



Bering Straits Regional Housing Authority

PO Box 995, Nome, Alaska 99762 (907) 443-8600 - Office (907) 443-8652 - Fax

RECRUITMENT BULLETIN

JOB TITLE:	(2) Maintenance Compliance Inspector	SALARY:	DOE
JOB STATUS:	Non-Exempt	REPORTS TO:	Maintenance Manager
POSTING DATE:	October 21, 2021	CLOSING DATE:	Open Until Filled

POSITION SUMMARY:

Working under the general supervision of the Maintenance Manager, the Maintenance Compliance Inspector travels to Native villages in the Bering Straits region, inspects program participant homes, then returns to the office to evaluate inspection results, inform program participants of the results, and take actions to ensure homes are properly maintained.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

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- 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 recite of invoicing.



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- 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 the Maintenance Manager is required. Monthly travel time spent in villages outside of Nome is anticipated to exceed 50%.

Required Qualifications

- High school graduate or equivalency diploma (G.E.D.) or the equivalent.
- Good typing and the ability to use Microsoft Windows and Microsoft Word.
- Experience with residential construction and oil-fired hydronic heating systems.
- Must be willing and able to pass a background check and drug test.
- Must pass a basic typing and computer skills test.

FOR MORE INFORMATION OR TO APPLY:

Application and full job description can be downloaded from the website www.bsrha.org, picked up the BSRHA Office: 1008 East Front Street, Nome, Alaska, or by emailing HR@bsrha.org. Applications may be turned in, mailed, faxed, or e-mailed to BSRHA.