

## **Shelter Facility Inspector - (2200DD2)**

### **DHCD is seeking a Shelter Facility Inspector for the Division of Housing Stabilization!**

#### **AGENCY MISSION:**

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents.

DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

#### **OVERVIEW OF ROLE:**

The Shelter Facility Inspector is a critical position to ensuring that shelter units that are part of the Emergency Assistance (EA) Shelter portfolio are safe and remain in good repair. The incumbent is part of a team of inspectors who are responsible for routine inspections of over 3,700 shelter units located across the Commonwealth. This includes inspecting for unit quality and identifying potential hazards that need to be remedied by the shelter provider to ensure the health and safety of shelter residents. In addition, the incumbent investigates and/or resolves shelter residents concerns regarding conditions of shelter units as assigned by the supervisor. The incumbent is responsible for meeting the requirements of inspecting EA shelter units on a regular basis, scheduling inspections with shelter providers, completing inspection reports to be reviewed by supervisor and tracking corrective action items according to DHS protocol and procedures.

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **1) Site Visits:**

- Conducts annual in-person site visits to inspect facilities for pertinent health & safety concerns.

##### **2) Corrective Action Plans:**

- Develops corrective action plans as necessary to address deficiencies.

##### **3) Data Entry:**

- Enter and complete data into DHCD assigned integrated systems.

##### **4) Tracking:**

- Maintains spreadsheet tracking all completed shelter facility inspections.

##### **5) Training:**

- Attend/complete all mandatory trainings as scheduled.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of Massachusetts State Sanitary Codes.
2. Ability to work independently and as part of a team.
3. Ability to prioritize tasks and ask for direction when needed.
4. Ability to communicate effectively with others with tact and diplomacy.
5. Commitment to producing high-quality products with an attention to detail.
6. Experience working with homeless families.
7. Knowledge of Microsoft Office products, in particular at least intermediate proficiency using Excel.

Incumbent's home base is Boston, 100 Cambridge Street. Travel across the state will be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

#### **COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

**QUALIFICATIONS:**

**First consideration will be given to those applicants that apply within the first 14 days.**

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the-required experience.\*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience.\*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

**Comprehensive Benefits:**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**Official Title:** Program Coordinator II

**Functional Title:** Shelter Facility Inspector

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Administrative Services

**Agency:** Dept Housing & Community Dev

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Nov 14, 2022, 1:51:08 PM

**Number of Openings:** 1

**Salary:** 62,268.18 - 89,143.08 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

**Hybrid Work Eligible:** Yes

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie Lalli – 6175731254**

**Executive Order #595:** As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=22000DD2>