

CITY OF NORTH RICHLAND HILLS, TEXAS

# CHIEF BUILDING OFFICIAL



**N<sup>★</sup>RH**  
NORTH RICHLAND HILLS

EXECUTIVE  
RECRUITMENT  
PROVIDED BY



# The Community

The City of North Richland Hills is a thriving community of 18-square miles in the heart of the Dallas/Fort Worth metropolitan area. With a population of about 72,587, North Richland Hills is the fourth largest city in Fort Worth's Tarrant County, a county of 2.2 million and rapidly growing. North Richland Hills is conveniently located a short distance from DFW International Airport and Downtown Fort Worth.



Low crime rates, excellent schools, outstanding government services, enviable neighborhoods, and abundant recreational opportunities provide an exceptional quality of life. Residents cite the convenient location of North Richland Hills (NRH) to almost limitless amenities, as one of the main appeals of choosing the community as a place to live and raise families.

NRH is home to over 1,200 businesses and 30 major employers, with a median household income of \$78,435. Top employers include Medical City North Hills, Health Markets, Tyson Prepared Foods, XPO Logistics, Portfolio Recovery Associates, Smurfit Kappa, A to Z Therapy, and Give Me The VIN. With increased growth in the local economy, the residential housing market is equally strong. Pricing for new residential construction is rising with an average home value of over \$400,000. As a community that is largely built out, the focus has shifted to redevelopment of existing properties, infill development, and revitalization.



# The Community

CONTINUED

Residents enjoy the City's welcoming and neighborly atmosphere and family friendly amenities, including a highly regarded public library and recreation center, Iron Horse Golf Course, and NRH2O Family Water Park. Numerous recreational opportunities appeal to a diverse population of citizens. With a median resident age of just over 39 years old, interests in quality-of-life activities are widespread. NRH has over 800 acres of park land, featuring playgrounds, more than 30 miles of hike and bike trails, pocket parks, community parks, the aforementioned award-winning Iron Horse Golf Course, sports leagues, an aquatic park, concerts, and more.



Major festivals and events in North Richland Hills include the Sounds of Spring Concert Series, Family 4th Fireworks Show, Veterans Day Celebration, Celebrating Culture Series, Behind the Book Author Series, Night of Holiday Magic, and National Night Out.

Students in the City of North Richland Hills are served by the highly acclaimed Birdville and Keller Independent School Districts. Birdville ISD serves 22,447 students on 32 campuses in grades Pre-K through 12, and NRH is home to the Birdville Center of Technology and Advanced Learning. Keller ISD offers quality education to more than 34,000 students in grades Pre-K through 12 on 42 campuses. Private schools in the area offer additional choices for families. Numerous options are available for those seeking higher education. The Northeast Campus of Tarrant County College is located partially in NRH, and five other major colleges are located within 30 miles.

Come find out why North Richland Hills is the City of Choice to Live, Work & Play!



# Governance and Organization

North Richland Hills is a home rule city operating under a council-manager form of government. The City Council is comprised of a Mayor and seven City Council Members, all elected at-large and serving two-year terms. The City Council appoints the City Manager, City Attorney, City Secretary and Municipal Court Judge.



The current City Manager Paulette Hartman joined the City of North Richland Hills as an Assistant City Manager in July 2014. She was promoted to Deputy City Manager in October 2018 and to City Manager on April 1, 2024. Prior to this, she served as City Manager for the City of Joshua, Texas, for seven years and as town administrator for the Town of Copper Canyon, Texas for two years. In 2013, she was honored with the Linda Keithley award for women in public management by the North Central Texas Council of Governments. She has also received the Joy Sansom Mentoring Award from the Urban Management Assistants of North Texas.

Major projects underway or recently completed include the \$49 million street bond program, a Peppa Pig amusement park and two other large-scale indoor entertainment facilities, six residential subdivisions totaling 250 new single-family units, the City Point redevelopment of a former suburban mall site into a mixed use urban village, a new elementary school campus, two upscale hotels, and many more.

With a FY 2023-24 operating budget of about \$151 million and ad valorem tax rate of \$0.489389 per \$100 of assessed value, the 550 full-time and 350 part-time and seasonal City employees deliver a full range of municipal services.

## MISSION STATEMENT

To ensure an exceptional quality of life and long-term viability of North Richland Hills through local leadership and regional cooperation.

## GOALS

- Quality Community Development & Revitalization
- Efficient & Effective Transportation System
- Safety & Security
- Financial Stability
- Positive City Image
- Sense of Community
- Targeted Economic Development
- Local & Regional Leadership
- Efficient & Effective Delivery of City Services

## VISION

The City of Choice to live, work, and play.  
A community for:

- Quality neighborhoods (sustainable and revitalized)
- Exceptional family living and leisure activities
- Connections to great business and job opportunities

## CORE VALUES

- Respect
- Service
- Productivity
- Integrity
- Responsibility
- Innovation
- Teamwork

# About the Department

The Development Services Department is responsible for facilitating all facets of private development and construction — including planning, zoning, platting, engineering, building permits, and inspections. In 2024, this Department is focused on implementation of a third-party plan review program; adoption of the 2024 I-Codes; and management of two upscale hotels and two large multifamily/mixed-use developments coming in 2024-25.

The Department has 23 full-time positions and is split into four divisions:

- **Building Permits & Inspections Division:** Conducts rental/hotel licensing and inspections; reviews and issues building and other permits; conducts building code inspections; and fulfills public records requests.
- **Planning & Zoning Division:** Manages the Development Review Committee; processes zoning, plat, and site plan requests; implements the Vision 2023 Strategic Plan; and updates development policies and regulations.
- **Engineering Division:** Manages engineering reviews of private development and capital projects; construction inspections of public infrastructure; the Capital Improvements Project; floodplain and drainage; and right-of-way permits for franchise utilities.
- **Customer Service Division:** Oversees customer service; permit application intake; customer liaison and issue investigation; over-the-counter permit issuance; and permit and inspections fee assessment and collections.

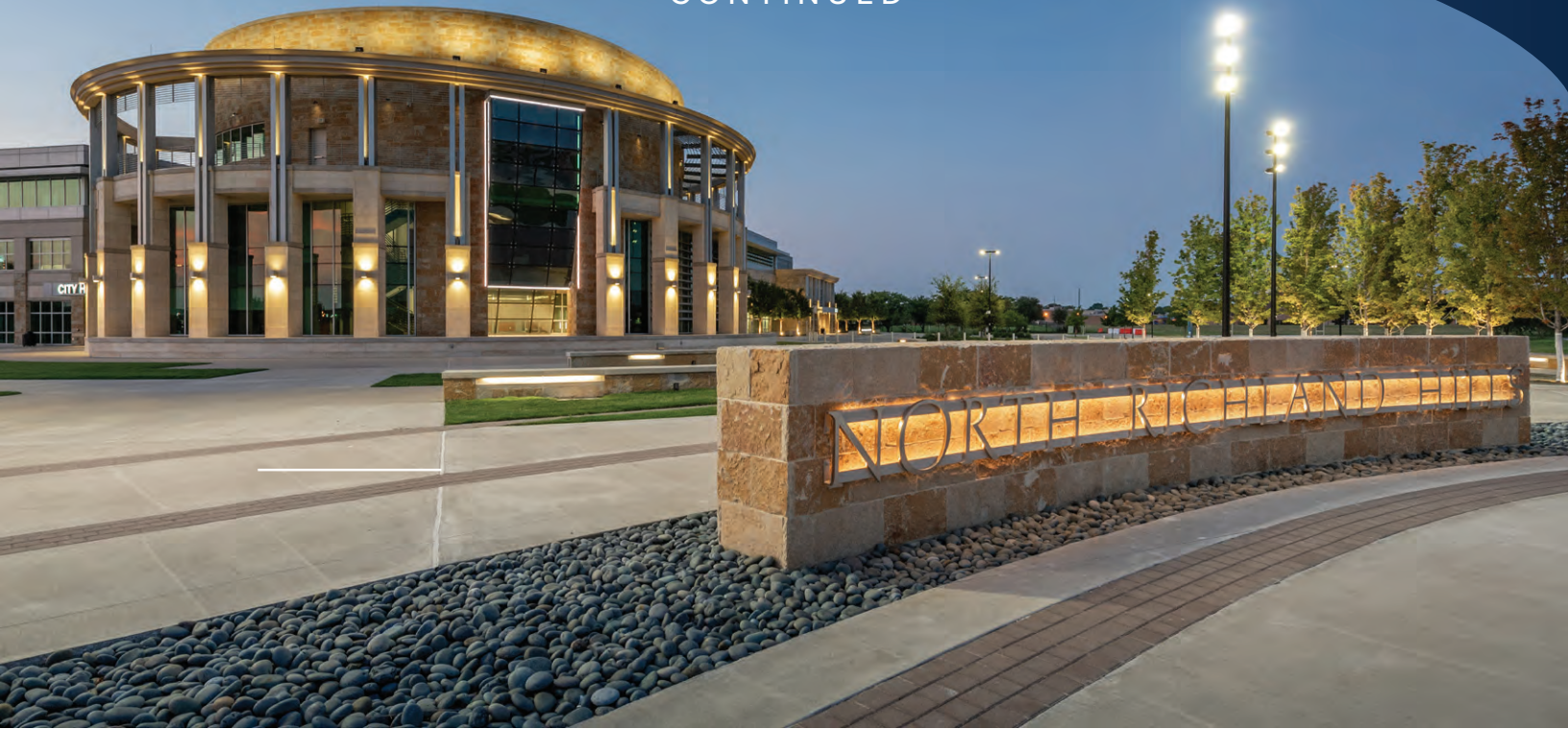
## OUR MISSION

We partner with the community in building and reinvigorating neighborhoods; engaging in visionary planning; fostering economic and environmental sustainability; promoting exemplary design; protecting the health, safety and welfare of the public; and assuring that all elements of the built environment are designed, built and maintained to community standards. We do this with exceptional customer service and by living the R-SPIRIT values of the City of North Richland Hills.



# About the Department

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The Chief Building Official is part of the Building Permits & Inspections Division, which has a budget of \$1.1 million. This Division is made up of two Plans Examiners, three Building Inspectors, and a Senior Building Inspector that report to the Chief Building Official. The Division works with the following boards and commissions:

- **Construction Code Board of Appeals:** This Board hears appeals of interpretation of the substantive provisions of Building, Electrical, Plumbing, Residential, Mechanical, Fire and Fuel Codes, or the disapproval or refusal of any permit there under to the extent provided in such codes. The Board also reviews all proposed amendments to such codes prior to their consideration by the City Council. The Chief Building Official is the primary staff liaison to the Construction Code Board of Appeals.
- **Zoning Board of Adjustment:** This Board handles the topics of Interpretation, Permits for Nonconformities, Discontinuance of Nonconformities, and Variances.
- **Substandard Building Board:** While the Substandard Building Board is managed by the Neighborhood Services Department, the Chief Building Official works closely with Neighborhood Services staff and serves as a regular resource on building code standards and determinations for substandard buildings.
- **Planning & Zoning Commission:** The Chief Building Official serves only as a rare or occasional resource to the Commission on construction methods and building code questions.
- **City Council:** The Chief Building Official presents code updates, fee schedule changes, and serves as a resource for building code topics and questions.

# About the Position

Reporting to the Managing Director of Development Services, the Chief Building Official manages and directs the activities of the City's plan review and building inspection services. They monitor and direct inspection activities, resolve disputes regarding codes, conduct plan reviews for commercial and residential construction, and support City management in the implementation of Council goals and objectives. This position supervises other employees.

This position administers and enforces the provision of applicable codes and regulations; reviews and approves proposed alternative materials and methods of construction; works with the City Attorney and other City employees on difficult code compliance issues. They also review current building and zoning codes and initiate processes for revisions to the codes.

Monitoring and directing inspection activities is part of the Chief Building Officer's job. They do this by communicating codes and policy requirements to personnel; assigning employees to specific and routine inspections; and providing training on new code provisions, techniques, and construction methods. They provide guidance to personnel code issues and methods of reviewing plans. This position resolves disputes between contractors and citizens regarding codes and develops resolutions and alternatives to meet the code requirements. They confer with other City employees and external agencies and organizations, verifying building code compliance and zoning issues and preparing status reports.

Additional responsibilities of the Chief Building Official include:

- Conducts plan reviews of commercial and residential construction projects by attending meetings with architects, engineers, and the general public; analyzing drawings and schematics; discussing code requirements as related to proposed new construction; and serving as the final authority on code interpretation.
- Enforces building and zoning codes by conducting field inspections; managing and directing procedures for the removal of substandard buildings; issuing notices and stop orders; resolving disputes regarding the application of code requirements; and responding to field emergencies.
- Attends local building officials' meetings and national/regional conferences, ensuring the City's interests are represented in the code development process.
- Provides Department support by maintaining and executing complex functions of the City's HTE permit tracking software and routine permit entry; disseminating information to the public and contractors; answering building and zoning questions; and preparing handouts and visual presentations.
- Performs various administrative tasks, such as assisting in the preparation of the annual department budget, reviewing fees and tracking revenues for development trends, and monitoring key accountability indicators or performance metrics.
- Coordinates revisions and adoption of Construction Code Ordinances by authorizing revisions for presentation to employees, the Construction Board of Appeals, and the City Council; coordinating proposed revisions with the City Attorney; working with the City Attorney to codify ordinance revisions; and coordinating revisions with employees assigned to enforce the ordinances.
- Provides support for the Construction Board of Appeals, Substandard Building Board, and City Council meetings by providing background information on agenda items and requests and answering questions concerning building code regulations and current local amendments.

# Opportunities and Challenges

The new Chief Building Official will be aware of the following opportunities and challenges:

- North Richland Hills is nearing buildout, with only about 5% of its land area being vacant and developable. Substantial build-out is expected around 2030, but the community's location, attractive amenities, and great school district will continue to attract growth. The result will be more redevelopment, revitalization, and reconstruction of existing improvements.
- The selected candidate will be welcomed into a community that embraces quality development and places an emphasis on safety, security, and the overall image of the City.
- North Richland Hills is fully digital in plan review, permit issuance, and inspections. The City uses the Tyler EnerGov platform.
- Two upper scale hotels are in the pipeline to be submitted (Homewood Suites by Hilton and TownPlace Suites by Marriott).
- North Richland hills offers a diverse range of construction types throughout the community. The City has three "Urban Village" areas of Transit Oriented Development and Traditional Neighborhood Development, with compact building designs utilizing zero-lot codes and various construction types. It also has a more conventional suburban-style residential and commercial construction.
- With a nearly built-out city, commercial remodels will inevitably trigger improvements related to occupancy type changes. Innovative solutions will be necessary to continue the successful and sustainable growth of the community.

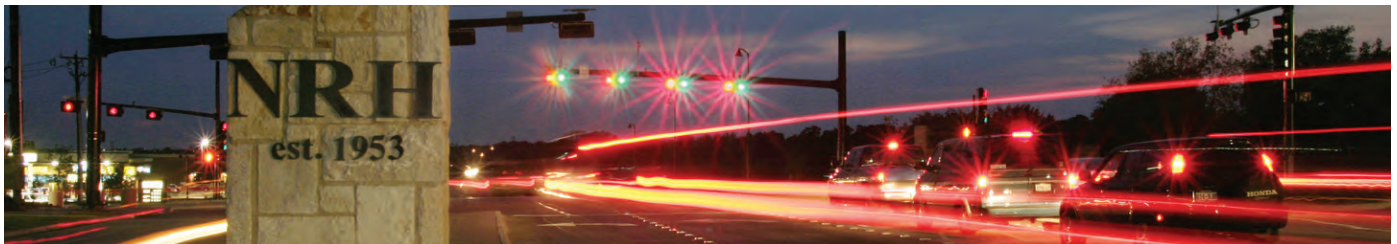




# Ideal Candidate

The City of North Richland Hills seeks an experienced, solutions-oriented leader to serve as its next Chief Building Official. The ideal candidate will be a critical thinker with excellent communication skills. They will understand the big picture and entire development process from zoning to occupancy. Prior experience in a suburban or urban municipality and/or early career experience in the private sector is preferred.

The ideal candidate will be confident and decisive in building codes, while willing to listen and explore alternative solutions. They will have leadership skills and be able to mentor team members. Experience working in an urban environment is important, as is experience working with other departments to achieve organizational goals.



# Education and Experience



A bachelor's degree with major coursework in building construction, architecture, engineering, or a related field is preferred, plus four (4) years of supervisory experience in a municipal building inspections or permitting office. A relative combination of education, training, and experience will be considered.

Required certifications include:

- Texas State Plumbing Inspector License
- Plans Examiner
- Energy Inspector / Plans Examiner
- ICC Certified Building Official
- Valid Texas class "C" driver's license (or the ability to obtain one within 30 days) and a good driving record



# Compensation and Benefits

The City of North Richland Hills offers a competitive salary range of \$91,805-\$130,196, dependent on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a rate of 7% and a City matching ratio of 2:1. A full range of leave and insurance benefits are also provided, including medical, dental, and vision insurance; employer-paid life insurance; paid vacation, sick leave, and holidays; a 457 deferred compensation plan; and a flexible spending account. In addition, the Chief Building officer receives a cell phone allowance.



# Application Process

[Please apply online.](#)

For more information on this position contact:

**Larry Gilley, Senior Vice President**

[LarryGilley@GovernmentResource.com](mailto:LarryGilley@GovernmentResource.com)

325-660-4208



*North Richland Hills is 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

**City of North Richland Hills, Texas**

[nrhtx.com](http://nrhtx.com)

**Building Permits & Inspections Division**

[nrhtx.com/103/Building-Inspections-Permits](http://nrhtx.com/103/Building-Inspections-Permits)

**North Richland Hills Economic Development Department**

[nrhed.com](http://nrhed.com)

**Northeast Tarrant Chamber of Commerce**

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

[Promotional video](#)

**NRH**  
NORTH RICHLAND HILLS

