

Housing Authority of Lancaster, SC

Job description-Property Specialist

This is a Temp to Hire Position

Reports to the Executive Director/Housing Manager

This position is responsible for conducting on-site inspections of all Public Housing units within Caroline Court and Frank L. Roddey complexes ensuring compliance with Housing Authority and HUD regulations, processing and managing work orders for necessary repairs and routine maintenance and overseeing inventory of materials and supplies.

Major Duties and Responsibilities

Inspections

Perform routine inspections of units to ensure compliance with health, safety, and cleanliness standards

Maintain a current knowledge of the composition of all residents for the purpose of monitoring current and continuing eligibility, rent level, maintenance charges, utility allowances, etc.

Coordinate and participate in routine pest control of all units

Identify and document any damages or violations and report those to the appropriate party

Work Order Management

Receive work order requests from residents via phone or email

Process work orders within the housing authority's software and provide to maintenance staff

Maintain status of work order to ensure accuracy, timely completion and appropriate resident billing where required.

Inventory Management

Conduct regular inventory audits and reconcile discrepancies in office software

Maintain accurate inventory of materials, tools, and supplies as required by maintenance staff

Compliance and Communication

Ensure all inspections, work orders, and inventory tasks are carried out and documented appropriately and in a timely manner.

Maintain compliance with all relevant Housing Authority and HUD regulations, policies and procedures

Address tenant concerns and provide clear communication in a respectful manner regarding the status of repairs, inspection schedule or any type of unit visitation.

Performs other related duties as required.

Required Knowledge and Abilities

Knowledge of office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.

Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.

Ability to orient other workers and to explain organizational policies, rules, regulations, and procedures.

Ability to assist in planning, promoting, and evaluating housing and housing-related programs.

Ability to prepare and present ideas in a clear and concise manner, both orally and in writing.

Ability to utilize a computer and analyze data.

Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socioeconomic backgrounds.

Ability to handle conflict.

Ability to work in less-than-ideal conditions, e.g., noise, high traffic areas, etc.

Physical Requirements

Level of manual dexterity sufficient to allow for operation of typewriter, terminal keyboard, telephone, facsimile machine, calculator, etc.

Ability to move, handle, or lift small objects around desk area, e.g. files, computer printouts, reports, calculator, pencils, legal pads, etc.

Ability to stoop, kneel, bend, stretch, crawl, etc.

Ability to access all units.

Minimum Education, Training, and/or Experience

Graduation from a standard high school, including or supplemented by courses in business or related field.

To apply for this position send resume to:

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