



# BUILDING OFFICIAL

## CITY OF ODESSA, TEXAS

### About the Position

The City of Odessa, TX is looking for a hands-on, highly-skilled Building Official with experience and interest in managing a multi-faceted Building Inspection team.

The department and this position support:

- ♦ A high rate of new development construction
- ♦ New business / development expansion
- ♦ Downtown Revitalization, Urban Renewal
- ♦ Architecture, Urban Design, Preservation
- ♦ Quality of life, Safety

This position and the 18 Inspectors, Specialists, Plans Examiners and Technicians are highly-valued members of the City's Development Team.

### The Ideal Candidate

The City fosters a 'development friendly' culture. The new Building Official has the opportunity to ensure safe, quality growth in *one of the fastest growing cities in Texas!* What we're looking for:

- ♦ *Customer-driven, Team-Builder*
- ♦ *Efficient/Effective Personnel & Project*
- ♦ *Possess an infectious, positive outlook*
- ♦ *Self-directed, creative and detail-oriented*
- ♦ *Outside the box, innovative, best-practices*
- ♦ *Brings public & private sectors best-practices*
- ♦ *Technically-skilled, Educated and Experienced*



**"Platinum Leadership Circle Award"**

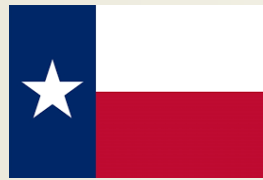
*Texas Comptroller, 2009*

OPEN UNTIL FILLED  
EXPRESS INTEREST TODAY

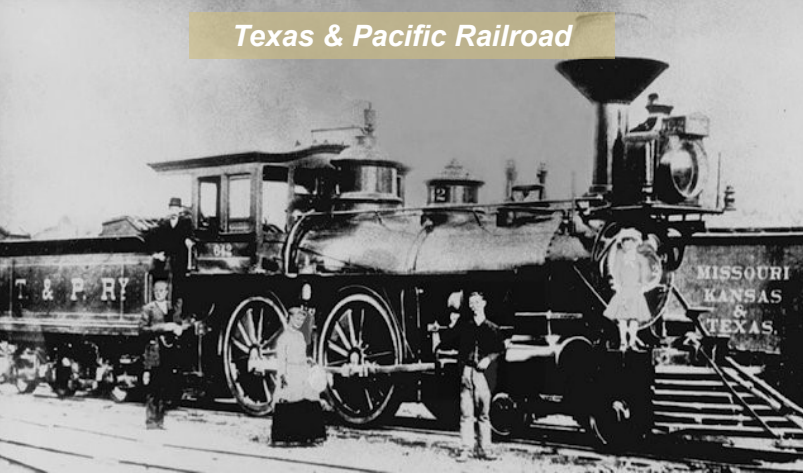


# WELCOME TO

# Odessa, Texas



*Texas & Pacific Railroad*



*Texas Longhorns*



## HISTORY

Odessa was founded in 1881 as a stop on the Texas and Pacific Railroads. As the railways extended across the South Plains, there was a need to provide water for the steam engines. A local legend associates the town name with a Native American princess who wandered into the railroad camp of the Texas and Pacific Railroad but it was more likely named by the railroad workers who thought the region's shortgrass prairie resembled Ukraine's steppe landscape.

Perhaps no region of the state was more attuned to the development of ranching than West Texas. Many believe the region was custom-made for the growth and development of ranches and the region's history. Lured by the availability of inexpensive land, settlers began to move to the area around 1879, and the first ranchers arrived in 1885. By the mid-1890s, the City was well-established as a cattle shipping center.

In 1885 C. W. Rathburn became the first postmaster of the newly established post office. The actual platting of Odessa took place in 1886; 300 acres of the original town site are now at the center of the city's downtown. Odessa became the county seat when Ector County was formally organized in January 1891. In 1927 Odessa incorporated as a city.

The discovery of oil in 1926 brought an influx of people and the local economy transformed from a ranching base into an industrial one.

The Texas oil boom - **the Gusher Age** - arrived with the discovery of a large, unprecedented petroleum reserve near Beaumont and it ushered in an age of rapid regional development and industrialization that has few parallels in U.S. history. Texas quickly became one of the leading oil-producing states in the U.S., along with Oklahoma and California; soon the nation overtook the Russian Empire as the top producer of petroleum. By 1940 Texas had come to dominate U.S. production. Some historians even define the beginning of the world's Oil Age as the beginning of this era in Texas. Reserves were found and wells were constructed in North Texas, East Texas, and the **Permian Basin** in West Texas. Odessa's first producing oil well was completed Dec. 28, 1926.

Today, the Permian Basin (a large sedimentary deposit containing reserves of oil and natural gas) is the largest petroleum-producing basin in the United States and has produced a cumulative 28.9 billion barrels of oil and 75 trillion cubic feet of gas. While oil and gas are still the area's largest industry, Odessa's other large employers include education, government and healthcare.



*Oil in the Permian Basin*

## GEOGRAPHY

Odessa is located in the heart of West Texas at the midpoint between El Paso and Dallas along I-20 within the Permian Basin where the High Plains, Trans Pecos, and Edwards Plateau converge. The city covers a total area of 47 square miles, of which 46.9 is land and 0.1 square miles (.05%) is water. The City is relatively flat and 2,900 feet above sea level.

## COMMERCE

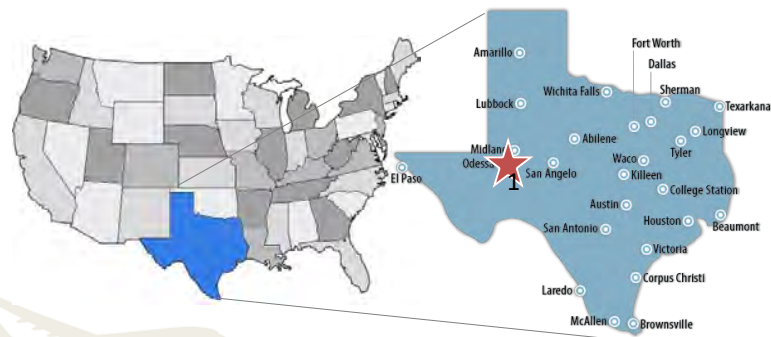
Historically, the Odessa economy has been driven by the area's oil industry, booming & busting in response to rises and falls in the crude oil price. Many of the city's largest employers are oilfield supply companies and petrochemical processing companies. City leaders are trying to decrease the city's reliance on the energy industry to develop greater economic sustainability.

In 2014, Odessa was hailed as the third fastest growing city in the country by Forbes Magazine. Between 2001 and 2015, the community experienced one of the most dynamic periods in its economy with a 45% increase in job growth, a per capita personal income growth of 49.4%, and 23.8% population growth.

While oil and gas are still the largest industries, Odessa is fast becoming a major health industry hub with two hospitals, a cancer center, and a variety of medical specialists.

### Odessa Top 10 Principal Employers

Rank	Employer	Employees
1	Ector County—ISD	3,873
2	Halliburton	2,700
3	Medical Center Hospital	1,922
4	Keane Group	1,593
5	Odessa Regional Medical Center	1,000
6	Saulsbury Companies	1,000
7	Walmart	938
8	City of Odessa	900
9	Weatherford	900
10	Ector County	668



## CLIMATE

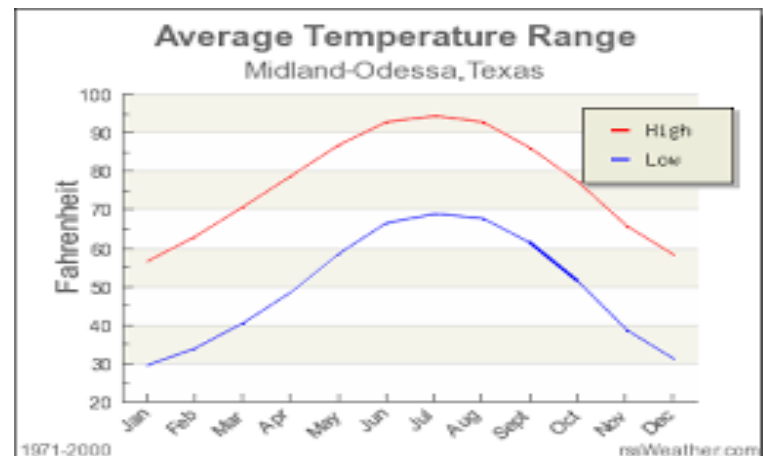
### Driving Distances

**El Paso (4 hrs) San Antonio (5 hrs) Austin (5 hrs) Dallas (5.5 hrs)**  
**Laredo (7 hrs) Tulsa, OK (8.5 hrs) Santa Fe, NM (7 hrs)**  
**Phoenix, AZ (10 hrs) Ciudad Juarez, Mexico (4.5 hrs)**

### Airports

- ♦ **Midland International Air & Space Port (MAF)** located 11 miles from Odessa: *American, American Eagle, United Southwest and United Express.*
- ♦ **Top destinations include:** *Dallas & Fort Worth, Houston, Denver, Las Vegas, and Phoenix.*

Odessa has the semiarid climate typical of West Texas. Summers are hot and sunny, Winters are mild and dry. The area has a large temperature range and frequent high winds. Most rainfall occurs in late spring and summer. Summer thunderstorms are common, tornados are rare. The area receives about 45 days with rain, and 14.6 inches annually. Average nighttime lows in January average 35°F. summer highs can exceed 94°F.





## DEMOGRAPHICS

**POPULATION.** 2017 US Census Bureau estimates the city's population is 126,753, which represents a 18% increase since 2000. The City's median age is 30.6 below the national average of 36.8.

**LANGUAGE.** 59% speak only English while 41% speak other languages (39% Spanish).

**ETHNICITY.** Ethnicity of the local population is 58.7% Hispanic, 34.5% White, 4.14% African American.

**MEDIAN INCOME.** Based on 2017 estimates, the median household income is \$61,500.

**EDUCATION.** 29% has a high school diploma, 32% some college, 19% have a Bachelor's Degree or higher, and 5.3% have a Graduate Degree.

**PROPERTY VALUES.** The median property value in Odessa was \$120,000 in 2017—which increased 7.6% between 2016 and 2017.

### 2017 Population by Age

Age Group	Percent
< 5	9.1%
5-17	<b>20%</b>
18-24	9.6%
25-34	<b>14%</b>
35-44	9.5%
45-54	8%
55-64	7.9%
65-74	4.5%
75+	3.6%

(source: statisticalatlas.com)

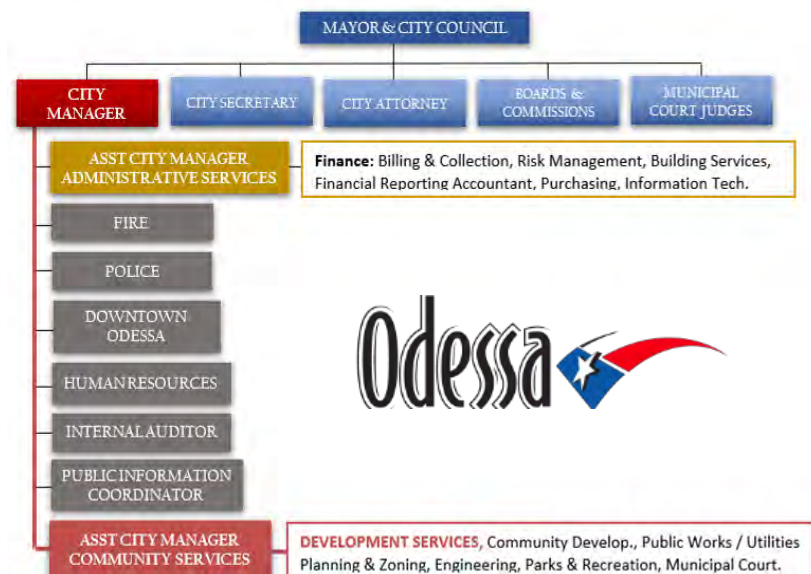
## MUNICIPAL GOVERNANCE

### Form of Government / Governing Body

The City of Odessa is a Home Rule City with a **Council-Manager form of government**. The Council is comprised of the Mayor, and six (6) City Council members who serve four-year terms with a two-term limit. City Council approves contracts, adopts ordinances and resolutions, approves the annual budget, sets the tax rate, provides direction to Council appointees—including the **City Manager**—and provides a forum for active community participation in setting and achieving City policies, goals, and objectives.

### City Management

The **City Manager** is the **Chief Executive Officer** who is responsible for implementing policy and managing all City operations. Mr. Michael Marrero's highly-qualified Senior Management team is dedicated to operating the City at a high standard of excellence. He joined the City of Odessa in 1996 and has served as City Manager since 2018. He has also served as an Assistant City Manager and Director of Community Development.



City Council

## Key Management Team (years of service)

- ◇ **Asst. City Manager: Admin. Services** - 12 years
- ◇ **Asst. City Manager: Community Services** -13.5\*
- ◇ **Police Chief** - 25 years      **Fire Chief** - 12.5 years
- ◇ **Director of Public Works / Utilities** - 9 years
- ◇ **Finance Director** - 2 years
- ◇ **Human Resources Director** - 2 years
- ◇ **Director of Communication** - 3 years
- ◇ **Director of Development Services** - 39 years

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### About the Department

Development Services coordinates the ongoing growth of the City of Odessa. The detailed map contained in the [2016 Envision Odessa](#) comprehensive master plan guides the decision-making process through the coordinated efforts of Development Services, advisory boards, and City Council.



The Building Official's daily direct report is the **Director of Development** who reports to the Assistant City Manager of Community Services.

[Downtown Master Plan](#) (2016)

[Envision Odessa Master Plan](#) (2016)

[Economic Index Report](#) (June 2020)



MARRIOTT HOTEL & CONVENTION CENTER

### Recent Construction in Odessa

- ◆ **\$161,000,000** reinvested into the downtown.
- ◆ **66 storefront rehabilitations** increased occupancies.
- ◆ **45 new businesses** downtown open since 2016.
- ◆ **Marriott Hotel and Conference Center** completed in the downtown including 18 event rooms, 33,374 sq ft of meeting space, and 200 guest rooms. Project was a well-defined, well-managed *Public Private Partnership*. **Project Value: \$75,000,000**
- ◆ **Historic Ector Theater** - a reinvestment / renovation project created a 700-seat, multi-purpose facility within a historic theater. **Project Value: \$10,500,000**
- ◆ **Torchy's Tacos**. Development was of one of the largest in the State of Texas. The Development Agreement requires a **\$2,000,000 investment** in downtown and maintenance of 60 jobs.



FMC TECHNOLOGIES



# BUILDING & INSPECTION DIVISION

## *About the Department*

The Building and Inspection Division is responsible for the enforcement of the community's safety and health standards, state & local construction codes and provides inspections, code enforcement, and plan review, through the review of building plans, applications, construction documents, and on-site inspections.

This Division maintains licenses, insurance and bonds of the various contractors, assures current effective dates before issuing a permit to build, follows-up and conducts on-site inspections during construction, and issues Certificates of Occupancies.

[Building Inspections Monthly Reports](#) (link)

## BUILDING & PERMIT STATISTICS

Inspections Per Day: 175 (35 per inspector)

Sept 2019 Permits Report: 714

New Residential (77), Plumb/Mech/Elec Permits: 544

Sept '19 Total Construction Value: \$10,450,629

Key Staff: 21 FTEs

Building Code Inspectors: 10 Support Specialists: 5

Plans Examiners: 3 Other: 3

Inspectors years of service (avg): 7.7

## *International Code Council (ICC)*

The City of Odessa is a member of the International Codes Council (ICC) and has adopted the 2018 ICC codes which went into effect July 1, 2018.

[ICC codes & City of Odessa amendments](#) (link).

[Master Permit Fee Schedule](#) (link)

# THE BUILDING OFFICIAL

## *About the Building Official position*

**The Building Official** manages the overall operation of the Building Inspection Division and is responsible for the administration and enforcement of the Building, Plumbing, Mechanical and NEC; supervises permit applications / issuance, field inspections, investigations of violations, and manages employees including field inspectors, technical & clerical staff.

The **Assistant Building Official** has been with the City for 21 years.

Building Official duties include:

- ◆ *Serve as chief Building Official for the City .*
- ◆ *Ensure compliance with International Building Codes, local/state codes & ordinances, state & federal laws.*
- ◆ *Provide leadership to the City's Building Division which includes Construction and Permits, Business Tax, Construction Inspection and Code Enforcement.*
- ◆ *Maintain high customer service standards.*
- ◆ *Coordinate inspections and work progress with the Fire Department, Planning, Engineering and other Divisions.*
- ◆ *Manages the Division's budget, work programs and staff assignment. Establishes department goals and audits employee performance.*

Complete [Job Description](#) (link)



TORCHY'S TACOS DEVELOPMENT

# CHALLENGES AND OPPORTUNITIES

The current environment provides a tremendous opportunity for the new Building Official to be successful:

Modernization of Culture and Technical Approach. The Building Official is a highly-valued member of the City's Development management team and is critical to the effective management of the Division and overall building services of the City. A fresh, modern approach to building services will be valued.

Staff Retention. Regional industries and trades create staffing competition with the City (specifically inspectors). Succession-planning is critical to develop and promote from within as employees retire the next few years.

Customer Service. The need to develop a strong Customer Service-driven Building-services department that is highly professional and attuned to the needs of the development community is a critical part of the City's values and central to the 20-year Strategic Plan and vision.

## THE IDEAL CANDIDATE

The ideal candidate's attributes, experience and skills are described as:

- ☐ **Customer-Driven.** Development and growth are important to Odessa. Communicating one-on-one with business owners, developers, and everyday citizens requires an ability to listen to and understand opposing viewpoints, manage difficult situations and resolve disputes. The ability to clearly articulate Code / Policy is critical to handling challenging situations with positive results and lasting customer relationships.
- ☐ **Technically Skilled, Educated & Experienced.** Highly educated and experienced in building code, building inspection and code enforcement. The City is in the process of installing and converting to **MyGov Building Inspection software**. Must have a firm grasp on development and code-related services, electronic permitting (including mobile devices & modern inspection software), implementation of new software programs and services, and modernizing fee structures.
- ☐ **Team Builder.** Individual with a positive and infectious attitude who values experience and is willing to mentor staff and inspire the Department.

- ☐ **Efficient / effective Project & Personnel Management**  
A disciplined, strong collaborator among department and division managers has been key to managing relationships, avoiding conflict & duplicating effort.
- ☐ Excellent communicator, accepts input from others.
- ☐ Outside the box, innovative, modern solutions.
- ☐ Brings public & private sectors best-practices.
- ☐ Self-directed, creative and detail-oriented.
- ☐ Possess an infectious, positive outlook.

## QUALIFICATIONS

### Experience

- ☐ Minimum of five (5) years experience in codes administration; Two (2) with a Master's Degree.

### Education

- ☐ Bachelors Degree in Architecture, Building Trades, Engineering, Project Management OR an equivalent combination of education, training and experience.

### Certifications & Licenses

- ☐ Clean background check and TX Driving License.
- ☐ ICC Certified Building Official or equivalent *preferred*, with ability to obtain ICC Building Official Certification within one (1) year. Of employment

## SALARY & BENEFITS

The City offers a competitive annual salary range between **\$71,900 to \$97,300** and a *highly-affordable benefits plan*.

**Holidays:** 12 paid holidays per year

**Unileave (Vacation / Sick):** 17 days per year first 4 years, 22 days 5-9 years, 27 after 10 years. Unlimited accrual

**Texas Municipal Retirement System (TMRS)** Employees contribute 7%, **City matches 14%**. 5-year vesting

**Health:** City provides full-service health clinic

**Medical / Dental / Vision / one of the most affordable plans in Texas for employees and dependents**

**Gym/Wellness Center, Employee Recognition Programs**

**Voluntary deferred compensation plan**

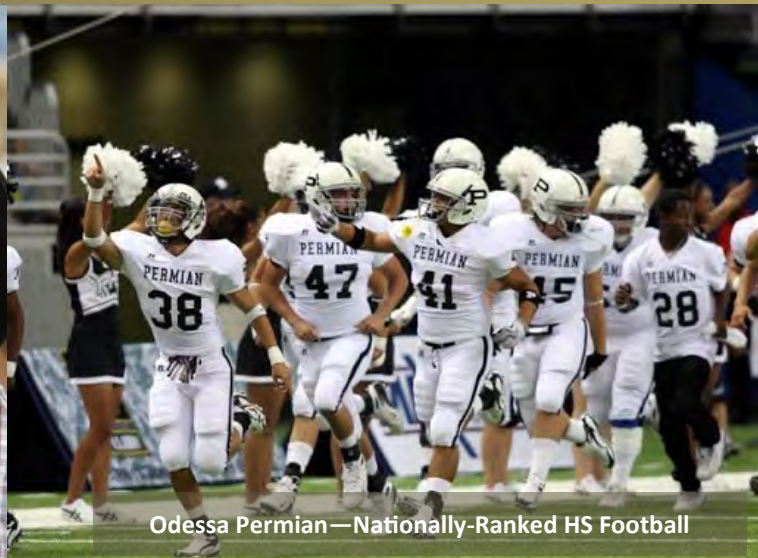
**Credit Union, Tuition Reimbursement**

**Professional dues; Conference Attendance**

[City's Benefits Program \(link\)](#)



# REGIONAL AMENITIES



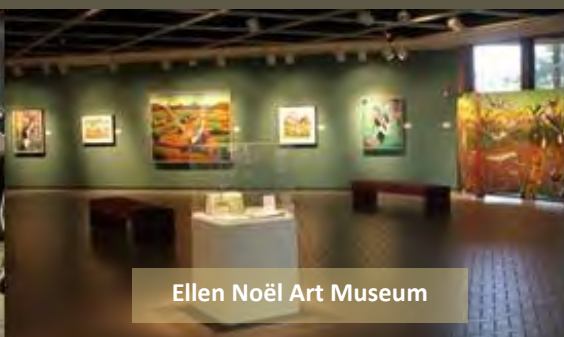
Odessa Permian—Nationally-Ranked HS Football

Odessa is commonly known for its cowboy, ranching and cattle-drive culture, legion of oil wells, dusty plains, and Permian Odessa—one of the nations famous high school football teams highlighted in the movie Friday Night Lights. Although its history is rich, modern Odessa is sure to satisfy.

- ◆ A family day to **Monahans Sandhills State Park**, or **Odessa Meteor Crater**.
- ◆ A working re-creation of **William Shakespeare's Globe Theatre** and full-scale replica of **Stonehenge**.
- ◆ Intercollegiate athletics of all types can be enjoyed at the **University of Texas of the Permian Basin**.
- ◆ A thriving arts scene with world-class performing arts centers, museums and top-class performers at the **Midland-Odessa Symphony & Chorale**, the **Ellen Noel Art Museum**, and **Permian Playhouse**.



*Stampede, 1940 by Tom Lea—painted for the 'new' Post Office*



Ellen Noel Art Museum





# REGIONAL AMENITIES

Sandhills Stock Show, Lamb Show and Rodeo  
Midland– Odessa Symphony & Chorale  
Monahans Sandhills State Park  
Odessa Meteor Crater Museum  
The Permian Playhouse  
Ellen Noël Art Museum

Jack Ben Rabbit—*“the World’s Largest Rabbit”*  
Stonehenge Odessa replica Historic Site  
University of Texas of the Permian Basin  
White-Pool House Museum  
Chris Kyle Memorial  
Jamboree Rabbits



Midland-Odessa Symphony Orchestra



Shakespeare Globe Theater Replica



Historic White-Pool House



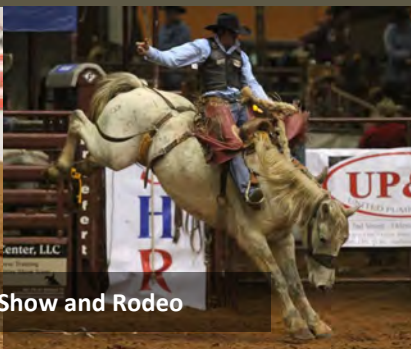
Stonehenge Replica



Jamboree Rabbits & Jack Ben Rabbit



Sandhills Stock Show and Rodeo



Sandhills State Park



University of Texas of the Permian Basin



All these elements combine to make Odessa a modern *“City of Contrasts”*.



# BUILDING OFFICIAL



OPEN UNTIL FILLED.

EXPRESS INTEREST TODAY

## TIMELINE & SELECTION

Recruitment Opens: June 12

Screening & Interviews (*ongoing*)

Background checks (*finalists only*)

Finalist Interviews (*to be determined*)

Desired Hire Date: ASAP



### *PAST DIRECTOR*

The current chief Building Official is retiring after 29 years with the City and 4 years in this position.



### *NO RESIDENCY REQUIREMENT*

Residency within the City limits is not required. Must live within 60 minutes of the City of Odessa.



### *CONFIDENTIALITY*

This is an Expression of Interest only.

When candidates formally *apply* with the City, those application materials will be subject to the Texas Public Information Act.

Recruitment assisted by:



## HOW TO EXPRESS INTEREST

Resume & Letter of Interest to:

[OdessaCBO@municipalsolutions.org](mailto:OdessaCBO@municipalsolutions.org)

Questions to (888) 545-7333



### *EQUAL OPPORTUNITY*

Odessa is an Equal Opportunity Employer that values equal opportunity and diversity. The City is committed to building a workforce which serves residents and businesses with commitment to the following values:

***Responsibility, Respect, Honesty, Teamwork,  
Professionalism, Diversity and Inclusion.***

Veterans, all ethnicities & genders invited to apply.

