



Position: Independent Contract Inspector

Location: Renton, Washington

Employment Type: Contractual (1099 Tax Document)

Application Deadline: Open until filled

About Renton Housing Authority

Renton Housing Authority provides quality affordable housing in a safe environment for people in Renton. We are part of a diverse and wonderful community striving each day to render excellent and caring service to all who share the community with us. As an independent contractor, you will partner with us to help ensure housing quality standards are met for our participants. RHA serves up to 1,100 participants in its Housing Choice Voucher and Project-Based Voucher programs.

Role Summary

We are seeking a detail-oriented Independent Contract Inspector to conduct initial move-in inspections, biennial inspections, reinspection's, and complaint inspections for Renton Housing Authority's Project-Based Voucher program. This is a contract role, not an employee position. The contractor will exercise considerable judgment and initiative in carrying out inspections, subject to established procedures, practices, and standards, and will coordinate directly with RHA staff for scheduling and reporting purposes.

Key Responsibilities

A. Initial / Move-In Inspections

- Conduct inspections of buildings, dwelling units, and grounds to determine compliance with HUD HQS and local requirements.
- Immediately report all life-threatening and safety-related defects.

- Scheduling of Inspections will be handled by our Inspection Coordinator once we have set days / times given by the contractor to perform the inspections and schedule from.
- Manage inspections independently, ensuring timely completion.
- Communicate inspection results professionally via phone, email, fax, mail, or in-person.

B. Biennial / Annual Inspections

- Conduct HCV biennial inspections, reviewing physical conditions of buildings, units, and grounds for HQS compliance.
- Immediately report all life-threatening health and safety defects.
- Coordinate inspections with landlords, tenants, and, when necessary, third-party inspectors.
- Provide written notifications of inspections and results to tenants, landlords, and relevant PHA staff.
- Track follow-up actions for failed items, including processing Self-Certification forms when applicable.

C. Complaint Inspections

- Schedule and perform complaint inspections, ensuring all parties are notified in advance.
- Document and report inspection findings accurately.
- Maintain professional client relations and provide high-quality customer service.
- Communicate clearly and professionally in all interactions.
- Maintain accurate records and update inspection logs in SACS software.
- Communicate professionally with landlords, tenants, and RHA staff.
- Ensure compliance with RHA policies, HUD regulations, and safety standards.

D. Education and Experience

- High School diploma or GED equivalence and one (1) year of experience in subsidized housing inspections or private real estate inspections; or equivalent combination of experience and training.
- Must obtain HQS within 3 months of signed contract, if not already obtained and obtain NSPIRE Certification from Nan McKay or NAHRO prior to January 1, 2027.
- Must be bondable and insurable.
- Contractor must maintain certification and insurance throughout the contract term.
- Valid WA driver's license required.

- Strong documentation, communication, and problem-solving skills.
- Knowledge of HUD/PHA regulations and local building codes preferred.

E. Additional requirements for contractors

Independent contractors are required to operate as an LLC should provide proof of a valid Washington State business license and carry appropriate insurance, including General Liability and Auto Insurance with coverage of \$2,000,000 and \$1,000,000 respectively. Bonding may be required based on contract terms. Contractors are responsible for their own taxes and must adhere to all contractual obligations.

Competencies

- Strong customer service and professional communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and ability to use SACS (Scotts Accounting and Computer Service) housing software on tablet/iPAD.
- Knowledge of HUD regulations, HQS and NSPIRE protocols.
- Exceptional attention to detail and accuracy in reporting.
- Strong problem-solving skills and ability to recommend practical solutions.
- Commitment to integrity, ethics, and impartial inspections.

Compensation

This is a contract position and as such no employee benefits are provided. Payment structure is as follows:

Initial Inspection: \$150 per inspection

Biennial Inspection: \$150 per inspection

Reinspection: \$100 per inspection (only inspect Failed Items)

No-Show Appointment: \$ 75 per occurrence

Why You'll Love This Role:

Flexible contract work with opportunities to contribute to safe, high-quality housing.

Engage directly with property owners, tenants, and PHA teams.

Stay at the forefront of HUD regulations and inspection standards.

How to Apply:

Please submit your resume and a cover letter detailing your qualifications and interest in this position via email to rbc@rentonhousing.org

Renton Housing Authority is an equal opportunity employer and provides opportunities without regard to race, sex, color, national origin, religion, age, marital status, mental or physical disability, sexual orientation, or any other legally protected status. We comply with all applicable federal, state and local laws that prohibit discrimination in employment.