



# **BUILDING OFFICIAL**

*City of Euless, Texas*



EXECUTIVE  
RECRUITMENT  
PROVIDED BY





## THE COMMUNITY

Eules is a dynamic, growing city with more than 61,544 residents in 16.2 square miles. Eules is centrally located within the Dallas/Fort Worth area which has a population of over 7.7 million. Beautiful tree-lined streets, a wide range of housing options, excellent educational and workforce opportunities, a robust business-friendly environment, a dedication to historic preservation, and strong community leadership and partners make this city Simply FabEules!

While many factors combine to make Eules a truly special place, the people in Eules bring these vibrant qualities to life. Residents enjoy the city's welcoming and neighborly atmosphere and family-friendly amenities, including a public library, recreation center, over 600 acres of parkland, hike and bike trails, and the Texas Star Sports Complex that encompasses the Parks at Texas Star, Eules StarCenter, and the nationally acclaimed Texas Star Golf Course and Conference Centre. Superior schools (Hurst-Eules-Bedford and Grapevine-Colleyville ISDs), a wide range of housing options, and convenient access to all that the DFW metroplex has to offer, make Eules an outstanding community in which to live, work, and play.

Incorporated in 1953 and located in Tarrant County, Eules is readily accessible by State Highway 183, a multi-lane expressway linking Dallas to Fort Worth, as well as other major highways. Its centralized location provides

quick access to both Dallas and Fort Worth metropolitan areas — it's approximately 16 miles west of Dallas and 16 miles east of Fort Worth — and is adjacent to Dallas-Fort Worth International Airport, one of the world's busiest airports.

The diverse economy in Eules includes a healthy mix of retail, office, and industrial businesses. The city offers amenities appealing to young professionals, growing families, and seniors alike. It also has an above-average household income and affordable housing, with a median income at \$77,430 (above Texas's \$72,284 median) and an average home value of \$340,145. The Dallas Cowboys AT&T Stadium, Texas Rangers Globe Life Field, and Globe Life Park in Arlington, within minutes of Eules, continue to attract additional tourism to the City by hosting concerts and sporting events.

There are many entertaining things to do in Eules. See a movie or outdoor concert at the Leon Hogg amphitheater. Go golfing at the award-winning Texas Star Golf Course, home of the Raven's Grille with its mouth-watering chicken fried steak. Unwind at the Eules Family Life Center, complete with an active Senior Citizen Center, Fitness Center, and Recreation Center. This facility is home to an outdoor aquatic park, a water playground and splash pad for children, and a natatorium for year-round swimming. History buffs should check out the Historic Heritage Park, the Fuller

## **THE COMMUNITY** *continued*

House Museum, Himes Log House, and McCormick Barn. The recently renovated Mary Lib Saleh Eules Public Library is another can't-miss destination, as its one of the largest libraries in Northeast Tarrant County with year-round reading clubs, workshops, and special events. While maintaining its identity and preserving history, Eules is well-known as a comfortable, mid-size community with a hometown feel.



## **ECONOMIC VITALITY**

Major employers in Eules include Sky Chefs, HEB ISD, Target, Lowe's, SRM, Quik Trip, Life Outreach International, Dave and Buster's, and Lazy Dog. Renowned medical facilities include Texas Health Resources HEB Hospital and JPS Northeast Tarrant. College students will have easy access to the University of Texas at Arlington and Tarrant County College, as well as numerous other options in the greater DFW metro area.

The City of Eules has approximately 468.57 acres of undeveloped land outside of DFW Airport. Development is currently underway at a 65-acre development called Watercolor, located along SH 360 and SH 183, and with various infill and redevelopment tracts throughout the City. Over the last several years, the City has worked with developers on several major, mixed-use centers. Glade Parks, a 200-acre mixed-use development that is approximately 85% built out provides about 1.2 million square feet of retail and office space and includes a unique residential component. Numerous businesses have opened in this development, creating increased property values and retail sales. The Bear Creek development includes approximately 140 acres located at the northwest corner of Airport Freeway and State Highway 360 extending north to Harwood Road. Lennar Homes has developed five subdivisions within the Bear Creek mixed-use project. The City also approved a 56-acre mixed-use development called Founders Parc, a redevelopment project located on the south side of State Highway 183. This development of 259 new single-family homes, 285 urban lofts, and over 57,000 square feet of retail and commercial space is underway.

More projects are in progress for Eules, including water well replacement; a Parks Master Plan, which focuses on improving the quality of life for the community by adding additional hike/bike trails, park amenities, and upgrades; street improvements; and a partnership with Tarrant County, surrounding cities, local churches, and businesses to renovate qualifying homes through the Tarrant County Home Program and the Community Powered Revitalization Program. The City recently completed the construction of Fire Station 1, is currently under construction on Fire Station 2, is beginning construction on the Police Station and Animal Services Facility, and is underway with a \$16 million street reconstruction project.

# GOVERNANCE AND ORGANIZATION

The City of Euless is a home rule city operating under a council-manager form of government. The City Council is comprised of the Mayor and six Council Members, who are elected at large, serving three-year terms, with no term limits.

The City Council has the authority to enact local legislation, levy taxes, adopt budgets, determine policies, incur debt, and appoint the City Manager, City Secretary, City Attorney, and Municipal Court Judge. The City Manager reports directly to the City Council and serves as the chief executive officer of the organization and is responsible for the daily management of all City departments. Several boards and commissions assist the Council in deciding matters of policy and procedure and meet on various issues throughout the year.

City Manager Loretta Getchell has served the City of Euless since September 1997, when she was hired as the Director of Finance. Getchell became Assistant City Manager in 2004, Deputy City Manager in 2007, and City Manager in 2015. She has a bachelor's degree in business administration from the University of North Alabama, and is a Certified Public Accountant and a Certified Government Finance Officer.

Euless provides a full range of municipal services to its citizens, including:

- Police and Fire protection
- Emergency Ambulance Service
- Municipal Court
- Development and Code Services
- Construction and maintenance of streets and highways
- Parks and Recreation
- Water and Wastewater
- Library operations

Private contractors, through franchise agreements, provide solid waste and recycling collections and disposal services for the City.

The Government Finance Officers Association (GFOA) awarded Euless a Certificate of Achievement for Excellence in Financial Reporting for the last 36 consecutive years and the GFOA's Distinguished Budget Presentation Award for the last 32 years.

The City has 411 full-time employees and 153 part-time employees, with a total 2024 fiscal year budget of \$149.2 million and an ad valorem tax rate of \$0.4575 per \$100 in valuation.



# ABOUT THE DEPARTMENT

The Planning and Economic Development Department is primarily responsible for facilitating the City's property development through the administration of the Unified Development Code (UDC) and adopted land use plan. The Department reviews site plans for proposed projects, issues building permits, processes zoning variance requests, and continually assesses the City's land-use plan for future development and redevelopment of the City.

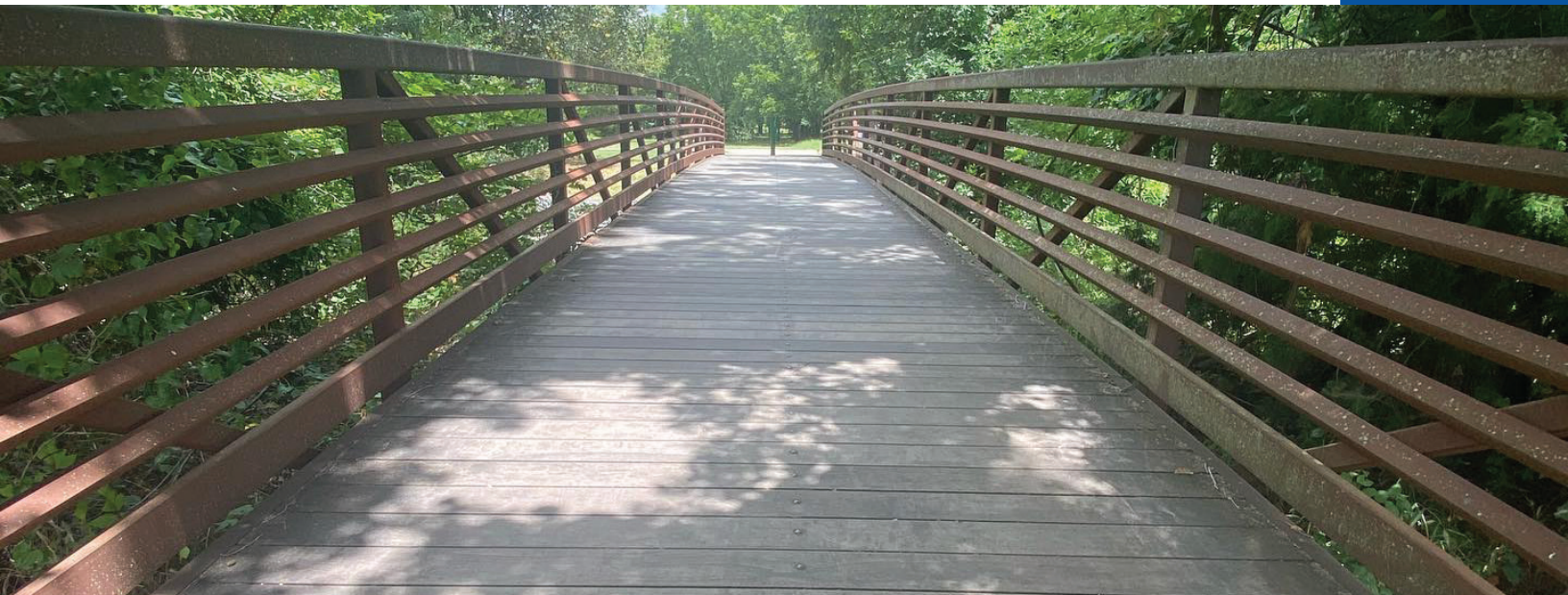
The Planning and Economic Development Department has eight employees and a total annual budget of \$919,000.

Recent accomplishments include facilitating:

- Planning and permitting for several large commercial and industrial developments, including the 360,000 square foot Omni Logistics office/warehouse/distribution facility, the 65-acre Watercolor mixed-use development, and continued retail and restaurant development within the 200-acre Glade Parks mixed-use development.
- Adopted 2021 codes with amendments for building, fire, mechanical, plumbing, energy, fuel gas, residential, swimming pools, and national electric.
- Implementing the use of Cityworks planning and permitting software.

The Department's objectives for FY 2023-24 include:

- Continue to effectively administer inspection and review of construction throughout the City, including within the Watercolor and Glade Parks mixed-use developments and new single-family residential developments.
- Provide a business-friendly environment that promotes quality development.
- Focus on retention of existing business and provide opportunities for enhancement and growth.
- Seek redevelopment opportunities and utilize public/private partnerships to enhance the overall quality of development opportunities.
- Promote existing and new businesses within the City.



# ABOUT THE POSITION

The Building Official reports to the Director of Planning and Economic Development and manages all plan reviews, inspections, customer service functions, and related staff in the Planning and Economic Development department. This position is responsible for interpreting adopted codes, city ordinances and development requirements for the city and acts as final authority on all code related issues, and for planning, setting policy and providing direction to staff in order to achieve departmental goals and objectives.

The essential functions of this position include:

- Reviews plans and specifications for compliance with City building code, and approves, rejects, or notes corrections on plans in accordance with standards established by the current Building Code, Plumbing Code, Mechanical Code, National Electric Code, and Fire Prevention Code.
- Ensures accuracy in inspections, citations, and follow-up and ensures all planning and zoning remains transparent and in line with submitted plans for use.
- Confers with and advises contractors, owners, and architects relative to interpretation and application of all construction codes.
- Plans, assigns, supervises, and participates in the inspection of buildings in the process of construction, alteration, or repair to ensure compliance with the various codes.
- Coordinates with the work of the electrical, plumbing, and mechanical inspectors, advises and assists on special problems as needed, and coordinates with other departments on projects, as required.
- Collaborates and oversees the work of the building inspectors, and ensures that the division operates within budgetary constraints of office personnel engaged in the issuance of approved building and other permits.
- Meets with the public concerning building projects, building and housing regulations, and prepares correspondence relating to all phases of inspection activities.
- Provides technical assistance to the Housing Structures Board and when required by the Director, the Planning and Zoning Commission and Zoning Board of Adjustment.





## **ABOUT THE POSITION** *continued*

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- Coordinates and/or organizes various seminars and classes to maintain state of the art inspection licenses and knowledge for inspectors.
- Supervises permit applications and issuance, field inspections, and investigations of violations, and monitors zoning, nuisances, building codes, health hazards, and general safety standards and protocols.
- Represents the City at public meetings and at conferences with other public or private group.

## **OPPORTUNITIES AND CHALLENGES**

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The new Building Official will focus on several opportunities and challenges in this position, including but not limited to:

- Fully implement new Cityworks planning and building inspection software.
- Maintain a highly trained professional staff by advocating and budgeting funds for participation in professional development and training opportunities.
- Implement new software to aid in the administration and enforcement of the City's Short-Term Rental ordinance.
- Continue utilizing third-party plan review and building inspection services as needed to efficiently process anticipated demand from new developments.
- Navigate the anticipated growth in redevelopment projects by efficiently managing increased workloads, staying informed about evolving building standards, fostering collaboration with diverse stakeholders, and ensuring a delicate balance between safety regulations and the city's development goals.



## IDEAL CANDIDATE

The City of Euless seeks a dedicated servant leader who is a team player, works well with other departments, and embraces the “Euless Way.” Experience as a Building Official or Assistant Building Official is highly desired. However, both organizational and community fit is most important.

The incoming Building Official is required to have excellent time management skills and be an expert communicator, adept at delivering regular presentations to various boards and commissions, as well as engaging in public speaking opportunities within the community.

The ideal candidate will also possess the following attributes:

- Knowledge of all major types of building construction, materials, and methods.
- Knowledge of applicable Federal, State and Local laws, rules, regulations, codes and/or statutes.
- Ability to plan, assign, and/or supervise the work of others.
- Knowledge of municipal building and related ordinances.
- Ability to conduct research, analyze and solve complex problems, identify alternative solutions, project the consequences of proposed actions, and implement recommendations.
- Ability to read and interpret plans, specifications and blueprints and compare them with construction in process.

## EDUCATION AND EXPERIENCE

This position requires a bachelor’s degree from an accredited college or university in architecture, construction, or a related field and at least five (5) years of experience as a Building Official or Assistant Building Official, including two (2) years of demonstrated supervisory experience. Any equivalent combination of education and experience may be considered. Must possess or be able to obtain the following certifications within six (6) months of employment: ICC Certified Building Official, ICC Energy Inspector/Plans Examiner, ICC Certified Building Inspector, Plumbing Inspector. Possession of a valid Texas Driver’s License with a good driving record is required.



# COMPENSATION AND BENEFITS

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The salary range for this position is \$76,628 – \$112,792, dependent on qualifications and experience. The City provides a full range of benefits including health, dental, vision, and life insurance, paid vacation and sick leave. The City participates in the Texas Municipal Retirement System (TMRS) a 7% employee deposit rate with a 2:1 municipal matching ratio.



# APPLICATION PROCESS

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[Please apply online](#)

For more information on this position contact:

**Larry Gilley, Senior Vice President**

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325-660-4208

*The City of Euless is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.*

# RESOURCES

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City of Euless

[eulesstx.gov](http://eulesstx.gov)

City of Euless Planning and Economic Development

[eulesstx.gov/departments/planning-and-economic-development](http://eulesstx.gov/departments/planning-and-economic-development)

Chamber of Commerce

[heb.org](http://heb.org)

