POSITION DESCRIPTION

Job Title: Senior Director of Technical Services
Department: Technical Services
Company: International Institute of Building Enclosure Consultants
Location: 1500 Sunday Dr., Suite 204, Raleigh, NC 27607

General Responsibilities:

The Senior Director of Technical Services is responsible for developing, administering, and managing IIBEC technical services and programs; representing and promoting the interests of IIBEC concerning building codes and standards, legislative activities, technical publications, and product development; enhancing opportunities for IIBEC members through knowledge of emerging technologies; and assisting in implementing the IIBEC Strategic Plan.

The Senior Director of Technical Services will also serve as the Technical Editor of Interface, IIBEC’s monthly technical journal.

In order to accomplish these goals, the Senior Director of Technical Services must be successful in the following areas:

- Administration of IIBEC technical services and programs designed to assist members in remaining current with building code and standards issues.
- Identification of research, and providing advice to membership concerning emerging practice tools and model software.
- Representation of the organization as a liaison to outside organizations.
- Solicitation, writing, editing, and content review of technical material of current interest to members.

Essential Functions of the Job:

- Maintain updates on technical activities and consulting and industry practices affecting IIBEC members, as well as governmental actions, model codes and standards-setting organization actions, insurance industry initiatives, and positions taken by building materials manufacturers.
- Develop and maintain technical updates on IIBEC’s website, and respond to requests for technical assistance.
- Make recommendations, as appropriate, for new programs, products, and services that will be of value to IIBEC members and/or the industry.
• Serve as the Technical Editor of Interface, IIBEC’s monthly technical journal. Duties include:
  a. Work closely with the Executive Editor to assist in the development of monthly themes.
  b. Assist with the review of “Letters to IIBEC,” responding when appropriate.
  c. Identify and contact subject matter experts to write articles.
  d. Review each article upon submission and supply comments to the Executive Editor.
  e. Review monthly draft copy of Interface in its entirety for technical and factual accuracy; make suggested corrections to the Executive Editor.
  f. Prepare technical articles for inclusion.

• Prepare articles as needed for the IIBEC website.

• Work closely with IIBEC staff and committees to assure that IIBEC information and products are current and applicable:
  a. With the IIBEC Director of Technical Services, the IIBEC Technical Advisory Committee, and others as needed to develop and distribute Technical Advisories and related information to IIBEC members.
  b. With the Director of Educational Services and the Education Committee with respect to technical references and materials contained in IIBEC educational courses.
  c. With the Sr. Director of Membership & Registrations and the Registration Committee with respect to technical references and materials contained in IIBEC registration examinations.
  d. With the Convention Committee and Building Enclosure Symposium Committee to ensure inclusion of new curriculum in the educational programs offered at these events.

• Attend and provide assistance to various IIBEC events including an annual convention and topic-specific symposia.

• Represent the association as a liaison to various outside organizations involved in the development, publication, and enforcement of building codes and standards.
  a. Maintain liaison with important industry organizations, including national associations representing manufacturers, designers, consultants, and building owners, as well as the American Society of Civil Engineers, ASTM International, International Code Council, and other code and standards development organizations.
  b. Promote IIBEC through speaking engagements and presentation of papers at industry/technical conferences and involvement in business organizations.
  c. Publish articles in industry technical/trade journals as appropriate.
• Prepare a suggested annual operating budget for the Technical Services Department and work in coordination with the accounting team and supervisor to monitor income and expenses.

• Perform other duties as directed.

Minimum Qualifications:

Required Education and Experience:
• A BS degree or equivalent in structural or civil engineering, architectural engineering, or architecture.

• A licensed professional engineer or registered architect, a plus.

• Three or more years experience working with the building regulatory community or related experience.

Required Skills and Knowledge:
• Thorough knowledge of building codes and standards and the process by which revisions are solicited and approved.

• Knowledge of basic building design and construction systems.

• Ability to read construction documents and specification manuals.

• Knowledge of construction estimating and procurement processes.

• Knowledge of Industry Standards and generally accepted engineering practice standards for roofing, waterproofing, and exterior wall construction.

• Familiarity with various computer software and systems, including those utilized in code development/enforcement.

• Familiarity with a spectrum of communications tools and devices.

• Knowledge and support of IIBEC Code of Ethics.

• Ability to interpret and apply state law, local policy, and administrative procedures.

• Personal skills and attributes:
  a. Persuasive communication skills
  b. Organizational skill
  c. Ability to multitask
  d. Recognized high integrity and respect of peers
  e. Detail-oriented
  f. Excellent writing skills
  g. Ability to compile, analyze, and organize data for presentation
  h. Team-player
Additional desired experience/affiliations

- One or more IIBEC designations: Registered Roof Consultant (RRC), Registered Waterproofing Consultant (RWC), and/or Registered Exterior Wall Consultant (REWC).