



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING

Regulatory Program Management/Building and Mechanical* revised
IHB Senior Program Specialist
Program Specialist V
\$61,056- \$65,280 annually
\$5,088 - \$5,440 monthly

Posting No: 0405-22

Opening Date: 04/08/22

Group: B21

Closing Date: *Until filled*

Position: 277

Job Description

The Industrialized Housing and Buildings (IHB) Senior Program Specialist is selected by and responsible to the Regulatory Programs Manager with some activities assigned and supervised by the IHB Program Team Leader. The IHB Senior Program Specialist performs advanced consultative and technical work in the planning, development, and implementation of the IHB Program. Duties include coordinating and performing inspections; reviewing and analyzing plans, plan reviews, and inspection reports; monitoring third party providers; providing technical assistance; rendering interpretations/opinions on code; preparing and disseminating administrative and technical materials. Trains, leads, and prioritizes the work of department staff to establish and accomplish section objectives. Work involves providing consultative and technical services to department staff, industry representatives, and the general public on all aspects of the IHB program and related industry matters. Works under limited supervision with considerable latitude for the use of initiative, creativity, and independent judgment. Extensive travel, up to 50% of work time, is required. Some work may be performed under extreme climactic and/or hazardous working conditions. *

****The position may be located in Austin or home-based in Texas.***

Essential Duties

- Oversees the performance of and performs an array of technical, training, research, planning, policy, program assessment, and administrative activities for the Industrialized Housing and Building Program.
- Monitors, audits, and evaluates the performance of third-party inspectors and inspection agencies. Oversees the performance of program staff in conducting inspections, analyzing inspection reports, and reconciling data for decals/insignia affixed to modular buildings or components. Prepares detailed reports, analyzes trends, maintains data, and prepares recommendations to the Industrialized Building Code Council (the Council) on the performance of third-party inspectors or inspection agencies.
- Coordinates and conducts complex on-site inspections to assess compliance with statute, rules, and building code requirements; performs technical assessments; prepares inspection reports; and serves as a team leader in the performance of certification inspections. Coordinates and performs inspections, gathers documentary/photographic evidence, and creates thorough reports to facilitate/assist enforcement investigations.
- Reviews plans for compliance with statute, rules, and building code requirements governing industrialized housing and buildings and prepares reports on the performance of the design review agencies reviewing the plans. Develops and disseminates technical and administrative materials including reports, studies, specialized research projects, training materials, bulletins, mail outs, and web content.
- Provides technical assistance by interpreting building codes, answering technical questions, and coordinating with department staff, industry representatives, municipal officials, and the general public to resolve daily technical or administrative matters associated with the IHB program. Reviews and evaluates information on service delivery methods/outputs/activities to identify trends, gaps in resources, and areas for improvement. Oversees and directs staff in researching and identifying solutions.
- Consults with federal, state, and local agencies to facilitate IHB program administration through cooperative inspections/investigations, records review, and other communications. Represents the Department at industry association meetings, trade shows, conventions, and trainings; provides presentations; and educates industry representatives, municipal officials, and the general public on the IHB program requirements. Oversees staff in developing, monitoring, and implementing education initiatives, performing quality assurance assessments as needed.

- Researches and drafts complex rules, standards, and policies. Develops program procedural manuals in accordance with program objectives and goals.
- Provides guidance to staff in the development and integration of new methods and procedures, and oversees program planning, development, training, and implementation.
- Assists in drafting complex rules, standards, and policies, and in the development of procedural manuals.
- Participates in program planning, development, training, and implementation, making recommendations as necessary to produce a more effective program
- Collects, organizes, analyzes and/or prepares materials in response to requests for program information.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork offering positive and constructive ideas, encouragement, and support, to other members of staff and team, while upholding the Agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Minimum Requirements:

Seven (7) years of experience in the construction industry OR building code compliance/inspection/enforcement, four (4) years of which must be in building code compliance/inspection/enforcement, required. Certification as a "Residential Combination Inspector", "Commercial Combination Inspector", or "Combination Inspector" by International Code Council (ICC) required. Certification as a *Residential Energy Inspector* and a *Commercial Energy Inspector* by ICC required. Additional experience as electrical, mechanical, or plumbing inspector preferred. Graduation from an accredited four-year college or university with major coursework in engineering, construction, or a related field is preferred. Must possess a valid class C driver's license and proof of auto liability insurance.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS- Operations Specialist, 611x LDO- Deck, Surface OS Operations Specialist, OSS Operations Systems, ing, Ventilation, Air Conditioning, and Refrigeration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Remarks:

Knowledge of local, state, and federal laws relating to American Society of Mechanical Engineers (ASME) A17 Codes, International Residential Code (IRC), International Building Code (IBC), and Texas Accessibility Standards. Knowledge of other applicable standards, general practices, codes, and policies relative to the industries. Skill in operating computers and applicable software including MS Office applications; in web-based communications and, in the use of mobile devices. Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; and to prepare concise reports. Ability to develop and evaluate policies and procedures; to understand and interpret policies and procedures clearly/accurately; and, to read/interpret technical materials related to the programs including design, installation, erection, repair, or alterations; and make on-site assessments to ensure compliance with applicable codes. Ability to establish and maintain effective working relationships; to communicate effectively, verbally and in writing; and, to provide friendly, caring service to customers. Ability to assign/supervise the work of others; and, to train others.

***Hazardous Working Conditions**

Some work may be performed both inside and outside under extremely hot and cold conditions in close proximity to building materials and/or operating machinery. Some work may be performed in small crawl spaces, attics, and other small building spaces. Climbing on ladders, catwalks, scaffolding, elevators, and roofs may be required.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711. Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is not covered by the Fair Labor Standards Act (FLSA).

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses. *TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.*