing Code/HUD Housing Inspection and Quality Standards.
- Knowledge of HUD federal laws, regulations, and policies related to HUD Section Eight and other assisted programs.
- Knowledge of federal, state, and local laws as they pertain to tenant and landlord relations.
- Ability to interpret and implement the rules and regulations of HUD Assisted Housing Programs.
- Ability to interpret rental housing occupancy laws.
- Ability to communicate effectively in both oral and written English.
- Ability to establish and maintain effective relationships with superiors, subordinates, and the general public.

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 performed both indoors and outdoors.
- 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 outdoors duties.
- Worker is exposed to occasional vibration and noise factors while performing housing 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 mainframe computer, xerox copiers, and other office machines, 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 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 different kinds 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 lift occasionally up to 60 pounds from floor to waist and waist to overhead.
- Must be able to carry frequently up to 10 pounds; occasionally up to 60 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 one to five 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.