



Position Title: Building Services Manager/ Building Official
FLSA Status: Exempt
Reports to: City Manager

Job Summary:

The Building Services Manager is responsible for enforcing municipal, state, and federal building codes and regulations to ensure the safety, structural integrity, and compliance of new and existing buildings. This position involves overseeing the plan review, permitting, and inspection processes while providing guidance to contractors, developers, and property owners. The Building Services Manager will also supervise building department staff and ensure efficient operations within the division.

Key Responsibilities:

- Administer and enforce building, plumbing, mechanical, electrical, energy, and accessibility codes as adopted by the City.
- Review construction plans, specifications, and permit applications for compliance with applicable codes and ordinances.
- Conduct field inspections of buildings and structures to ensure adherence to approved plans and codes. Ensure excellent customer service and equity in enforcement.
- Issue stop-work orders and citations for non-compliant construction activities when necessary.
- Provide technical guidance to property owners, architects, engineers, developers, and contractors regarding building codes and permit processes.
- Supervise, train, and evaluate building department staff.
- Develop and recommend updates to building codes, ordinances, and departmental policies to align with industry standards, state mandates, and best practices; present recommendations to City Council and relevant boards.
- Coordinate with other city departments, agencies, and officials on construction and zoning-related matters.
- Investigate and respond to public complaints regarding unsafe structures, substandard housing, and code violations.

- Participate in emergency response activities related to building safety assessments following disasters.
- Prepare reports, maintain records, and manage the building department's budget.
- Represent the City at public meetings, hearings, and community events as needed, may require night or weekend meetings.

Qualifications:

- High school diploma or equivalent required; Bachelor's degree in construction management, civil engineering, architecture, or a related field preferred.
- Minimum of five (5) years of progressively responsible experience in building inspection, construction, or code enforcement, with at least two (2) years in a supervisory role.
- Valid driver's license and ability to conduct field inspections in varying weather conditions.

Preferred Qualifications:

- Knowledge of Texas-specific requirements (e.g., windstorm certification areas if coastal, floodplain management, or TDLR industrialized housing rules).
- Experience working in a municipal or government setting and digital permitting systems.
- ICC Certification as a Building Plans Examiner, Residential Building Inspector and Commercial Building Inspector required within 12 months of hire. (or a reasonable amount of time)
- ICC Certification as a Certified Building Official required within twelve (12) months from date of hire.
- State of Texas Plumbing Inspector's license is preferred.
- Additional certifications in electrical, mechanical, plumbing, or energy codes.

Work Environment:

- Work is performed in both office and field environments.
- Ability to climb ladders, crawl in attics/crawlspaces, lift up to 50 lbs., and perform inspections in confined or elevated spaces.
- Ability to work in outdoor weather conditions and around hazardous materials.