

## Physical Inspector

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Physical Inspector to build upon their 50+ year leadership in housing finance.

### Summary:

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments. This particular position is housed within the following group:

**Rental Compliance:** Ensures the operational compliance of properties assisted by IHDA loans, grants, or tax credits through: physical inspections based on applicable HQS, UPCS, and REAC standards; review/monitoring of capital improvement requests; management, occupancy, and tenant file reviews; rent/income limit/utility allowance calculations; affirmative marketing plan review/approval; tenant selection plan review/approval; management plan review/approval; and tenant/management relations.

### Essential Functions:

- Conducts physical condition monitoring reviews of assigned portfolio of projects based on prescribed timeframes (to assess and facilitate compliance with applicable Federal, State, local rules and standards).
- During site visits, inspects the current physical conditions to ensure appropriate compliance with property standards and regulatory requirements so the related housing remains decent, safe, and sanitary.
- During site visits, inspects improvements or repairs related to previously noted compliance deficiencies or insurance claims to ensure proper workmanship and compliance with the approved scope of work.
- Reviews and approves physical condition improvement scopes of work, budgets, and schedules as appropriate.
- Prepares and maintains all physical inspection documentation (including compliance monitoring findings, responses, resolutions, reports) as required.

### Education & Experience Requirements:

Education: High school diploma required, Bachelor's degree preferred. Experience may be substituted for education at the discretion of the Asset Management department.

Experience: At least 2 years' experience conducting inspections, bid reviews, and/or physical needs assessments for multifamily rental housing developments required. Experience with affordable housing preferred.

Proficiency in Housing Quality Standards (HQS), Real Estate Assessment Center (REAC), and Uniform Physical Condition Standards (UPCS) desired.

Thorough knowledge of the following funding sources/programs desired: LIHTC, HOME, Section 8, Risk Share, Tax Exempt Bonds, and Illinois Affordable Housing Trust Fund.

Proficiency in Microsoft Office Suite required. Proficiency in HUD inspection software, including REAC, desired.

Training: General physical inspection and UPCS, HQS, and REAC training required (completed within one year or earliest available date, whichever is later).

Certifications: REAC certification required (achieved within one year or earliest available date, whichever is later). In tandem with REAC certification, must obtain and maintain related required insurance/bonding.

Valid Driver's License: Required.

Access to Personal Vehicle: Required along with appropriate insurance.

Frequency of Travel: Frequent – 50-75% annually.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=437669&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=437669&source=CC2&lang=en_US)

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