



JOB VACANCY ANNOUNCEMENT	
DATE:	September 2, 2026
POSITION:	Housing Inspector
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm / 37.5 hours per week
PAY RATE:	\$55,000 – 65,000/yr (based on experience)
DEADLINE TO APPLY:	Until filled

Position Summary

This is technical work in the inspection of public housing units and/or Section 8 rent assistance dwellings.

An employee in this position performs a variety of technical duties in the inspection of public housing units and/or Section 8 rent assistance dwellings to determine compliance with housing authority policy and/or U.S. Department of Housing and Urban Development regulations. In the inspection of public housing units, work involves scheduling and performing regular maintenance and housekeeping evaluations, checking for major maintenance problems such as systems malfunctions (plumbing, heating, electrical, etc.), cleanliness and orderliness of unit and unsanitary or hazardous conditions. The employee may be responsible for dealing with damages or normal repairs. When inspecting a Section 8 rent assistance dwelling, the employee evaluates the dwelling against Housing Quality Standards promulgated by the Section 8 office and HUD. The inspection involves the evaluation of safety precautions, appliances, water and sewer systems, paint and structural materials. In this type of inspection, the employee may be required to consult with landlords and/or tenants with respect to requirements necessary to effectively complete the evaluation or maintenance required. Work normally involves maintenance of all necessary paperwork and files relative to the inspection process. Work is received in the form of general instructions and overall objectives and the employee exercises considerable freedom in making technical decisions related to the work assignments. Work is reviewed by an administrative superior upon completion for timeliness, adherence to established standards and results obtained. The Inspector will also contact landlords and/or residents to schedule dates and times for inspections.

Essential Duties and Responsibilities

- Schedules and performs regular maintenance and housekeeping inspections of public housing units, checking for major maintenance problems such as plumbing, electrical, heating and appliance malfunctions.
- Inspect public housing units to investigate housekeeping, cleanliness and sanitary condition problems that are referred to by management offices.
- Inspects and submits reports of actions to be taken before public housing units are leased, whenever a tenant vacates a unit and whenever an emergency occurs, noting repairs to be made, preventive maintenance necessary and who will bear the burden of costs.
- Inspects and evaluates Section 8 rental assistance dwellings in the areas of unit size, utility systems, adequate safety precautions, appliances, water and sewer systems, painted wall and ceiling content, condition of neighborhood site and structural and material requirements.
- Consults with landlords and/or tenants as necessary to effectively complete the inspection or meet established requirements.
- Conducts all necessary paperwork relative to the inspection process such as notices to residents and landlords, memos and correspondence on inspections and actions to be taken by management and tenants.



- Write and finalize inspection report with appropriate comments and recommendations, citing any violations or infractions and the passage or failure of the unit.

Knowledge, Skills and Abilities:

- Knowledge of the principles and methods applied in the inspection and testing of housing units.
- Knowledge of the general principles and workings of major utilities such as heating, electricity, and plumbing.
- Knowledge of practices, techniques and equipment used in building maintenance.
- Knowledge of general construction methods and material and their placement in construction.
- Knowledge of general safety precautions used in public housing dwellings.
- Knowledge of mathematics at a level adequate to perform basic arithmetic problems such as room dimensions and addition, subtraction, multiplication and division of dollar cost values.
- Ability to observe, verify and document the results of housing unit inspections.
- Ability to interpret and explain appropriate policies and regulations to tenants and/or landlords.
- Ability to prepare inspection reports and related forms.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with associates, tenants and/or landlords and local codes administrators.

Qualifications:

- One year of experience in building structure or maintenance inspection, or one year of building or trades experience which included work around cost estimation; or any equivalent combination of experience and training which afforded the applicant the above required knowledge's skills, and abilities.
- Valid Pennsylvania driver's license. Ability to lift 30-50 pounds, Ability to read, write and communicate effectively in English.

To apply you must submit your resume and a letter of interest via email to vinam@harrisburghousing.org.