



## Physical Inspector Trainee

Topeka, KS

KHRC is looking for a Physical Inspector Trainee for the Housing Compliance Division.

This position will:

- Complete the Real Estate Assessment Center (REAC) certification training.
- Conduct physical inspections via Uniform Physical Conditions Standards (UPCS) and/or Housing Quality Standards (HQS).
- Manage electronic correspondence with owners and/or management agents.
- Provide technical assistance to owners, management agents and property staff on physical inspections completed.
- Review and respond to physical inspection responses.

### Knowledge, Skills and Experience

High school diploma or equivalent with an ability to demonstrate a working knowledge of construction and/or building maintenance, along with strong technology skills. A combination of education and experience may be accepted as determined relevant by KHRC.

### What We Offer

Paid Time Off  
Discretionary Day  
Paid Holidays  
Paid Maternity/ Paternity Leave  
Medical, Dental, and Vision Insurance  
Retirement Plan  
Tuition Assistance  
Paid Covered Parking

**Resumes will be accepted until Friday, May 14, 2021**

***KHRC has implemented procedures to minimize the risk of exposure to COVID by practicing social distancing, reduced customer capacity, face mask policy and enhanced cleaning procedures. All interviews are fully remote.***

## Kansas Housing Resources Corporation

*We help Kansans access the safe, affordable housing they need and the dignity they deserve.*

KHRC is an Equal Opportunity Employer

TO APPLY, SEND COVER LETTER AND RESUME TO:

### Gina Coffman

Director of Human Resources  
611 S Kansas Avenue, Suite 300  
Topeka, KS 66603

PHONE:  
785-217-2009

WEBSITE:  
[kshousingcorp.org](http://kshousingcorp.org)

EMAIL:  
[gcoffman@kshousingcorp.org](mailto:gcoffman@kshousingcorp.org)

**Starting pay for this position is \$21.60/hour. Upon successful completion of REAC certification, pay increases to \$23.75/hour.**