



City of University Park Chief Building Official

SALARY	Depends on Qualifications	LOCATION	Dallas, TX
JOB TYPE	Full-Time Regular Employee	JOB NUMBER	UP00330
DEPARTMENT	Community Development	OPENING DATE	11/25/2025

Summary

The City of University Park offers an exceptional opportunity for building professionals seeking meaningful impact, professional respect, and highly rewarding work. As a key leader in our development process, you'll help maintain the architectural character and quality of one of the most desirable communities in Texas.

Under administrative direction of the Direction of Public Works the Chief Building Official (CBO) is responsible for the leadership, management, and oversight of building inspections. This includes supervision of staff, administration of building codes and ordinances, plan review, permitting, inspections, and ensuring compliance with all applicable local, state, and federal regulations. The CBO serves as the City's principal authority on building construction and code enforcement and may also oversee related functions such as code compliance.

University Park is home to a remarkable mix of custom-built luxury residences providing projects that prioritize craftsmanship, innovative design, and superior code compliance. Many permits you oversee supports the continued vibrancy and refinement of a community known for its beauty and livability. At the same time, the city proudly hosts Southern Methodist University, whose ongoing investments in state-of-the-art facilities offer unique exposure to high-profile institutional construction, advanced building systems, and engaged project stakeholders, giving your work a significance that extends well beyond standard municipal development.

Duties

- Direct and manage all operations of the Building Inspections Department, including personnel, budget, and resources. Recommends departmental programs and services that require preparation and administration of the department's annual budget.
- Oversee plan reviews, permit issuance, field inspections, and records management.
- Reviews commercial and residential plans for zoning, building, electrical, plumbing and mechanical code requirements and ensures compliance in an accurate and professional manner; recommends any changes or amendments necessary for compliance.
- Provides supervision of assigned employees to ensure enforcement and compliance with all adopted City codes.
- Interpret and enforce building codes, ordinances, and regulations including IBC, IPC, IMC, IFC, IECC, and NEC.
- Administers and revises, as necessary, nationally recognized codes relating to building inspection. Ensures the City adopts the most recent nationally-recognized codes (i.e. IBC, IRC, Plumbing, Mechanical, Electrical, Energy).
- Serve as the final authority on code-related issues and provide technical guidance to staff, contractors, and the public.
- Coordinate with Planning, Engineering, Fire, and other departments to ensure a seamless development process.

- Represent the department at public meetings, boards, and commissions such as the Board of Appeals or Building Standards Commission.
- Draft and recommend updates to building codes, ordinances, and departmental policies.
- Ensure high standards of customer service and responsiveness to community needs.
- Investigate complaints, issue stop-work orders, and ensure corrective actions are taken.
- Promote continuous improvement and innovation in service delivery and code enforcement.

Qualifications

Education:

- Bachelor's degree in Architecture, Engineering, Building Construction Technology, or a related field.

Experience:

- 7–10 years of progressively responsible experience in building inspection, code enforcement, or construction.
- At least 3–5 years in a supervisory or management role within a municipal or governmental setting.

Certifications (Required):

- ICC Certified Building Official
- State-specific licenses (e.g., Texas Plumbing Inspector License or equivalent)
- Valid Texas Driver's License with acceptable driving record.

Preferred

- ICC certifications in Plans Examiner, Building Inspector, Plumbing, and Mechanical
- Visionary leadership with a commitment to public service.
- Ability to foster a culture of accountability, innovation, and continuous improvement.
- Politically astute with the ability to navigate complex stakeholder environments.
- Customer-focused with a collaborative, "can-do" attitude.

Knowledge, Skills, Abilities

- In-depth knowledge of construction methods, materials, and building codes.
- Strong leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Ability to read and interpret complex plans and specifications.
- Proficiency in Microsoft Office and permitting software.
- Strong decision-making, problem-solving, and conflict-resolution skills.
- Ability to work collaboratively across departments and with external stakeholders.

Supplemental Information

Work is primarily performed in a climate-controlled office environment with regular field visits to construction sites. Physical demands are sedentary in nature with prolonged sitting. Work may cause fatigue of eyes, fingers, and other facilities because of fairly continuous use of motor senses. Will be required to attend functions and meetings in other buildings and other sites. Requires moderate physical effort in carrying/moving up to 25 pounds. Includes walking, standing, reaching, bending, kneeling, climbing, and occasionally driving a vehicle.

Employer

City of University Park

Phone

214-987-5373

214-987-5305

Address

3800 University Blvd.

University Park, Texas, 75205

Website

<http://www.uptexas.org>