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

Housing Inspector Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM115	**Health and Social Services**	**Housing Inspector Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**September 25, 2026**

The Housing Inspector Supervisor supervises and coordinates the daily activities of staff and ensure that all housing quality standards required by the Department of Housing and Urban Development (HUD) and the department are met. Employee supervision includes hiring and selection, training oversight, performance assessment, coaching, disciplinary action, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Ensures landlord rent payments are made in accordance with HUD guidelines.
- Coordinates and manages scheduling activities for Housing Inspection staff.
- Oversees the department's Rent Reasonableness, Quality Control, and Housing Inspection programs, including the input and maintenance of all related data files.
- Manages yearly renewal inspections.
- Ensures compliance with the Section Eight Management Assessment Program to maintain adequate unit occupancy and continued HUD funding.
- Inspects and certifies housing units for compliance with housing assistance program standards, codes, and regulations.
- Negotiates leases with property owners and managers; approves contract rent.

- Reviews, negotiates, and approves or deny landlord claims against tenants and the department, in accordance with department policy.
- Maintains all records and files associated with the Housing Quality Section.
- Reviews and makes final recommendations regarding the denial of landlord participation, in accordance with established policy.
- Implements and updates housing quality standards as needed.
- Assists in developing internal and HUD-compliance reports using applicable software.
- Researches and interprets Section Eight and Public Housing Standard Regulations; explains standards and procedures to applicants, tenants, and landlords.
- *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.
- Six (6) years of work experience in housing administration or advanced administrative support.

*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 performed both indoors and outdoors.
- Indoor duties are performed in both temperature-controlled and non-temperature-controlled environments. The worker may be exposed to natural weather conditions while working outdoors.

- The worker may be exposed to occasional vibration, noise, fumes, odors, dust, gases, and poor ventilation when performing essential duties.
- Indoor duties are typically performed on an even, dry surface that may be carpeted or tiled. Duties may require climbing and descending staircases and ladders. Outdoor surfaces may include natural ground, asphalt, or concrete, which may be wet or dry.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties include, but is 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.
- County vehicles are used by employee in traveling from site-to-site when performing inspections.

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.