

City of Dallas
Classification Specification

Title:	Assistant Building Official	Class Code:	16406
Application:	Single Classification	Pay Grade:	M
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose

Manage building inspection staff who enforce the City's development and building codes. Supervise the division's managerial staff who oversee code compliance reviews of construction documents, permit issuance, and construction-related inspections for code compliance verification.

Essential Functions

1. Manages the construction plan review process, one-stop permit center, and district inspection offices to ensure code compliance by architects, engineers, developers, builders, and citizens.
2. Manages and trains subordinates to maintain the timeliness and quality of inspection, plan review, permit processing, and other compliance services.
3. Coordinates projects and policies with other departments and agencies to make code enforcement more cohesive and effective.
4. Meets with architects, engineers, developers, various boards and committees, builders, and staff to resolve complex technical issues and to provide technical assistance in resolving code compliance problems.
5. Develops, plans, implements, and coordinates division-wide policies and procedures to improve service delivery and achieve maximum utilization of resources.
6. Resolves customer service and technical issues by developing solutions that are acceptable to customers and that meet code intent.
7. Evaluates and prepares new ordinances to ensure the City's technical codes reflect changes in the national codes and changes in the industry.
8. Provides information about technical codes and inspection process to the department director, City Manager's Office, Office of Mayor and City Council, and citizens in response to their inquiries.
9. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of engineering and/or architecture as related to construction inspection, construction design, and related activities.

Thorough knowledge of building code, mechanical code, electrical code, zoning ordinances, plumbing code, landscape and tree preservation ordinances, and other city ordinances.

Thorough knowledge of the principles of management.

Ability to plan, organize and manage the work of subordinates.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Working Conditions and Hazards

Normal office conditions.

Occasionally conducts field visits.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.