BUILDING OFFICIAL
Sunnyvale, TX
THE COMMUNITY

Sunnyvale, Texas, is home to approximately 8,540 residents and covers 16 square miles in Dallas County. The town is ideally situated in the Dallas-Fort Worth metroplex, with Highway 80 and future State Highway 190 providing access to the surrounding areas. Sunnyvale residents enjoy the benefits of small-town living combined with access to the Dallas-Fort Worth area's thriving business, cultural, and social districts in a quiet, family-oriented setting.

Historically, the Town of Sunnyvale is a young community. However, this active and growing town has its roots in the settlement days of Texas. Four rural hamlets, Long Creek, New Hope, Hattersville, and Tripp, merged in 1953 to form Sunnyvale. The town has grown and developed since then, yet it has managed to preserve the rural charm of its early days through careful and strategic planning.

Sunnyvale is characterized by its rural environment, low density, high quality of life, and welcoming, friendly atmosphere. As the community continues to grow, residents and leaders have outlined a vision to maintain the current standard of living, encouraging large-lot, quality development and preserving the open space and small-town charm that define the community. In 2002, Sunnyvale was rated as the #2 city in America for outdoor living by Dwelllics.com.

The town offers a variety of recreational amenities at four beautiful parks. Jogging, walking, or biking across the open-air roads is a rare treat in most urban environments, but these luxuries are the pride of Sunnyvale and enhance its rural charm. With rolling pasture lands and sweeping meadows, it is easy to experience the true enjoyment of leisure living. The Town also hosts numerous family-friendly celebrations and festivals, including SunnyFest and the annual Christmas Tree Lighting.

Sunnyvale enjoys a solid industrial base with manufacturing centers, a regional medical center, and increasing commercial and retail development. The town is home to several companies providing jobs and a tax base for the community. Sunnyvale also enjoys prime areas for future development of retail, commercial, and industrial sites along US Highway 80, Belt Line Road, Clay Road, and Collins Road. The Town's 16-square-mile jurisdiction is less than 40 percent developed and characterized by custom, estate, and ranchette residential living.

High-profile development projects underway or recently completed include Sunnyvale Park Square, a two-acre mixed-use development adjacent to Town Hall; Long Creek Crossing, a 10-acre master-planned development with Whataburger, Chick-fil-A, Starbucks, and Burger King; and Sunnyvale Centre, a 75-acre master-planned development with the recent addition of QuikTrip. Two new corporate headquarters, adding 1,000 new jobs, will be locating to Sunnyvale in the spring of 2023. A handful of residential neighborhoods are also under construction, with over 200 new homes expected in the next two to three years.

A superior public school system, Sunnyvale ISD is a vital part of this dynamic, growing community. The district's mission is to engage, equip, and inspire Sunnyvale students for the future of their choosing — whether that next step is heading to a university campus or enriching the Texas workforce. The district's highly qualified teachers provide engaging lessons that spark curiosity and inquiry, leading to true in-depth learning. SISD believes that next-generation classrooms are possible now, and its teachers and students work collaboratively in modern, flexible, and sustainable learning environments designed with students in mind.
THE COMMUNITY, CONTINUED

The district has a total enrollment of about 1,975 students on four campuses. For those seeking higher education opportunities, Sunnyvale is conveniently located within easy distance of Southern Methodist University, Texas Christian University, the University of Texas at Dallas, the University of Texas at Arlington, and all campuses of the Dallas County Community College District.

Sunnyvale's population has grown by more than 8% since 2020 and its total tax base has more than doubled since 2013. Sunnyvale has a median income of $132,488 and an average home value of $435,167, fourth highest in Dallas County.

MAJOR EMPLOYERS

Accura Systems
Adell of Texas
American Marazzi Tile
Associated Truss & Lumber
Baylor Scott & White Medical Center
Dal-Tile
Daniel Steel
Fed Ex
Lineage
Morley Moss Electrical Contractors
Performance Pulsation
Prentex
Spoor Electrical Contractors
Sunnyvale Independent School District
Vince Hagen

VISION

A growing community of small-town values, connected closely with our citizens, that continues to foster quality family residential and commercial development.

GOVERNANCE & ORGANIZATION

A highly educated and fiscally conservative community, Sunnyvale operates under a home-rule charter with a council-manager form of government. The community's Town Council consists of six members elected at large by place, and the mayor is also elected at large. The mayor serves two-year terms, and council members serve three-year, staggered terms, all with no term limits.

A professional Town Manager is appointed to manage day-to-day operations, overseeing staff and the organization's budget. Town Manager Jeff Jones joined the Sunnyvale team in early 2022. He brought with him three decades of local government experience, most recently as President/General Manager of The Woodlands.

Sunnyvale's ad valorem tax rate is $0.4530 per $100 of valuation. Significant projects recently completed or underway include a new fire station, street maintenance and reconstruction, a visioning process to create a downtown district, planning efforts for various capital improvement projects, and the creation of two tax increment reinvestment zones.
ABOUT THE DEPARTMENT

The Building Permit and Inspection Division provides minimum standards to safeguard life, safety, property, and public welfare by regulating and controlling the design, construction, quality of materials, occupancy, use, location, and maintenance of all buildings and structures constructed within the Town of Sunnyvale. The Division handles plan review, permit issuance, public consultation, and on-site inspections to verify compliance with the adopted codes.

The Building Inspection Division also works closely with the Planning Division, Engineering Division, Public Works Department, and the Fire Marshal’s Office to enhance the Town’s overall ability to better serve the citizens of Sunnyvale.

ABOUT THE POSITION

The Building Official oversees, supervises, and directs Building Division and personnel; monitors and manages all work-related issues or concerns; provides work guidance and appropriate delegation of tasks; and ensures adherence to standard building codes, ordinances, and regulations. This position provides performance review and feedback to ensure all staff is operating at a professional level. They are also responsible for ensuring accuracy in inspections, citations, and follow up and ensuring all planning and zoning remains transparent and in line with submitted plans for use.

This position performs technical and administrative duties in enforcing construction and building codes to ensure public safety and health. They collaborate and oversee the work of building inspectors performing onsite inspections for new construction, additions, and alternations, as well as ensure compliance with all current codes. Reviewing, evaluating, and checking the accuracy of all building plans and specifications is also part of the Building Official’s job, as is performing technical duties to enforce construction codes, approving building permit applications, calculating fees, and ensuring the timely collection of fees.

Other duties of the Building Official include:

• Supervises, assigns, reviews, and participates in the operations and activities of the Town Code Enforcement program.

• Implements Town activities related to setting and ensures compliance with all applicable codes, ordinances, and regulations.

• Monitors zoning, nuisances, building codes, health hazards, and general safety standards and protocols.

• Operates and monitors the maintenance on a town vehicle; drives to multiple sites to perform work and ensure the quality of work being done.

• Attends staff meetings to discuss Building and Town issues and to discuss changes in policy and codes.

• Reports on department activity; communicates and presents code requirements at various DRC meetings; and remains up to date on the current codes, laws, regulations, and changes.

• Performs as an emergency worker in the event of a disaster.
OPPORTUNITIES AND CHALLENGES

Sunnyvale has experienced rapid growth over the past ten years and this growth is expected to continue for the foreseeable future. Residential development has proceeded with hundreds of residences constructed every year, particularly in the Stoney Creek, Stone Canyon, and Homestead neighborhoods. There are still undeveloped areas within the Town that are prime for further residential development and these neighborhoods will present engineering challenges as they develop. The Town has also experienced rapid commercial and industrial growth in this same time period, particularly along U.S. Highway 80 and Belt Line Road. As with residential development, there are still many lots that are prime for further commercial development.

In addition, further development opportunities and challenges will be created with the upcoming widening and improvement of U.S. Highway 80 through Sunnyvale, which will be managed by the Texas Department of Transportation, as well as the extension of the President George Bush Turnpike through eastern Sunnyvale between Interstate 30 in Garland and Interstate 20 in Mesquite. This new roadway will open up new areas of the Town for commercial development for years to come. Both of these major roadway projects are expected to be constructed within the next ten years.

In addition to the challenges presented by new development, many of the existing older areas of the Town present challenges of their own as they need repairs and improvements to their existing infrastructure.

Current projects under construction include:
- Stoney Creek residential subdivision, phases 5C and 5D
- Stone Canyon, phase 5B
- Clay Commerce Center, Phase 2
- Big State Meats
- Sunnyvale Plaza, S. Collins Road

Planned projects expected to start within the next 12-24 months include:
- Stone Canyon, phase 5C
- The Homestead, Phase 7
- Harris Addition sewer and alley rehabilitation, Phase 2
- Tripp Road drainage improvements, Collins to East Fork
- Collins Road Reconstruction, Phase 2
- Barnes Bridge Road reconstruction at Duck Creek

Recently completed projects within the past 12 months include:
- Stoney Creek, phases 3B, 4B, and 4C
- The Homestead, Phase 3B
- Harris Addition sewer and alley rehabilitation, Phase 1
- Collins Road Reconstruction, Phase 1
- Sunnyvale Business Park, Phases 1 and 2
- Charales Plaza, Belt Line Road
- Multiple commercial developments including O’Reilly’s, Burger King, and others
IDEAL CANDIDATE

The Town of Sunnyvale seeks an experienced leader with a management style that fosters trust, loyalty, respect, commitment, and partnership to serve as its next Building Official. The ideal candidate has a Building Official Certification and additional certifications issued by the International Code Council (ICC). Additionally, the chosen candidate has exceptional interpersonal and communication skills and excellent verbal, analytical, organizational, and problem-solving skills. They will be approachable, politically astute, and technologically savvy.

The ideal candidate is someone who can interpret and convey laws, codes, regulations, and policies pertaining to the design, construction, and inspection of commercial buildings, residential dwellings, and other structures. They will be able to develop and sustain strong partnerships and professional relationships with customers, stakeholders, community members, governing boards, elected officials, external groups (e.g. neighborhood representatives, ICC, etc.), and the public, as well as foster a culture of continuous improvement with a focus on providing excellent customer service.

Other attributes of the ideal candidate include someone who can provide direction and guidance to staff regarding organizational vision, strategic goals, and department objectives; lead and motivate established teams through adversity and organizational change; and encourage and cultivate a proactive approach to staff and organizational development. The ideal candidate will also promote and exemplify inclusion and staff empowerment, while developing and implementing organizational and operational goals.

The ideal candidate will be knowledgeable about local, state, regional, and international building codes; standards and practices of building construction, planning, and zoning; safety, health, building, and construction codes and regulations; and local, state, and federal codes and ordinances. They will be experienced with building inspections and scheduling, supervision and personnel management, and customer service practices and methods. The next Building Official will be skilled in communicating violations, issuing citations, and following up on corrective action items.

EDUCATION AND EXPERIENCE

This position requires a bachelor’s degree in Architecture, Construction, or a related field, plus at least five years of experience in construction or building inspection, with at least two years of supervisory experience. An equivalent combination of education, training, and experience will be considered. A valid Driver’s License is required. A Building Inspector Certificate-ICC, Energy Inspector and Plans Examiner Certification-ICC, Plumbing Inspector Certification, and Code Enforcement Officer certification are required.

This position is required to attend Town Council and Board of Adjustment evening meetings as necessary. This is an exempt position; incumbent will be expected to work whatever hours are necessary to complete responsibilities.

Work is performed in a standard office environment and out in the field. May be exposed to elements and safety or health hazards. Must have physical mobility to climb ladders and navigate stairs. May be exposed to potentially hazardous tools, equipment, machinery, and chemicals, and unsafe work sites.

COMPENSATION AND BENEFITS

The salary range for this position is $92,759-$106,670, depending on qualifications and experience. The Town of Sunnyvale provides a generous benefits program, including health, dental, life insurance, and paid vacation and sick leave. The Town participates in the Texas Municipal Retirement System at a 7% percent employee deposit rate with a municipal matching ratio of 2:1.
APPLICATION PROCESS

Please apply online

For more information on this position, contact:

LaTashia Miller, Human Resources Coordinator
Latashia.Miller@TownofSunnyvale.org
972-203-4159

The Town of Sunnyvale, Texas, is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

RESOURCES

Town of Sunnyvale
https://townofsunnyvale.org/

Town Manager's Office
https://townofsunnyvale.org/530/Town-Manager

Building Permits and Inspections Division
https://www.townofsunnyvale.org/71/Building-Permits-and-Inspections

Sunnyvale Economic Development
https://townofsunnyvale.us/

Sunnyvale Chamber of Commerce
https://sunnyvalechamber.com/