

CITY OF WILLOW PARK, TEXAS
DEVELOPMENT SERVICES DEPARTMENT

IDENTIFICATION:

POSITION TITLE:	Director of Development Services (Building Official)
POSTION TYPE:	Exempt, Administration
DEPARTMENT:	Development Services
IMMEDIATE SUPERVISOR:	City Administrator

JOB SUMMARY:

Under general supervision, employee is responsible for all planning, zoning, building inspections, permitting, and code enforcement functions. Ensures that all construction activities within City meet applicable codes and ordinances, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

Employee shall oversee the operations of the Development Services Department; supervises and evaluates Planning Technician, Code Enforcement Officer; supervises and manages Plan Review and Building Inspections contractor, reviews plans and specifications of proposed new structures for compliance with city ordinance codes; approves, rejects or annotates corrections on plans in accordance with established standards; confers with and advises applicants and contractors, regarding the interpretation and application of building codes; demonstrates effective communication and inter-personal skills when interacting with the public; serves as staff liaison to Planning and Zoning Commission and Zoning Board of Adjustment; prepares departmental activity reports; reviews codes and ordinance and submits revisions for consideration; provides information to citizens; oversees investigations of complaints regarding code infractions and takes appropriate action; and additional duties as assigned.

OTHER JOB FUNCTIONS:

Employee shall coordinate interdepartmental planning code enforcement activities; operate a personal computer.

Employee will operate computer and data base management programs; demonstrate effective customer service skills; manipulate a 10-key calculator; comprehend drawings submitted for permit approval, municipal ordinances, state regulatory requirement; and may be required to lift boxes weighing up to 35 pounds from storage shelves.

The employee may on some occasions perform field reviews which require work outdoors in extreme heat/cold, and is exposed to fumes, dust, electrical and mechanical hazards; inspects buildings under construction, alteration or repair to

ensure compliance with building codes; frequently climbs, crawls, kneels, lifts, and stoops to conduct building and code inspections.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Applicant must have a Bachelor's degree in planning, public administration, construction management or a related field. A Master's degree is highly desired. Applicant must have five years municipal planning, building inspection or code enforcement experience. Other certificates/licenses preferred include AICP certified planner, ICC certified building official, proficiency in plan review, electrical, mechanical and plumbing trades.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Applicant must have the ability to become a Texas Registered Code Officer within one year, have a valid Texas Class C Driver's License, and should demonstrate accomplished inter-personal and customer service training skills.

SALARY AND BENEFITS:

Annual Salary range of \$50,000-\$65,000

Administrative staff benefit package including employee healthcare, 2:1 TMRS retirement, paid holidays, paid sick leave, paid vacation.

Additional benefits include cell phone reimbursement, paid professional memberships, and paid professional development training.

NOTES:

This position will remain open until filled.

Prospective applicants may send a cover letter and resume to Matt Shaffstall, City Administrator at hr@willowpark.org.