



DIRECTOR OF BUILDING SAFETY/BUILDING OFFICIAL

POSITION PROFILE

THE COMMUNITY



Amarillo sits at the crossroads of America, almost equidistant from both coasts, with a population of 199,000 residents and covering 100 square miles. Amarillo is the 14th largest city in Texas in terms of population. Located in Potter and Randall counties in the Texas Panhandle, it is the county seat of Potter County. Amarillo is situated at the intersection of Interstate 40 and Interstate 27, approximately 120 miles north of Lubbock, 360 miles northwest of Dallas-Fort Worth, and centered approximately 275 miles from both Albuquerque and Oklahoma City.

The City of Amarillo and the associated region have a quality of life that makes living and working in the area very attractive. Amarillo has an ample workforce and low property taxes. Amarillo citizens enjoy some of the lowest water and sewer rates in the state and some of the lowest gas and electric rates in the nation. Amarillo is the regional center for emergency management and homeland security coordination, hospitals, medical facilities, higher education, shopping, and entertainment for the 26 counties of the upper Panhandle of Texas and communities in Oklahoma, New Mexico, and southern portions of Kansas and Colorado.

Amarillo has a diversified economy. Two mainlines of the Burlington Northern Santa Fe Railway intersect at Amarillo and provide direct service to 11 major locations. Local businesses and industries include energy research and development, beef processing, agriculture, copper refining, wholesale distribution, fiberglass production, defense contracting, aviation assembly and maintenance, metal machining and finishing, and oil and gas production.

The medical community is very important to the Amarillo economy. Texas Tech Health Sciences Center, located in Amarillo, has a consolidated 20-acre medical center comprising the schools of medicine, pharmacy, and allied health. The City is also home to the Thomas E. Creek VA Medical Center, which includes a 120-bed skilled nursing facility. Amarillo's two major hospitals are Baptist Saint Anthony's Healthcare System and Northwest Texas Healthcare System, affiliated with Universal Health Systems. Baptist Saint Anthony's has been rated one of the top 100 hospitals in the United States for several years.

The arts are well represented in Amarillo. The Globe-News Center for the Performing Arts is home to the Amarillo Symphony, Amarillo Opera, and Lone Star Ballet, while also hosting a variety of concerts, touring shows, and special performances. Amarillo Little Theater presents local productions of drama and comedy each season. Museums include the Amarillo Museum of Art, the American Quarter Horse Museum, and the Don Harrington Discovery Center & Space Theater. The Panhandle Plains Historical Museum, located in nearby Canyon, is the largest history museum in Texas.

Amarillo is ideal for those who appreciate the outdoor lifestyle. The City is located just 20 miles away from the spectacular and historically rich Palo Duro Canyon State Park, the nation's second largest canyon offering camping, hiking, biking, and horseback riding. In addition, the scenic mountains of Colorado and New Mexico are only five hours away.

THE COMMUNITY

continued



Amarillo boasts numerous park facilities, including the Amarillo Zoo, three public swimming pools, four public and three private golf courses, miles of walking trails, and abundant outdoor play equipment. Wildcat Bluff Nature Center introduces visitors to the area's native plants and animals. Amarillo is also home to an amusement park, a water park, two skate parks, the Amarillo Botanical Gardens, and three professional sports franchises. The Tri-State Fairgrounds hosts many national rodeos and equestrian events, as well as exhibitions.

Within the corporate limits of the City of Amarillo, there are five independent school districts. The Amarillo Independent School District (AISD) is recognized at the state and national level for quality programs and an innovative approach. Other public school districts include Bushland ISD, Canyon ISD, Highland Park ISD, and River Road ISD, and several private schools are available.

Amarillo also offers a rich environment for higher education. In addition to Texas Tech Health Sciences Center providing education for medical students and residents in four different specialties, West Texas A&M University, with a student population of over 7,500, offers a doctoral program in agriculture, 60 undergraduate degree programs, and 43 graduate degree programs. Amarillo College is a public community college with six campus locations and more than 160 different programs of study.

CITY ORGANIZATION

The City of Amarillo enjoys a very healthy governance and political environment. The City of Amarillo is a home rule municipality and operates under a council-manager form of government. The Amarillo City Council consists of the Mayor and four Council members. The entire Council is elected at the same time in May during odd numbered years.

The City Council appoints a professional City Manager, who is responsible for the day-to-day operation of all city departments. In addition to providing traditional city services, Amarillo also operates a zoo, civic center and performing arts hall, two municipal golf courses, and the AmarilloRick Husband International Airport with commercial air service provided by American, United, and Southwest Airlines.

The City of Amarillo has 2,165 full-time employees and 329 part-time employees. The FY 2020-2021 budget is \$392 million including a CapitalImprovement Program(CIP) budget of \$94 million. The current property tax rate is \$0.39681 per \$100 valuation, which is the one of the lowest in Texas.

MISSION

Building Safety promotes livability and ensures public health, safety, and welfare in the built environment. Building Safety also provides services to promote neighborhood preservation, focusing on a healthy and vibrant environment through interaction and education of our community.



BUILDING SAFETY DEPARTMENT

The function of the Building Safety department is enforcement of City Ordinances and State Laws regulating contractor and tradesman licensing and registration; construction, use maintenance, and demolition of buildings and other structures; as well as the development of, use and maintenance of land within the city limits and with limited authority within the city's ETJ.

The department fulfills its mission through a compliance approach to service delivery. This approach aligns with City Council's Pillar of Customer Service and the City Management's key initiatives of implementing Best Practices and promoting Innovation and Customer Services.

The department provides a wide range of programs and activities in four different areas:

- Development Services/Building Safety/Code Enforcement Support
- Plan Review and Permit Issuance
- Inspection Services: Building/Site Inspection
- Community Improvement: Code Violation Inspections

Mandated activities include compliance and enforcement actions in accordance with applicable local, state, and federal requirements relating to the built environment. The department strives to streamline citizen services through the intake process. This is achieved through application intake for numerous City programs, plan review, permitting, inspection, and licensing services. The City is currently implementing new Tyler Energov permitting software, which will also improve customer service and internal processes. Department staff takes pride in being proactive by regularly engaging in customer consultation before and during the development and compliance activities.

Community Improvement program activities include abatement of uncultivated vegetation, accumulations of junk and debris, graffiti, junk vehicles, identification and removal of hazardous conditions, and legal due process requirements for dangerous structures. Building Safety is charged with inspecting the City's housing stock through investigation of substandard housing complaints and vacant building enforcement as well as working closely with the department of Community Development to assist Disadvantaged Areas.

The department is also responsible for other programs that improve the quality of life for Amarillo's citizens. These include contractor registration, transient business licenses, credit access business licenses, scrap tire businesses, topless establishment licenses, manufactured home/RV parks, and complaint investigations.

The Building Safety department convenes the following boards as needed: Zoning Board of Adjustment and Construction Appeals and Advisory Board. The primary purpose of both boards is to provide citizens a method to appeal decisions made by the Director of Building Safety/Building Official and Fire Marshal related to the construction and zoning codes of the City.

The FY2020-21 Building Safety budget is \$3.1 million and includes 36 full-time positions and 1 CDBG-funded position. The Department also manages a varied number of private contractors who remove weeds, junk and debris in the nuisance abatement program; City wrecker contractors for removal and disposal of junked vehicles; and an asbestos consultant for surveying commercial building scheduled for demolition.

ABOUT THE POSITION

Under the general supervision of the Managing Director of Planning and Development Services, the Director of Building Safety/Building Official is responsible for the administration, management and efficient operation of the Building Safety Department.

Essential duties include:

- Overseeing the administration and management of all department functions and activities through personal direction and/or delegation to subordinates
- Directing through delegation plan review, issuance of permits and licenses, inspection of structures and properties, maintenance of records, notices to architects, engineers, designers, builders, and property owners
- Communicating department activities to the Managing Director, City Manager, City Council, and citizens as needed
- Managing personnel resources, budgets, private contractor agreements, and other resources necessary to provide services and to accomplish the functions of the department
- Negotiating and resolving sensitive and controversial issues
- Providing both verbal and written guidance of applicable codes, policies and procedures to architects, engineers, contractors, developers, property owners, staff and other interested parties
- Directly and indirectly monitoring and controlling departmental procedures and policies to ensure efficiency of operation and fairness to public
- Directly and indirectly providing reports, information and assistance to other agencies outside of City relative to Building Safety department function
- Researching and recommending ordinance and policy changes to the Managing Director and City Manager
- Serving as staff liaison of the Zoning Board of Adjustment and Construction Advisory and Appeals Board
- Assisting the Fire Department and Emergency Management in property damage evaluation and ascertaining safety of damaged buildings
- Establishing addresses and addressing policies for the City and outlying areas in Potter and Randall Counties
- Providing input to other departments for various decision-making processes when requested
- Serving as a representative of the City in regional, state, and national code affiliated organizations



IDEAL CANDIDATE

The ideal candidate for the Director of Building Safety/Building Official will have broad experience in effectively enforcing building safety regulations that promote and protect the public's health, safety, and welfare. The ideal candidate will have the ability to ensure quick and accurate responses to requests for plan review, permit, inspection, license, address assignment, and information services; to resolve all observations and complaints concerning building safety issues, nuisances, and zoning violations as quickly as possible within the limits of the law; and to maintain current and accurate records. The ideal candidate will also be able to communicate effectively the performance of the department to the public and management.

The successful candidate will have the ability to solve problems and exercise sound judgement in situations where no standardization exists. The ideal candidate will have the ability to meet deadlines, manage stress, and professionally handle customer complaints and concerns. Strong interpersonal skills and written communication skills are essential. The ideal candidate will have the ability to build credibility and form positive working relationships with other City departments and external customers.

The selected candidate must have demonstrated skill in determining applicable code and compliance and extensive knowledge of construction codes. The successful candidate will have education and training in architectural and building construction and basic knowledge of land use and development regulations and building codes.

EDUCATION & EXPERIENCE

The selected candidate must possess ICC Certification as a Certified Building Official (or ability to obtain within 12 months of employment) plus two other ICC Certificates, or a bachelor's degree in architecture, engineering, construction management, public administration, or a related field. This position requires a minimum of five years of experience in a comparable position with varied and progressive responsibility including management experience. An equivalent combination of education and experience may be considered. A valid Texas driver's license is also required.



COMPENSATION & BENEFITS

The City of Amarillo offers a competitive salary, depending on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a seven percent employee deposit rate with a municipal matching ratio of 2:1. A full range of leave and insurance benefits is also provided.

APPLICATION PROCESS

Please apply online at: <https://careers.amarillo.gov>

For more information on this position contact:
Andrew Freeman, Managing Director of Planning & Development Services
City of Amarillo, TX
Andrew.Freeman@amarillo.gov
806-378-5285

This position is open until filled.

The City of Amarillo is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



DIRECTOR OF BUILDING SAFETY/BUILDING OFFICIAL

POSITION PROFILE

RESOURCES

City of Amarillo
amarillo.gov

Amarillo Building Safety Department
Building Safety Department

Amarillo Chamber of Commerce
amarillo-chamber.org

Center City
centercity.org

Visit Amarillo
visitamarillo.com

Randall County
randallcounty.com

Potter County
co.potter.tx.us