



**City of Irving Job Description**  
**Assistant Building Official - Operations**

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Inspections
<b>Job Code:</b>	05091	<b>Reports To (Job Title):</b>	Inspections Director

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**PURPOSE**

Oversee and manage the Field Operations division of the Inspections Department in support of the city’s Strategic Plan “Speed-to-Market” and “Safety in the Built Environment” actions - including: managing the inspection process from the pre-construction stage through the final occupancy of buildings; assisting with construction project problem resolution; and providing advanced technical and administrative support to the Inspections Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Manage staff and daily activities of the Field Operations division; monitoring work assignments and performing quality control.
- Advise and direct engineers, architects, contractors, owners, citizens, and other departments on code and process related matters.
- Assemble and develop staff, including hiring, delegation, performance evaluations, procedural training, counseling, discipline, and maintenance of staff certifications.
- Serve as department’s advisor for construction processes and structural issues related to both the daily inspection routine and the Building and Standards Commission, and manage Building Standards processes to identify and reduce the number of substandard and dangerous structures throughout the City.
- Manage the department’s fleet of vehicles.
- Investigate and resolve complaints, questions, and concerns relating to Inspections Department activities, including analyzing effectiveness of complaint process.
- Develop and monitor division budget.
- Assist in development of code and ordinance updates.
- Provide official courtroom testimony as needed.
- Develop materials for and serve as liaison to City Council, Building and Standards Commission, Construction Board of Appeals, and other regional and state inspection groups.

**OTHER DUTIES AND RESPONSIBILITIES**

- Perform related duties as required.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 11-15 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 100 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Prepares and monitors Field Operation Budget totaling up to \$1,000,000.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's Degree in Public Administration, Building Construction, Architecture, Engineering, or related field.

### **EXPERIENCE**

- Five (5) years of related inspection experience, including two (2) years of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license.
- An ICC certification, such as International Building Code certification, International Residential Code certification, or International Energy Conservation Code certification, *and/or* other related certification(s).
- ICC Certified Building Official within specified time frame.

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Codes: In depth comprehension of the international building, residential, and energy codes, local, state and federal laws regarding construction and permitting, and procedures for bringing and keeping properties into compliance with City applicable property codes.

- **Inspection Standards:** Field Inspections, plumbing and mechanical inspections, electrical inspections, building inspections and construction practices and methods in both residential and commercial construction.
- **Building Plans:** Techniques and principles involved in plan review of precision technical plans, blueprints, drawings, and models. Keep up to date with construction methods and terms.
- **Customer Service Management:** Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques, teambuilding, and process improvement.
- **Creative Problem Solving:** Within the parameters of code and ordinance requirements, seek alternative solutions. Instruct and explain to customers how to achieve their desired end result.

## **SKILLS AND ABILITIES IN**

- **Track and Review Projects:** Running / writing reports, figure turnaround times, comparing monthly key performance indicators to ensure projects are keeping up with our high standards, conducting field inspection of projects as needed in keeping with our goals.
- **Organizational Strategies:** Tracking multiple variables by sorting, grouping, and calendaring.
- **Prioritization:** Selecting, from multiple options, activities to achieve a goal, especially with respect to projects.
- **Training:** Training staff so they will be up to date with the current codes and ordinances.
- **Operations Analysis:** Confirming interpretations are aligned accordingly, developing policies and procedures to be competitive with other cities in ease of obtaining permits through new software and in timeliness of review times.
- **Complex Problem Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking:** Using logic and analysis to identify the strengths and weaknesses of different approaches.
- **Service Orientation:** Actively looking for ways to help people and providing customer and personal services, including a desire to help customers regardless of their circumstance.
- **Troubleshooting:** Communicating information and ideas in writing, as well as through speech, so others will understand concepts in order to rectify issues with projects.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

Architects, Boards and Commissions, City Council, Contractors, Dallas County Utility and Reclamation District, Engineers, International Code Council, Irving's Building and Standards Commission, Irving's Construction Board, Irving's Planning and Zoning Commission, Irving's Convention Center, Las Colinas Association, North Texas Council of Governments, Other cities, Property owners, Texas Alcoholic Beverage Commission, Texas Board of Architectural Examiners, Texas Board of Licensing and Regulation, and the U.S. Post Office.

## **EQUIPMENT AND PROPERTY**

This position may utilize a 2-way radio, an automobile, cell phone, computers and software, copier, fax machine, phone system, printers, and/or a digital camera.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen and see. Frequently, s/he is required to balance, carry, climb, grasp, handle, feel, drive a vehicle, reach, sit, stand, talk, stoop, and/or walk. Occasionally, s/he is required to lift up to 10 pounds. In rare instances, s/he must kneel, crawl, pull, push, and/or run.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to a confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, high precarious work places, improper illumination, moving mechanical parts toxic or caustic materials and stress. On rare occasions the employee may be exposed to violence. The noise level in the work environment usually is moderate. This job requires the employee to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.