

The Housing Authority of the City of Eau Claire is seeking a full-time Housing Inspector/Section 3 Specialist. This position is responsible for monitoring compliance with Federal regulations for all Federally funded projects undertaken by the Housing Authority, including, but not limited to:

Section 3

Requests for Environmental Reviews

Procurement of contracts for physical improvement projects

Davis-Bacon wage requirements

HQS Inspections for the Housing Authority and CDBG/HOME programs.

Additionally, this position is responsible for Housing Authority Move-Out inspections. A 4-year degree in a related field preferred or equivalent experience in Construction/Project Management.

Starting hourly wage range is \$23.27 with earning potential of up to \$27.00 per hour. For application information, visit the City of Eau Claire Website for application. Path:

<https://www.eauclairewi.gov/government/our-divisions/housing/housing-authority-employment-opportunities> . Completed applications accepted by email to

[Ruth.schermerhorn@eauclairewi.gov](mailto:Ruth.schermerhorn@eauclairewi.gov) or by fax at 715-839-4939. Application deadline 5:00 PM on July 8, 2022.

# **CITY OF EAU CLAIRE HOUSING AUTHORITY**

## **JOB DESCRIPTION**

**DEPARTMENT:** Community Development    **TITLE:** Housing Inspector/Section 3 Specialist

**DIVISION:** Housing Authority/  
Housing Division

**REPORTS TO:** Executive Director of Housing  
Authority

**DATE:** June 17, 2022

### **GENERAL FUNCTION**

Under direction, this position is responsible for monitoring compliance with Federal regulations for all Federally funded projects undertaken by the Housing Authority, including, but not limited to:

- Section 3
- Requests for Environmental Reviews
- Procurement of contracts for physical improvement projects
- Davis-Bacon wage requirements
- HQS Inspections for the Housing Authority and CDBG/HOME programs.

Additionally, this position is responsible for Housing Authority Move-Out inspections.

### **ESSENTIAL FUNCTIONS**

Inspects residential properties of applicants of the City of Eau Claire CDBG Housing Rehabilitation loan program to evaluate code violations, incipient violations, and general improvements required for rehabilitation.

Works with the accounting supervisor so ensure continued financial viability of capital fund projects.

Prepares work write-ups and cost estimates for proposed physical improvement projects, solicits competitive bids, works with contractors regarding Section 3.

Coordinates physical improvements with contractors. Conducts progress inspections.

Provides lead and asbestos clearance testing.

Assists in the maintenance and preparation of records and reports for physical improvement projects.

Handles all Davis-Bacon Wage Rate requirements for the CDBG, HOME, and Public Housing

## Programs

Handles all tracking and reporting compliance requirements for Section 3 as defined in the Section 3 Final Rule. Follows Section 3 policy, conducts Section 3 monitoring, and is responsible for all reporting of Section 3 compliance in the S3R system.

Conducts Move-Out Inspections for the Housing Authority resulting in appropriate tenant billing for damages.

## **EDUCATION/EXPERIENCE/CERTIFICATIONS**

4 year degree in a related field preferred or equivalent experience in Construction/Project Management

## **NON-ESSENTIAL FUNCTIONS**

Performs related duties as required.

## **SUPERVISION/DIRECTION RECEIVED**

Executive Director of Housing Authority

## **SUPERVISION/DIRECTION EXERCISED**

None

## **WORK ENVIRONMENT**

Work is performed mostly indoors with some outdoor work. Work consists of sitting, standing, and walking with the occasional use of ladders and crawling as necessary to perform inspections. Lifting of file boxes, ladders, and inspection equipment will be necessary on occasion.