



PO BOX 12157, Austin, TX 78711

PH: 512.463.7184

FAX: 512.475.3377

**Job title: Program Specialist IV- 2 openings \*Updated 9/4/25**

**IHB Program Specialist**

**Posting: 0802-25**

**Opening Date: August 8, 2025**

**Closing Date: Until filled.**

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

Yearly Salary: B20- \$67,000- \$68,428\*

Division: Compliance/Building Safety

### **Job Description**

The Industrialized Housing and Building Program Specialist is selected by and responsible to the Compliance Section Manager with some activities assigned and supervised by the IHB Program Team Leader. The IHB Program Specialist performs highly complex consultative and technical work in the planning, development, and implementation of the IHB Program. Duties include 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. Work involves providing 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 50% of work time, is required. Some work may be performed under extreme climactic and/or hazardous working conditions.\*

### **Essential Duties**

- 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.

### **Minimum Requirements**

Five (5) years of experience in the construction industry OR building code compliance/inspection/enforcement, two (2) years of which must be in building code compliance/inspection/enforcement. Certification as a "Residential Combination Inspector", "Commercial Combination Inspector", or "Combination Inspector" by International Code Council (ICC) preferred or ability to obtain within 18 months of hire required. Certification as a *Residential Energy Inspector* and a *Commercial Energy Inspector* by ICC preferred or ability to obtain within 18 months of hire required. Additional experience as electrical, mechanical, or plumbing inspector preferred. Graduation from an accredited four-year college or university with major coursework in engineering, construction, or a related field is preferred. Must possess a valid class C driver's license and proof of auto liability insurance.

### **Military Occupation Specialty Code:**

Navy OS, Coast Guard YN, Air Force 16GX or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. **Additional Military Crosswalk information can be accessed at:** [Military Crosswalk for Occupational Category - Program Management](#)

### **Remarks**

**The successful candidate will have:** 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 preferred. Knowledge of public administration and management techniques. 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; to train, prioritize and/or assign the work of others; and, to understand and accurately interpret policies/procedures. Ability to establish and maintain effective working relationships; to communicate effectively, verbally and in writing; and, to provide friendly, caring service to customers.

### **\*Hazardous Working Conditions**

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. Climbing on ladders, catwalks, scaffolding, elevators, and roofs may be required.

### **How to Apply**

State of Texas applications may be downloaded through TDLR's website <https://www.tdlr.texas.gov/employ.htm> and emailed to [human.resources@tdlr.texas.gov](mailto:human.resources@tdlr.texas.gov), faxed to 512.475.3377 or submitted via the WorkinTexas (WIT) website at [www.workintexas.com](http://www.workintexas.com). When a posting is listed as "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. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Submit a copy of degree if in lieu of experience/skills requirement. To receive Military Employment Preference for any position, submit a copy of the DD214 or DD1300 with application.

*This job is not covered by the Fair Labor Standards Act (FLSA).*

#### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses. TDLR 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.*

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation*