



## City of Irving Job Description

### Assistant Building Official

#### - Development Coordinator

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Inspections
<b>Job Code:</b>	05081	<b>Reports To (Job Title):</b>	Inspections Director

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#### **PURPOSE**

Oversee and manage the Development Services division of the Inspections Department in support of the city's Strategic Plan "Speed-to-Market"; "Customer Service", and "Safety in the Built Environment" actions – including: managing the plan review and permitting processes from pre-development through final certificate of occupancy of buildings, assisting with 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 daily activities of the Development Services division and oversees plan review, permit services, and development services operations; establish and improves upon procedures, processes, workflow and quality control.
- Assemble and develop staff, including hiring, delegation, performance evaluations, procedural training, counseling, discipline, and maintenance of staff certifications.
- Respond to inquiries, Open Records requests, and complaints; advise and direct engineers, architects, contractors, property owners, citizens, and other City departments on code and plan review-related matters.
- Perform quality control assessments on customer service, professionalism, and staff member satisfaction.
- Write sign, fence, and code adoption ordinances; prepare sign variance, house moving, and temporary use cases for the City Council.
- Conduct training classes to ensure accurate, consistent, up to date, and fair plan review.
- Ensure staff members maintain up-to-date licenses and certifications.
- Represent the department at various internal and external committee and subcommittee meetings.
- Serve as advisor to the City Planning and Zoning Commission and the Construction Board.
- Develop and administer plans and budgets for Development Services division.
- Assist in development of code updates and other educational information and provide them to the public through website and other citywide information delivery mechanisms.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Serve as departmental liaison for website design and updates, technology and software issues, functions as office space planner, and creates reports using Crystal Reports and SQL.

## **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 9 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 50 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and Administer a departmental budget of \$650,000 annually.

## **QUALIFICATIONS:**

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

### **EDUCATION**

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

### **EXPERIENCE**

- Five (5) years of related experience, including at least three (3) years of supervisory experience.

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

- Appropriate valid Texas driver's license.
- International Code Council (ICC) Plans Examiner Certification
- ICC Accessibility Plans Examiner/Inspector Certification
- ICC Residential Energy Plans Examiner/Inspector Certification
- ICC Certified Building Official within 2 years of employment

### **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.
- 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 on how to get to their desired end result.

## **SKILLS AND ABILITIES IN**

- Tracking and Reviewing Projects: Running / writing reports, figuring turnaround times, comparing monthly key performance indicators to ensure projects are keeping up with our high standards, and conducting plan review 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, Engineers, contractors, Boards and Commissions, citizens and property owners, Texas Department of Licensing and Regulation, Texas Board of Professional Engineers, Texas Board of Architectural Examiners, International Code Council, Las Colinas Association, Dallas County Utility and Reclamation District, Dallas County Appraisal District, US Post Office, Tarrant County 911, North Texas Chapter of International Code Council, and North Texas Council of Governments (Building and Energy), etc.

## **EQUIPMENT AND PROPERTY**

Computer, fax machine, printer, scanner, large format scanner, plotter, Blackberry, phone system, 2-way radio, copier, architect's and engineer's scales, automobile, city-wide and department specific software applications.

## **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, grasp, handle, feel, kneel, lift up to 50 pounds, pull, push, sit, stand, stoop, talk, and/or walk. Occasionally, s/he is required to reach and drive a vehicle.

## **WORK ENVIRONMENT**

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

Typical office environment; the noise level in the work environment usually is moderate.

\* 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.