



JOB DESCRIPTION

JOB TITLE: Maintenance Compliance Inspector
JOB STATUS: Regular Full Time, Non-Exempt
REPORTS TO: Maintenance Manager

POSITION SUMMARY:

Reporting to the Maintenance Manager and working under minimal supervision, the Maintenance Compliance Inspector will have internal and external responsibilities, assisting with the general management and operation of the Bering Straits Regional Housing Authority (BSRHA), as outlined below or otherwise assigned.

ESSENTIAL FUNCTIONS:

- Service in the best interest of the BSRHA and as a liaison between the Housing Authority and program participants and be able to maintain a cooperative and communicative relationship between both parties.
- Provide move-in counseling to ensure new homebuyers understand that they are responsible of all maintenance and repair. Explain what to do and who to contact if they encounter life-health-safety related problems.
- Inspect as many homes as possible every year to identify project-wide problems ensure homebuyers are inspections and follow-up compliance inspections as well as special case inspections such as, pre-occupancy, move-in, move-out, life/health/safety, reports of damage, and warrant etc.
- Develop work plans with homebuyers whose inspections contain deficiencies and ensure completion of work plans through on-site follow-up.
- Occasionally assists Homebuyers in locating and ordering replacement parts.
- Acts as a fire/prevention liaison between Bering Straits Regional Housing Authority and program participants.
- Conducts pre-occupancy maintenance counseling for new homebuyers of new development projects.
- Conducts maintenance workshops for homebuyers on varied topics to include: Boiler maintenance/repair, window adjustments, fire safety, and energy saving techniques, etc.
- Maintains and updates library of supply catalogs, repair manuals, and video tapes pertinent to the maintenance of homes under the management of Bering Straits Regional Housing Authority. Prepare information materials to include: Pamphlets, newsletter articles and video tapes.
- Collects, maintains and updates annual utility allowance data.
- Maintains complete, accurate up-to-date Housing Data Systems (HDS) and Physical files and records on work orders, housing units, inspections, and



maintenance services provided, and work performed.

- Prepares necessary correspondence, reports (scope, cost, schedule) and distributes as required.
- Process and prepare check requests for approval upon receipt of invoicing.
- Serves evictions and other notices.
- Observes BSRHA safety rules and regulations, policies and procedures.
- Maintains complete confidentiality of all information obtained through professional and client interactions.
- Extensive travel and extended stays in the Bering Straits Region villages at times and intervals directed by President/CEO or Vice President of Operations is required. Monthly travel time spent in villages outside of Nome is anticipated to exceed fifty percent.

EDUCATION AND EXPERIENCE:

- High school graduate or equivalency diploma (G.E.D.) or the equivalent.
- One year of work experience utilizing the Microsoft Office complement of software.
- Valid Alaska Driver's License that meets BSRHA insurance criteria.
- American Indian / Alaska Native (member of federally recognized tribe).
- Two years residential construction and maintenance work experience.
- One year of work experience with general office equipment.

KNOWLEDGE AND SKILLS:

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

- The work environment characteristics described here are representative of those as employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WHILE PERFORMING THE DUTIES AND RESPONSIBILITIES OF THE JOB THE EMPLOYEE IS EXPOSED TO OR REQUIRED TO:

N = NEVER; R = RARELY; O = OCCASIONALLY; F = FREQUENTLY;



Bering Straits Regional Housing Authority

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C = CONTINUALLY			
WORK ENVIRONMENT		PHYSICAL REQUIREMENTS	
Working Inside	F	LIFTING/CARRYING	
Working Outside	F	1-10 pounds	O
Outdoor Weather Conditions	C	11-20 pounds	O
Extreme Cold (non-weather)	O	21-35 pounds	O
Extreme Heat (non-weather)	O	36-50 pounds	O
Fumes of Air-borne Particles	N	51-75 pounds	N
Toxic or Caustic Chemicals	N	76-100 pounds	N
Blood-borne Pathogens	N	PUSHING/PULLING	
Risk of Fire or Explosion	N	1-10 pounds	O
Risk of Electric Shock	N	11-20 pounds	O
Risk of Radiation	N	21-35 pounds	O
Risk of Drowning	N	36-50 pounds	O
Prolonged Exposure to Vibration	N	51-75 pounds	R
Loud Noise Level	R	76-100 pounds	R
Confined Spaces	R	POSTURE MOVEMENTS	
Fly in Small/Large Commuter Planes	F	Sitting	O
Normal Office Environment	C	Standing	F
Moderate Noise	O	Walking	F
Loud Noise	R	Stooping, Kneeling, Crouching, Crawling	R
Very Loud	R	Reaching and/or grasping	F
OTHER ASPECTS		Hand/Finger Dexterity	F
Infectious Agents	N	Climbing and/or Balancing	R
Chemicals	R	Carrying, Pushing, and/or Pulling	R
SPECIAL EQUIPMENT/CLOTHING		COGNITIVE/SENSITIVE	
Special Equipment or Clothing	R	Speaking	F
		Hearing	F
		Seeing With or Without Correction	F
		Close Vision	O
		Color Discrimination	O
		Peripheral Vision	O
		Depth Perception	O
		Focusing Ability	O

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, effort or working conditions associated with the job. While this is intended



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to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, workload, rush jobs, or technical developments).

This job description is designed to indicate the general nature and level of work performed by an employee within this job category. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for an employee assigned to this job. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

This job description is not a contract for employment. BSRHA is an “at-will” employer; therefore, either the employee or BSRHA may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

BSRHA is an Equal Opportunity Employer. Preference in the selection of qualified candidates will be provided to Alaska Native/American Indian candidates per applicable law.

**Approved
By:**

Date:

Signature below acknowledges that I have received a copy of my job description, I have read and understand the requirements of this position and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date