



# CHIEF BUILDING OFFICIAL



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# WELCOME TO

# Wichita Falls

Wichita Falls sits in the heart of North Texas, a community of just over 100,000 residents that serves as the regional hub for commerce, healthcare, education, and culture in the surrounding three-county area. Conveniently located along U.S. Highway 287 and less than a two-hour drive from the Dallas–Fort Worth Metroplex, Wichita Falls offers quick access to major airports, professional sports, and big-city amenities while still retaining the ease and connection. Just minutes from the Oklahoma border, the city is also known as the “Gateway to Texas,” linking North Texas and southern Oklahoma.

Growth and momentum define Wichita Falls today. The community is executing an ambitious, data-driven economic development strategy with a focus on attracting new investment, expanding primary employers, and strengthening key corridors and business parks. The local economy has diversified well beyond its agricultural and energy roots into healthcare, manufacturing, education, and government services, positioning Wichita Falls as a resilient and forward-leaning regional center.

Quality of life is a point of pride, with 37 parks, an extensive river and creek trail system, and destination spaces like Lucy Park, Lake Wichita, and the city’s namesake falls, giving residents abundant opportunities for outdoor recreation and family activities. A vibrant arts and culture scene, an active events calendar, and a cost of living that remains comfortably below many large Texas metros add to the community’s appeal. Anchoring it all is Sheppard Air Force Base, home to the U.S. Air Force’s largest technical training wing and the unique Euro-NATO Joint Jet Pilot Training Program, which brings airmen from across the United States and 14 NATO nations to train in Wichita Falls.

# ORGANIZATION & CULTURE



Guided by a clear mission, enhancing quality of life through responsive service delivery, sound financial management, and strong public-private partnerships, the organization operates with a shared vision of being a vibrant, growing, family-oriented community of unlimited opportunity and civic pride. Employees and elected officials alike emphasize core values of Excellence, Integrity, Accountability, Transparency, and Innovation, and those values are expected to show up in daily decisions, not just in policy statements.

Within Development Services and Building Inspections, the culture is highly collaborative and relationship-driven. Planning, engineering, public works, building inspections, and related development functions are intentionally being brought together, creating a true one-stop environment for the development community. Cross-department project meetings happen as often as needed, often weekly or more, bringing together all players in the development process. Leaders describe strong working relationships between departments and a practical, problem-solving mindset when issues arise. Cross-department project meetings are conducted on a weekly basis - or more frequently as needed - to ensure full coordination among all participants in the development process.

Responsiveness to customers is a hallmark of the culture. Internally, there is a strong emphasis on same-day inspections (approximately 90 percent of inspections are completed the same day) and fast plan review, with residential permits typically turned around within about 24 hours and most commercial permits within five to six business days. The City has invested in a modern permitting system with clear checklists, electronic plan review, and open channels for feedback and updates.

The Building Inspections and Plan Review group includes both seasoned inspectors and newer staff members, and there is a recognized opportunity to further develop "combination inspectors" through training and mentoring. The City rarely outsources core inspection and plan review work because it values in-house expertise, continuity, and direct relationships with its development community. Wichita Falls offers a culture that is stable, supportive, and forward-looking, an environment where committed professionals can both uphold high standards and help shape how a growing city serves its residents and businesses.



# SEE YOURSELF HERE

In this role, you are a visible, trusted leader at the center of the city's growth. You are not simply managing permits and inspections, you are shaping how neighborhoods, business corridors, and public facilities take form. You lead a skilled team that is known by name in the development community, set expectations for consistent, high-quality work, and serve as the go-to authority for building and life-safety codes. Your judgment carries real weight with City leadership, the development community, and the public, as you balance safety, practicality, and service in every decision.

Day to day, you are at the table with planners, engineers, fire officials, and public works staff working projects from concept through completion. Rather than operating in a silo, you are part of an integrated development services team that meets regularly, solves problems in real time, and presents a united front to builders and designers. You help refine processes, champion a customer-focused permitting system, and ensure that inspections and plan reviews are timely, predictable, and fair. You are just as comfortable walking a job site and talking through a solution with a contractor as you are briefing senior leadership or presenting ordinance updates to the City Council.

Professionally, this is a place where your expertise is respected and your voice matters. You have the opportunity to modernize codes and standards, mentor the next generation of inspectors, and guide policy that directly influences the safety and character of the community. The organization expects high standards but also values work-life balance, collaboration, and practical, common-sense solutions. If you enjoy leading people, interpreting complex situations, and partnering with others to "find a way to yes" while protecting the public, you will see yourself thriving in Wichita Falls.



# OPPORTUNITIES & CHALLENGES

## KEY OPPORTUNITIES:

- Lead building safety and development services in a city entering a new phase of growth, reinvestment, and corridor redevelopment.
- Shape an integrated, one-stop development services model as planning, engineering, public works, and building functions come together.
- Optimize a modern online permitting and plan review platform to make processes more predictable, transparent, and user-friendly.
- Develop and mentor a mixed-tenure inspection staff into a cohesive team of versatile combination inspectors.
- Influence updates to codes, policies, and standards in a community with strong infrastructure capacity and significant room to grow.

## KEY CHALLENGES:

- Guiding an organization from historically moderate activity into a higher-volume development environment without sacrificing service levels.
- Maintaining rapid plan review and same-day inspection expectations as permit volume and project complexity increase.
- Balancing in-house expertise with strategic use of third-party reviews on large or highly specialized projects.
- Achieving consistency in interpretations and expectations across inspectors with different backgrounds and experience levels.
- Addressing aging housing and commercial stock and reinvestment needs while remaining development-friendly and sensitive to affordability.

# THE IDEAL CANDIDATE

## Minimum Qualifications:

- Bachelor's degree from an accredited college or university, or an equivalent combination of education, training, and experience.
- Progressive experience (typically five or more years) in building inspections, plan review, construction, code administration, or closely related work.
- Experience supervising or leading professional and/or technical staff in a regulatory, construction, or development services environment.
- International Code Council (ICC) Certified Building Official, or the ability to obtain CBO certification within a timeframe acceptable to the City.
- Demonstrated knowledge of model building codes, related life-safety codes, and municipal code enforcement practices.

## Preferred Qualifications:

- Experience serving as a Chief Building Official, Building Official, or senior-level supervisor in a municipal building inspections or development services division.
- Background working in a high-growth or moderate-growth community, including managing increased permit volume and project complexity.
- Direct experience with electronic permitting, plan review, and inspection management systems (e.g., Accela or similar platforms).
- Successful track record in developing or managing "combination inspector" programs and cross-training inspection staff.
- Experience collaborating closely with planning, engineering, fire, and public works staff on complex development projects.
- Familiarity with Texas municipal government, including council-manager organizations and development-related ordinances and processes.



# COMPENSATION & BENEFITS

## Salary Range:

The Wichita Falls Chief Building Official position offers a competitive annual salary range of **\$107,088 - \$130,904 annually**, commensurate with qualifications and experience.

## Benefits:

- Retirement at 25 years through TMRS (7% employee / 2:1 match) 5 Year vestment
- Medical, dental, vision insurance
- Paid vacation, & sick leave
- Twelve Paid Holidays
- Professional membership & development opportunities
- Flexible Schedule Options
- Relocation Assistance Available

**This entity is an Equal Opportunity Employer committed to building a workforce that reflects the diversity of the communities it serves. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.**



## APPLICATION DEADLINE:

5 p.m. | Wednesday | April 29, 2026

Email Cover Letter and Resume in PDF Format to:

[ApplyWF@clearcareerpro.com](mailto:ApplyWF@clearcareerpro.com)

Faxed and mailed submissions will not be considered.

### For more information on this position, contact:

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(214) 550-2850 Ext. #4



A special episode of The Clear Voice podcast featuring Wichita Falls leaders and an in-depth discussion of this opportunity will be released alongside this brochure.

Follow The Clear Voice on Spotify, Apple, Amazon Music, or YouTube to listen and learn more about Wichita Falls' vision and priorities.



Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.