



| | |
|---|--|
| Department: Employment and Training | Job Description |
| Job Description Title: Housing Quality Standards (HQS) Inspector | FLSA Status: Non-Exempt |
| Accountable To: Housing Manager | Position Status: Part-time, up to 10 hours per week, Grade 11, \$19.68 per hour, flexible schedule. |
| Prepared By: Personnel Officer | Revision Date: April 8, 2026 |

CAPNM is an Equal Opportunity Employer

Job Summary:

A Housing Quality Standards Inspector is responsible for evaluation housing units to ensure they meet the US Department of Housing and Urban Development (HUD) standards for safety, sanitation and livability.

Essential Duties and Responsibilities:

- **Conducting Inspections:** Inspect both the interior and exterior of housing units, including structural integrity, plumbing, electrical systems, heating and cooling, and overall condition.
- **Evaluating Compliance:** Compare the unit against HUD's Housing Quality Standards to determine if it meets minimum requirements for occupancy.
- **Reporting:** Prepare detailed inspection reports documenting deficiencies and recommendations for repairs or upgrades.

- Education and Guidance: Work with landlords and tenants to explain HQS standards, provide guidance on compliance, and offer training or resources to maintain housing quality.
- Follow-Up Inspections: Conduct re-inspections to ensure that any identified deficiencies have been corrected within the required timeframe.
- Other duties as assigned and required.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- High School diploma or the equivalent
- Experience working with people from various socio-economic and educational backgrounds
- Must possess NAHRO approved training certifications, or complete state training and pass the examinations within 30 days of position assignment
- Working knowledge of building components, installation standards, local building codes, basic furnace functions and weatherization practices
- Must possess ability to use testing equipment and digital camera
- Working knowledge of office equipment
- Good interpersonal, written and verbal skills
- Well-organized
- Must possess and maintain valid Montana driver's license
- Must possess proof of and maintain personal auto insurance
- Must be insurable under CAPNM's auto liability insurance per insurance carrier's requirements

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional sitting, frequent standing and walking
- Some bending, stooping, crawling and squatting
- Full use of hands and arms
- Frequent repetitive movement, especially with hands and arms
- Grasping
- Some keyboard use
- Lifting, carrying, pushing or pulling up to 25 lbs intermittently
- Normal hearing both in conversation and with a telephone
- Frequent speaking in a clear and understandable manner
- Good close, distant and peripheral vision

- Work in a field and office environment with moderate noise levels sometimes in confined spaces
- Frequently works with hand and power tools
- Exposed to outdoor working conditions including snow, rain, extreme cold and extreme heat
- Some exposure to caustic and volatile materials
- Some exposure to biohazards/diseases
- Some exposure to insecticides and herbicides
- Some exposure to pollen, dander, noxious fumes, gases, grease and detergents
- Some exposure to electrical hazards and falling debris
- Some exposure to both wet and slippery conditions
- Wears personal protective equipment including filter respirator, latex gloves, hearing and eye protection
- Frequent hand washing
- Work requiring frequent attention to high detail
- Frequent deadlines
- Frequent travel by auto with exposure to traffic in year-round weather conditions on all road surfaces
- Must be highly adaptable to frequent and on-going changes
- Climb or work up in heights up to 12 feet
- Some overnight stays away from home
- Work independently
- Some exposure to offensive language, angry clients and threats
- Some exposure to annoying odors
- Day shift

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

These employees understand argument is counter-productive and broad involvement by all parties concerned improves even the best business practices. They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.