



CITY OF BASTROP, TEXAS

Building Official





## CITY OF BASTROP, TEXAS BUILDING OFFICIAL

### THE COMMUNITY

Known as the “Heart of the Lost Pines,” Bastrop, Texas is a unique community that couples historic small-town charm with big-city amenities and an exceptional quality of life. The City covers approximately 11 square miles and is the county seat of Bastrop County. Bastrop is strategically and centrally located on State Highway 71, with convenient access to Austin-Bergstrom International Airport, and within easy distance of three major metropolitan areas. With Austin just 30 miles to the west, Houston two hours southeast, and San Antonio one-and-a-half hours to the south, Bastrop is in a very advantageous position for cultural and economic development. In addition, Bastrop has 155 sq. miles of Extraterritorial Jurisdiction.

Bastrop is among the oldest towns in Texas. Originally, the site served as a meeting ground for the Tonkawa and other Southwestern Indians. It also provided a vital Colorado River crossing on the Old San Antonio Road, a major part of the El Camino Real de los Tejas. The area was settled in 1804 and officially established on June 8, 1832. Bastrop founder Stephen F. Austin named the City for his longtime friend and co-worker, the Baron de Bastrop. The City takes pride in its cultural heritage. A rich harvest of classic Texas folklore and well-preserved architecture and artifacts provide a glimpse into Bastrop’s past.

Today, this dynamic city is growing. With a current population of approximately 8,600, Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. It has been named an official Texas Main Street City by the Texas Historical Commission, a designation that helps the City preserve its past, as well as promote responsible growth. The 2010 census showed the City of Bastrop’s population increased 30.93% from the previous censusing in 2000. It is estimated the City has grown an additional 20.14% since 2010. The projected population for 2021 is 9,345. It is important to note that many individuals who are part of the Bastrop community do not live within the City limits, but do use City services such as the Bastrop





Public Library. Austin was named the number one (1) place to live in the U.S. News and World Report, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

Bastrop's tranquil setting amid the natural beauty of Central Texas' Lost Pines region includes extensive Colorado River frontage and abundant recreational opportunities. The Colorado River runs through Bastrop and is perfect for kayaking, canoeing, and fishing. The El Camino Real Paddling Trail is about six (6) miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Other nearby attractions include three (3) golf courses, two (2) state parks, a nature preserve, Lake Bastrop, and the world-renowned Hyatt Regency Lost Pines Resort, which draws many tourists from all over the world who were previously unaware of this charming little town. Encouraged by the extremely positive response from these visitors, the City has added several community events that attract tourists from all over the state.



Annually, Bastrop plays host to numerous events, including the Patriotic Festival, Homecoming & Rodeo, Yesterfest, Halloween Festival, Veteran's Day Car Show, Juneteenth Celebration, and Lost Pines Christmas, which features a Wine Swirl, Lighted Parade, River of Lights, and historic home tours. Harvest Art Fest, now in its 30th year, takes place annually every Thanksgiving weekend and features local artists and craftsmen. Several events are hosted on the Colorado River throughout the year, including the Colorado River 100 and the SUP (Stand Up Paddleboard) Cup.



Downtown Bastrop represents a unique blending of the old and new. Nestled on the banks of the Colorado River, the historic district is filled with a variety of shops and restaurants. The historic ambiance of downtown is complemented by nearby neighborhoods containing over 130 historical sites. At the First Friday Art Walks, downtown businesses have wine and snacks for visitors, and the Bastrop Fine Arts Guild hosts their featured artist of the month, with live music and entertainment provided.

Bastrop's proximity to Austin makes it easy to take advantage of the abundant recreational and leisure activities offered there, including the new NLand Surf Park —North America's first surf and wave park — as well as Formula 1 racing, Austin City Limits, and SXSW. As part of a greater metro area of more than 2 million, Bastrop has experienced tremendous economic growth and is poised for future growth and development. AEL Technologies has relocated its medical equipment manufacturing facility from Pittsburgh, Pennsylvania. Seton Medical recently announced they will be building a new medical facility within the City. The Coghlan Group, a Bastrop-based company specializing in the handling of clinical trial material, recently moved into a new 60,000 square-foot building. Wholesale electrical parts distributor, Elliott Electric Supply, recently opened its new facility in the Bastrop Business and Industrial Park. Major area employers include Bastrop Independent School District, Hyatt Regency Lost Pines

Resort, Bastrop County, MD Anderson Cancer Center, Walmart, Bastrop Federal Correction Institute, and H.E.B. Food Stores.

There are several major development projects currently underway. Construction has begun on River's Bend at the Park, a 312-acre mixed-use development. The master-planned community consists of 530-plus home sites on 230 acres along the Colorado River, plus the 70-acre commercially zoned Pecan Park Center. The Lost Pines Art League recently opened the Lost Pines Art Center and Sculpture Garden at the sight of the historic Powell Cotton Seed Mill on Chestnut Street. The 9,000 square-foot building includes a state-of-the-art gallery, classroom spaces, artist studios, gift shop and a wine/coffee shop. Seton Healthcare recently announce plans to build a new medical facility and office building, with future plans for expansion. HEB has received approval to expand their store to provide online shopping options. Two new apartment projects are currently under review, which will provide a combined 330 units.

Area students are served by Bastrop Independent School District, which has an enrollment of over 10,000. Bastrop ISD's boundary covers an area of nearly 450 square miles and includes the communities of Bastrop, Cedar Creek, Red Rock, Rockne, Paige and vast rural areas of Bastrop County. The district's Colorado River Collegiate Academy was one of only 400 institutions that earned all possible Academic Distinctions in 2016, with other schools in the district earning distinctions in social studies, science, math, and postsecondary readiness.

The cost of living in Bastrop is 8.4 percent lower than the overall U.S. average. The City has a median income of \$46,363 and average home value of \$163,783.



## GOVERNANCE & ORGANIZATION

The City of Bastrop is a home rule city with a council-manager form of government. The City Council consists of the Mayor and five Council Members, all elected at-large, who serve three-year terms limited to six consecutive years. The Council appoints the City Manager, City Attorney, and the Judge of the Municipal Court.

The City of Bastrop has an annual budget of over \$42 million and 125 employees. The City's ad valorem tax rate is \$0.564 per \$100 of assessed valuation.







## THE POSITION

This position is a working Building Official that is a department of one and reports directly to the Director of Engineering. In addition, the Building Official will oversee a third-party contract provider that will be working in the field providing services to the community. Specifically, the position is responsible for providing building code information to the general public, plan review, and on-site plumbing, electrical, mechanical, energy, accessibility and other code related inspections on a wide range of residential, commercial, office and industrial developments in Bastrop. The Building Official will also play a leading role in educating community stakeholders (builders, contractors, City Staff, etc.) about the critical function of building codes and best practices.

During fiscal year 2015-16, 340 permits were issued totaling \$110,375 in revenue. While the Building Official will be responsible for the enforcement of various building standards, the City is seeking someone who also values the importance of helping residents, developers, and local business owners comply with local building standards through a collaborative and solution-oriented approach. The City of Bastrop values a Building Official who can demonstrate the ability to work in a partnership

with other departments to deliver customer service-oriented permitting services.

This is an outstanding opportunity for a seasoned and progressive building official to come into a fiscally stable community and make a difference. The Building Official should be committed to continuing and expanding current building service enhancement initiatives and have a combination of education and background that enables him/her to pursue this objective. The Building Official will play a key role in working with the Director to identify short and long-term operational needs while fostering a working environment of inclusiveness and empowerment.

The residents, business owners and operators have high expectations for quality service. It is important that the Building Official understand that the community can be demanding, while at the same time very supportive of City staff. The desired candidate will be a decisive leader who is willing to initiate new ideas and solutions, while remaining open to feedback and suggestions on service delivery philosophy and processes.



Bastrop Christian Church located at 1106 Church Street.

## LEADERSHIP & INNOVATION

The City of Bastrop is looking for a Building Official who can capitalize on the community's rapid growth and ensure that the City is prepared to support new developments and annexations as they occur. Infrastructure development necessary to accommodate intense growth and the associated challenges must be assessed in conjunction with maintenance and operational needs. The Building Official will be responsible for providing precise, consistent, and professional services to the community, contractors, and staff as well as addressing the following challenges:

- Completing an extensive review of the permitting and inspection process, including the preparation of new applications, checklists, and development guides.
- Recommending local code amendments needed to incorporate the City's "three-cities-in-one" development principles.
- Implementing the City's new permitting and inspection tracking software, EnerGov (by Tyler Technologies).
- Working closely with property owners and developers on redevelopment projects of varying scope and complexity, including appropriate application of code provisions to achieve the intent of the codes within the redevelopment context.
- Developing a proactive public engagement program with the goal of educating builders, contractors, and other community stakeholders on the importance of building codes.

## THE IDEAL CANDIDATE

The Building Official will possess outstanding interpersonal skills and be capable of balancing principles with pragmatism. The "ideal" candidate will have a thorough understanding of building construction, scheduling, and operations. He or she will be an individual who is driven by the desire to continuously improve and innovate. He or she will also have the ability to raise the level of expectations within the community and with various builders regarding the importance of building codes, as we transition to a period of managed growth. The Building Official will be politically astute with the



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ability to work collaboratively with staff through issues important to the organization and community. The “ideal” Building Official for the City of Bastrop will be a person who:

- Understands and appreciates the critical responsibility of protecting the life safety of the public, today and in the future.
- Is a lifelong learner with the ability to teach others about the importance of building standards and best practices.
- Provides a high level of customer service and is approachable from both a community and organizational perspective; demonstrates a high level of personal integrity, honesty and a sincere passion for serving the public. Actively gathers information about customer needs, suggestions and feedback.
- Delivers solid leadership and management skills.
- Possesses the ability to make value based decisions in challenging and time sensitive situations, monitor and evaluate the effectiveness of service delivery methods and procedures, and to adapt business processes to address changing customer needs.
- Has the ability to take a project or initiative from start

to finish and is a strong multi-tasker capable of managing multiple projects, issues and priorities.

- Has in-depth knowledge and experience working in a Council-Manager form of government.
- Is familiar with information technology applications used in the building permitting and inspection field (Bastrop uses EnerGov).
- Is customer focused, and actively gathers information about customer needs, suggestions and feedback.
- Welcomes community engagement, viewing stakeholders as partners in problem solving and service delivery, and dealing with all in a professional, fair, straightforward, and responsive manner.
- Is a self-starter, able to take a project or initiative from start to finish. Has the ability to think in innovative and creative ways, challenging self and the organization to set high expectations.
- Manifests confidence and is willing to question the status quo and be a force for constructive and positive change.
- Is calm, disciplined and has the ability to distill information into clear direction and policy; be a critical



thinker who brings a strategic approach to programs and problems.

- Is patient, resilient, and a visionary leader with the ability to focus on the “big picture” and to anticipate, rather than react to problems and opportunities.
- Is comfortable with functioning as an expert witness in court.
- Is self-sufficient and understands their administrative and field duties in order to evaluate and improve upon processes in place.

## EDUCATION AND EXPERIENCE

The selected candidate must have five years of experience in municipal building inspections. Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. Note: A bachelor’s degree in construction management, civil engineering, architecture, or a closely related field is highly desirable. The candidate must be designated as a Certified Building Official (CBO). The candidate must also possess the State of Texas Plumbing Inspector’s License, State Code Enforcement License, and the International Code Council (ICC), Certification in Mechanical Inspection or have the ability to obtain such licenses within six (6) months after appointment to the position.

Candidates must:

- Have advanced knowledge of the principles, practices and techniques of building construction and inspection. Construction industry experience is desirable.
- Possess extensive knowledge of national electric code and international reference codes, as well as applicable state and local building-related codes as they apply to building permitting and inspection.
- Have the ability to read and interpret complex building plans, specifications and building codes; and recommend and implement goals, objectives and practices for the provision of effective and efficient building inspection services.
- Have a record of innovation, addressing policy issues creatively and with an entrepreneurial spirit, and with a view toward synergies with other departments and stakeholders.

•Be an effective communicator, orally and in writing, while also possessing strong negotiation and presentation skills with the ability to convey complex and technical information to elected officials, stakeholder groups, and City staff.

•Candidates should have experience with redevelopment and application of code provisions to meet intent of the codes in a redevelopment context.

## COMPENSATION & BENEFITS

The City of Bastrop offers a competitive salary dependent on experience and qualifications. In addition to a competitive salary, the City provides a generous benefits package that includes a mandatory retirement plan through Texas Municipal Retirement System (TMRS) at a 6% employee deposit rate with a municipal matching ratio of 2:1, a voluntary 457 plan, as well as comprehensive medical coverage, life insurance, paid vacation, paid sick leave, and 12 paid holidays.

For more information on this position, contact:  
Tanya Cantrell, Human Resources Director  
[tcantrell@cityofbastrop.org](mailto:tcantrell@cityofbastrop.org)  
Phone: 512-332-8812



Bastrop Public Library located at 1100 Church Street.

The City of Bastrop 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 and drug/physical screening.