



St. Vincent de Paul

SOCIETY OF LANE COUNTY

## Property Inspector

Eugene, OR

Pay \$21.00 per hour

### Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

### Schedule

8 hour shift

## Job description

POSITION TITLE: PROPERTY INSPECTOR SUPERVISOR: PORTFOLIO MANAGER

WAGE: \$21/hr, 40hrs per week, benefits

POSITION SUMMARY: Since 1988, St. Vincent de Paul has developed multi-family housing for low income families, seniors and people with disabilities. We've developed more than 1,600 units so far and operate almost 1,500 of those units. Our Property Management department oversees our rental properties from Waitlist to leasing, including a robust portfolio of manufactured homes. The Property Inspector performs tasks necessary to ensure consistent operation of each property. The Property Inspector is called upon to function in the following areas: **Maintain safe, sanitary, and compliant conditions of SVDP Affordable Housing residential properties**, Work with staff to ensure turns are completed to SVDP standards, **Work with SVDP staff to ensure properties are prepared for city, state, and stakeholder audits of affordable housing properties**, Demonstrate knowledge in HUD requirements and Fair Housing Laws, **Work closely with the Portfolio Assistance Manager to address property needs** Other duties as assigned.

SPECIFIC RESPONSIBILITIES: 1) Inspect residential property exteriors and sites. **Schedule regular walk-throughs of all properties to note safety concerns, maintenance issues, lighting concerns, cleaning needs and lease violations.** Create work orders for needs and follow up to ensure work was completed

to SVDP standards. **Train On-site managers and other required staff in exterior inspections.** Must have knowledge of residential property regulations as well as HUD standards. **At any property without an onsite manager, Property Inspector is to view the storage buildings, laundry room, garbage sites during their scheduled walk-through and report to maintenance and the Portfolio Managers if there is a concern.**

2) Prepare properties for city, state, and stakeholder audits. **Prepare for audits by scheduling occupied unit inspections immediately after being notified of an upcoming audit.** Follow up on outstanding work orders or property needs that must be addressed prior to an audit. **Become familiar with the audit standards of each agency that conducts audits.** Be present at all audits and meet inspectors at properties.

3) Train and conduct occupied unit inspections. **Conduct move-in and move-out inspections with tenants when on-site staff are unavailable.** Train on-site managers and other required staff in occupied unit inspections. **Create work orders for needs and follow up to ensure work was completed to SVDP standards.** Communicate tenant lease compliance concerns to the Resident Retention team for follow up with the tenant. **Communicate occupied unit inspection schedule with the Resident Services team and coordinate with them for 2-person entries into tenant units or spaces.**

4) Ensure turns are completed to SVDP standards. **Perform final inspections on turns prior to the unit being called rent ready.** Provide training, direction, support, and problem solving for staff for turns/repairs. **Work with Portfolio Managers to address issues if turns are not completed to SVDP standards.** Never perform tasks that require a licensed professional. **Contact maintenance and your supervisor whenever you see a potential hazard i.e. outside lighting failing, loose gutter, and these types of items. Staff are never to be on the roof.**

5) Documentation requirements. **Maintain a written log of all communication with tenants. This includes any incidents witnessed or heard in the performance of ordinary duties. Please include dates and times.** Notify Property Management of emergency situations. **Post notices and other tenant communication door to door as needed.** Maintain availability by cell phone and/or office phone at all times during business hours. 6) Additional duties and requirements. **Follow all Fair Housing laws and uphold SVDP values and standards.** Keep all tenant information confidential. The Property Inspector may be terminated for discussing tenant information with other tenants, agencies, collectors, etc. **Work as a team with other Property Management staff.** Be an example to tenants and staff with regard to policies, conduct, and tolerance of personal differences. **Maintain a professional relationship at all times with all tenants. This means that engaging in a personal relationship with any tenant is a violation of this employment agreement and may result in disciplinary action, up to and including termination of employment.** Attend all meetings and trainings

assigned. These meetings and trainings are mandatory. **Any duties deemed necessary by Property Management.**

## **HOW TO APPLY**

**If you feel you are qualified and want to apply for this position submit a St. Vincent De Paul application at <http://apply.svdp.us/>**

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.