

Job Description: Development Services Coordinator

Pay Group: 23
EEOC Category: Professional
FLSA: Exempt

JOB TITLE: Development Services Coordinator/Code Enforcement/Building Official

Revised: 01-12

OBJECTIVE:

Under administrative direction, plans, organizes, performs, and coordinates through personnel the functional areas of code enforcement, building services, facility and park maintenance and performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports To:** City Administrator
2. **Directs:** Supervises Building Maintenance staff
3. **Other:** Works closely with the City Administrator and employees; has frequent contact with outside agents for building permits, inspections, flood plain management, public works functions, and code enforcement issues

GENERAL STATEMENT OF DUTIES:

This position reports to the City Administrator and is responsible for the overall direction, management, and supervision of code enforcement, building services, the City's facility and maintenance division, and park maintenance. This position requires extensive administrative experience and broad knowledge in the management of building and health inspections, permitting issuance, building maintenance, and code enforcement activities. The position is also responsible for the formulation of objectives and goals that carry out the mission of these departments, and is responsible for managing the day-to-day operations of building plan reviews (in conjunction with the City's Fire Marshal/Fire Department and the City Engineer), grading inspections, health and safety inspections (in conjunction with the City's Police Chief and Police Department), and building inspections.

EXAMPLES OF WORK:

- Plans, directs, organizes, and oversees the general administration and management of the development services department through subordinate management staff engaged in building inspections, plan reviews, grading inspections and code enforcement activities.
- Participates and oversees the selection, evaluation, discipline and promotion of facility maintenance and park staff.
- Identifies training needs and participates in the development of in-house training or assists in the procurement of training resources to promote the professional expertise of staff.
- Coordinates departmental activities with those of other departments and outside agencies and organizations on various issues including those related to code interpretation, plan review, permit issuance, inspections, and administrative matters such as fee collection; provides staff assistance to the City Administrator and City Council; and prepares and presents staff reports and other necessary communications.

- Attends and speaks at City Council, Board of Adjustment and Planning and Zoning meetings and provides information to the general public and confers with contractors, architects, engineers, property owners, developers, attorneys, public officials and other interested persons concerned with building inspection, public works, and code enforcement activities.
- Directs the preparation of the annual budget for the building, maintenance, and parks department, and administers the approved budget and controls expenditures.
- Stays abreast of new trends and innovations in the field of developmental services, and participates on all related committees as directed by the city administrator.
- Coordinates with consultants on the MS4 program and compliance measures.
- Assumes full management responsibility for all services directly related to building inspections procedures and code enforcement operations by formulating, implementing, modifying and improving the activities for development services; and recommends and administers policies and procedures.
- Analyzes situations, classifies problems, identifies alternative solutions, and projects consequences of proposed actions by implementing effective courses of remedial actions.
- Reads and deciphers contract plans, specifications and documents, and accurately interprets decisions in accordance with appropriate rules, laws, regulations, and policies.
- Demonstrates continuous effort to improve operations, decrease permit release turnaround time, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Communicates effectively both orally and in writing.
- Establishes and maintains effective working relationships with the general public, contractors, architects, engineers, City officials, property owners, developers, attorneys, and others during the course of performing assigned duties.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of legal processes and considerations in prosecuting violations of building codes and ordinances
- Knowledge of the International Building Code (IBC) and other federal, state, and local laws, regulations, and ordinances pertaining to building inspection, including electrical, plumbing, mechanical, health and structural and code enforcement activities
- Knowledge of principles and practices of effective administration, program management, and personnel management including supervision, employee selection, evaluation, training, development and discipline
- Ability to maintain effective relationships with various governmental agencies and employees
- Knowledge of principles and practices of budget administration and supervision
- Knowledge of public works, parks, and recreation and property maintenance operations
- Skilled in effectively communicating with a variety of employees and members of the general public
- Skilled in operating a variety of office equipment and software

ACCEPTABLE EXPERIENCE AND TRAINING:

- Possession of ICC Certification as a Building Official is preferred.
- Graduation with a bachelor's degree in urban and regional planning, engineering, natural resource management, landscape architecture, geography, environmental, business, or a closely related field is preferred.
- Five years of broad knowledge and progressively responsible administrative experience in the general management of land use planning, building inspection, code compliance, or engineering

with responsibility for planning, organizing, coordinating and directing the staff and activities of a program is preferred.

CERTIFICATIONS AND LICENSES:

- Licensed Health Inspector or Inspector in Training (preferred)
- International Code Council General Building Certification (preferred within 365 days of initial employment).
- Basic Texas Code Enforcement Certification (required within 90 days of hire), Intermediate Certification (required within 12 months of hire)
- Storm Water Inspection Certification (preferred)
- Building Plans Examiner Certification (preferred within 365 days of initial employment)