



YOUNGSTOWN

NOTICE

HOUSING INSPECTOR

JOB BID IN MANAGEMENT DIVISION

Union

Full-Time

POSITION SUMMARY:

This position is responsible for inspecting privately owned dwellings and/or properties owned by YMHA to ensure unit and/or property meets HUD inspection standards. HUD inspection standards could include those properties under the Housing Choice voucher Program, Multi-family Housing program and Public Housing program. Property standards may also include standards set by the state for a home inspection with no subsidy attached to the property.

Experience

Previous experience as a housing inspector preferred; previous experience in construction trade desirable.

Hourly Rate:

\$22.70

Date of Posting:

Tuesday, January 13, 2026

Date of Closing:

Monday, January 26, 2026

**All bids/resumes must be received in the Human Resource Department
no later than Monday, January 26, 2026**

131 West Boardman Street • Youngstown, OH 44503-1399
330-744-2161 • Fax 330-742-4826 • TDD: 330-742-2996

**YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY
JOB DESCRIPTION**

JOB TITLE: HQS INSPECTOR

FLSA STATUS: Non-Exempt

JOB CODE:

UNION STATUS: Bargaining Unit

DIVISION: Section 8 Housing Choice Voucher

REVISION NO.:

REPORTS TO: Department Supervisor

REVISION DATE:

POSITION SUMMARY: This position is responsible for inspecting privately owned dwellings to ensure property meets HUD/YMHA Housing Quality Standards. Responsibility may also include inspection of current living accommodations of prospective public housing residents.

ESSENTIAL JOB FUNCTIONS:

1. Inspect dwellings;
2. Assess current condition of unit and make determination as to Housing Quality Standard;
3. Identify and note repairs necessary for inspected property.
4. When appropriate, notify landlord, resident and Department Supervisor of required repairs.
5. Notify Applications Coordinator of conditions of living quarters for prospective public housing tenants.
6. Complete necessary reports and paperwork.
7. Complete necessary follow-up inspections to insure required repairs are made in an efficient and timely manner.
8. Perform other related duties as assigned.

JOB REQUIREMENTS:

EDUCATION REQUIREMENTS: High school graduate or equivalent; technical training in primary construction trade or equivalent experience desirable.

EXPERIENCE: Previous experience as a housing inspector preferred; previous experience in construction trades desirable.

SKILLS: Ability to accurately perform basic mathematical calculations. Ability to follow written and oral instructions. Must have strong written and verbal communications skills and the ability to effectively work with staff and general public.

TYPICAL PHYSICAL DEMANDS: Bending, reaching and lifting up to 50 pounds required. Normal range of hearing and vision required.

TYPICAL MENTAL DEMANDS: Must be able to relate to and interact with people of all socio-economic levels. Must be able to handle stress under deadline pressure.

WORKING CONDITIONS:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT



POSITION BID REQUEST FORM –HQS Inspector

DATE OF POSTING: January 13, 2026

POSTING DEADLINE: January 26, 2026

CLASSIFICATION OF POSITION REQUESTED **Management Division**

PAY RANGE: \$22.70

TO: DEPARTMENT OF HUMAN RESOURCES

Be advised that I hereby place my bid for the above listed job as per posting.

My special experience and/or training as listed below qualify me to apply for this position.
(Type or if handwritten it must be legible)

I have been a regular employee of the Youngstown Metropolitan Housing Authority since:

I presently hold the classification/position of

NOTE: Please attach a letter of interest and resume. Be prepared to complete a formal application if selected for interview.

Name: _____ Date: _____