



## **HOUSING CHOICE VOUCHER (HCV) INSPECTOR**

The **San Benito Housing Authority** is seeking a qualified and detail-oriented **Housing Choice Voucher (HCV) Inspector** whose mission is to help ensure safe, decent, and sanitary housing for families through the enforcement of Housing Quality Standards (HQS). The HCV Inspector is responsible for conducting inspections of housing units to determine compliance with HUD regulations, as well as educating landlords and tenants on maintenance and inspection requirements. This position plays a key role in maintaining the quality and integrity of the Section 8 Housing Choice Voucher Program.

The ideal candidate will demonstrate strong interpersonal communication, time management, and organizational skills, and will possess a firm understanding of federal housing regulations. This position reports directly to the HCV Program Supervisor and works closely with landlords, residents, and Housing Authority staff.

### **Ideal candidates should possess:**

- High school diploma or GED
- At least two years of experience in residential and/or multi-family building maintenance, or an equivalent combination of experience and education
- Comprehensive knowledge of HUD Housing Quality Standards (HQS) and inspection procedures
- Good working knowledge of leasing documents, tenant rights, and general office practices
- Ability to interpret and apply HUD and PHA regulations
- Strong interpersonal skills and the ability to communicate effectively with individuals from diverse and often disadvantaged backgrounds
- Excellent oral and written communication skills
- Ability to work independently, manage time effectively, and remain organized under pressure
- Valid Texas driver's license
- Must complete HUD HQS Training and obtain certification

### **Position Open Until Filled**

**Interested individuals may submit a cover letter, resume, and  
three references by email or in person:**

San Benito Housing Authority  
Attn: Human Resources  
1400 N. Reagan Street  
San Benito, TX 78586  
[\*\*info@sanbenitohousing.com\*\*](mailto:info@sanbenitohousing.com)