

**Working title: IHB Program Specialist****Class title: Program Specialist IV****Posting No.: 0707-26****Opening Date: 07/13/2026****Closing Date: Open Until Filled**

Location: North Campus, 1106 Clayton Ln., Austin, TX 78723

Class Code: 1573T1

FLSA: Technicians/Administrative-Exempt

Salary Group/Salary: B20, \$63,158.04 - \$70,500.00/yr.

Division: Compliance

Number of positions: 2

General Description

The IHB (Industrialized Housing and Building) Program Specialist performs highly complex (senior-level) consultative and technical work in the planning, development, and implementation of the IHB Program. Work involves 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; and working with Department staff to establish and accomplish section objectives. Provides 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 moderate latitude for the use of initiative, creativity, and independent judgment. Extensive travel, up to 30% of work time, is required. Some work may be performed under extreme climatic and/or hazardous working conditions. This position reports to the Building Safety Section Manager.

Essential Job Functions

- 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 by performing monitoring inspections, analyzing inspection reports, and reconciling data for decals/insignia affixed to modular buildings or components. Prepares detailed reports, analyzes trends, maintains data, and assists in preparing recommendations to the Industrialized Building Code Council (the Council) on the performance of third-party inspectors or inspection agencies.
- Conducts complex on-site inspections to assess compliance with statute, rules, and building code requirements; performs technical assessments; prepares inspection reports; and may serve as a team leader in the performance of certification inspections. Also 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. Assists in developing/disseminating 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 working 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. Also assists with researching and identifying solutions.
- Serves as liaison to 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; and educates industry representatives, municipal officials, and the general public on the IHB program requirements. Assists in developing, monitoring, and implementing education initiatives, performing quality assurance assessments as needed
- 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.

Required and Preferred Qualifications

- Graduation from a standard senior high school or GED equivalent is required.
- Five (5) years of experience in the construction industry OR building code compliance/inspection/enforcement, with at least two (2) of those years in building code compliance/inspection/enforcement is required.
- Willingness to work extra hours (evenings, weekends, and holidays) is required.
- Willingness to travel up to 30% for job-related purposes is required. Use of personal vehicle for work-related travel is required in compliance with State and Agency travel rules and procedures.
- A valid driver's license is required. Must possess proof of auto liability insurance and an acceptable driving record from the Department of Public Safety.
- Graduation from an accredited four-year college or university with major coursework in engineering, construction, or a related field is preferred.
- Certification as a "Residential Combination Inspector," "Commercial Combination Inspector," or "Combination Inspector" by International Code Council (ICC) is preferred or ability to obtain within 18 months of hire is required.
- Certification as a *Residential Energy Inspector* and a *Commercial Energy Inspector* by ICC is preferred or ability to obtain within 18 months of hire is required.
- Experience conducting inspections to assess compliance with statutes, rules, and building code requirements is preferred.
- Experience interpreting codes, standards, and preparing technical documents and reports is preferred.
- Experience as an electrical, mechanical, or plumbing inspector is preferred.
- Experience in dealing with the general public is preferred.
- Experience working in a team environment is preferred.
- Experience providing training and presentations is preferred.

Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws relating to IHB code enforcement (including program planning/implementation); of IHB industry standards; and, of general practices, codes, and policies relative to the IHB industry.
- Knowledge of the administrative rule-making process and the ability to develop/implement long-range plans and programs.
- Knowledge of public administration and management techniques.
- Skilled in the operation of personal computers, web-based communications, and Microsoft Office software.
- Skill in identifying measures or indicators of program performance.
- Ability to read/interpret technical materials related to the IHB program including design, installation, erection, repair, or alterations; and make on-site assessments.
- Ability to understand, interpret, and explain complex statutes, rules, and other technical materials related to elevator/escalator work including design, installation, erection, repair, or alteration; and to make on-site assessments.
- Ability to research, gather, assemble, correlate, and analyze facts and statistics; to devise solutions to problems; and to prepare concise reports.
- Ability to develop and evaluate policies and procedures.
- Ability to train, prioritize, and/or assign the work of others.
- Ability to understand and accurately interpret policies/procedures.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively, verbally and in writing.
- Ability to provide friendly, caring service to customers.

Physical and Mental Requirements

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to climb stairs, stoop, bend, squat, crawl, and work in confined, cramped places.

- Must be able to climb ladders, catwalks, scaffolding, elevators, and roofs.
- Must be able to twist upper body and reach overhead.
- Must be able to lift equipment and supplies weighing up to 25 lbs.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.
- Ability to work in construction/industrial areas indoors and outdoors in adverse weather conditions.
- Position may involve exposure to gas and noise.
- Position may involve exposure to dangerous machinery and/or electrical danger.
- 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.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer 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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.