



CAREER OPPORTUNITY

BUILDING INSPECTOR/PLANS EXAMINER III COMMUNITY DEVELOPMENT DEPARTMENT TOWN OF TRUCKEE, CALIFORNIA

Hourly Pay, with an Annual Amount of: **\$93,038–\$125,611 DOE/DOQ**

THE TOWN OF TRUCKEE, CALIFORNIA, IS ON THE HUNT FOR A BUILDING INSPECTOR/PLANS EXAMINER III with a wealth of experience in both plan review and inspection, coupled with a stellar work ethic. Joining our dynamic team means stepping into a high-volume, technologically advanced permitting office where excellence in customer service is paramount. In this role, you'll collaborate closely with the Chief Building Official, providing crucial technical guidance to staff, facilitating training opportunities, and offering insightful recommendations during evaluations. We're seeking an individual who embodies our values of tact, diplomacy, fairness, and inclusion, and who excels in clear communication. The Building Inspector will enjoy the benefits of working in a casual, dog-friendly, positive, and balanced work environment, where you'll have ample opportunities to grow and thrive in your career! If you're ready to take on exciting permitting projects in a picturesque setting and embrace the "Truckee Way"—**integrity, teamwork, accountability, commitment, and excellence**—apply today!



THE TOWN

NESTLED IN THE SIERRA NEVADA MOUNTAINS, Truckee is bisected by Interstate 80 and the Truckee River and is just a one-and-a-half-hour drive east of Sacramento or 20 minutes from Lake Tahoe's north shore. The Town of Truckee's approximately 33 square miles are located in Nevada County, California. The Town has existed for over 150 years. Truckee was incorporated as a municipality in 1993. Today Truckee has evolved into a destination hot spot for outdoor enthusiasts who enjoy year-round winter and summer activities. The Town has over 16,800 year-round residents (50% of Truckee's homes are occupied year-round, adding another 20,000+ residents in the summer, winter, and on holidays), and over 1.1 million visitors annually.

Listed on the National Register of Historic Places, Truckee's identity is rooted in its history as a logging town and settlement for the construction of the transcontinental railroad in the 1860s. Today, its quaint historic downtown is the site for a walkabout town with charming shops, superb restaurants, an artistic hub, historical sites, boutique gift and bookstores, and several galleries. Truckee is well known for its 245 sunny days per year (despite heavy snow in the winter), an extensive mountain range (500 distinct peaks, over 12,000 feet high, which receives more snow than most other ranges in North America), beautiful lakes, hiking and biking trails (including the Emigrant Trail), road biking, several surrounding ski resorts, camping, fishing, and just about anything else that has to do with the outdoors. People of all ages have enjoyed living and raising their families in Truckee's wonderful Tahoe Truckee Unified School District with five elementary schools, two middle schools, and two comprehensive high schools, as well as two alternative schools.

THE TOWN GOVERNMENT

THE TOWN OF TRUCKEE is not a full-service city but has six departments: Community Development, Administrative Services, Town Clerk/Communications, Public Works and Engineering, Assistant to the Town Manager (including Housing, Sustainability, and Community Engagement), and Police and Public Safety. Additionally, the Town is served by several special districts, including electric and water service, sanitation services, waste disposal, a local airport, parks and recreation facilities, a hospital district, and a fire protection agency.

THE DEPARTMENT

THE COMMUNITY DEVELOPMENT DEPARTMENT SPEARHEADS the oversight of various critical functions within the Town, encompassing building and safety, code compliance, and planning responsibilities. Among its multifaceted duties are the administration of the general plan, building and development code (zoning ordinance), housing policy, and California Environmental Quality Act Guidelines. The Department supports the Town Council and Planning Commission on planning matters, issues building permits, conducts inspections; and ensures compliance. The Department is led by the Director of Community Development, who oversees 20 staff and an approximate budget of \$4 million.



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Being Part of the Truckee Team

THE TOWN OF TRUCKEE UNDERSTANDS THAT WORKING conditions must evolve to meet the needs of our current and future employees. Truckee is working hard to ensure that our staff members are offered the best work environment including flexible work schedules, in-office dogs, and casual dress. Having the ability to enjoy your career with us, while making sure you have time to hit the slopes, kayak down the Truckee River, or enjoy a lunchtime bike ride on the Town's eBikes is imperative to the Town of Truckee's success! We are actively engaging staff to provide us with suggestions to make your Truckee experience the best it can be and look forward to having our next Finance Manager be part of this transformation.

THE JOB / THE IDEAL CANDIDATE

THE BUILDING INSPECTOR/PLANS EXAMINER ENSURES ADHERENCE to building codes and regulations for residential and commercial properties in Truckee. While summers witness a surge in permitting activities to accommodate the community's growth, the position primarily entails administrative work throughout the rest of the year. This dynamic role involves meticulously inspecting and examining plans for a variety of projects, including commercial ventures like ski lodges, residential properties ranging from affordable to high-end housing, and mixed-use developments downtown. Responsibilities encompass conducting inspections, reviewing construction plans, and enforcing compliance with structural and non-structural standards, including life safety measures and energy efficiency criteria. Additionally, the role includes reviewing permit applications, coordinating inspection schedules with city departments, and providing comprehensive information on codes and standards to stakeholders such as architects, contractors, engineers, and the public.

The ideal candidate is an experienced, self-directed professional with strong time management and customer service skills. Truckee prioritizes organizational efficiency and customer satisfaction, emphasizing continuous improvement. The successful candidate will exhibit enthusiasm for upcoming projects and seek innovative ways to enhance departmental efficiency.



The ideal candidate will also...

- ▶ Work well under pressure and effectively meet critical deadlines.
- ▶ Establish, foster, and maintain strong working relationships.
- ▶ Manage simultaneous projects while delegating priorities.
- ▶ Prepare and process various records, reports, and forms.



EMPLOYMENT STANDARDS

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying, however a typical way of obtaining these are:

Education: Equivalent to the completion of the twelfth (12th) grade supplemented by courses in planning, construction management, architecture, engineering, or a related field.

Experience: Four (4) years of increasingly responsible experience performing building inspection and/or plans examination.

Certifications:

- ▶ International Code Council (I.C.C.) Building Inspector Certification or Combination Building Inspector Certificate.
- ▶ International Code Council (I.C.C.) Plans Examiner Certificate.
- ▶ Possession of a valid California driver's license is required.

FUTURE CHALLENGES & OPPORTUNITIES

DIGITAL INNOVATION. Continue efforts to streamline and expedite the permitting process for customers online.

ORGANIZATIONAL EFFICIENCY STUDY. Collaborate with consultants as they conduct a study on the Town's processes, procedures, and areas for improvement.

ECONOMIC DEVELOPMENT. Support the Town's efforts to develop residentially, economically, and culturally.

CUSTOMER SERVICE. Continue to refine building permit and inspection processes to elevate the customer experience.

SALARY & BENEFITS

Hourly Pay, with an Annual Amount of **\$93,038–\$125,611 DOE/DOQ**; plus, a generous benefits package including:

CALPERS RETIREMENT PLAN.

2.5% @ 55 for Classic PERS members, 2.0% @ 62 for new PERS members. (The Town participates in Medicare, but not in Social Security.)

HEALTH, DENTAL, AND VISION INSURANCE with Town contribution to premium.

DEFERRED COMPENSATION 457. \$1,000 Town match.

TUITION REIMBURSEMENT. \$2,500 per fiscal year.

LONG-TERM DISABILITY

INSURANCE. Employee paid, currently .89% of base pay.

SHORT-TERM DISABILITY

INSURANCE. Employee paid, calculated on base salary.

LIFE INSURANCE. Premium paid by the Town, \$50,000 benefit limit.

VACATION LEAVE. Starting at 2 weeks per year.

SICK LEAVE. 96 hours a year.

HOLIDAYS. 13 paid + 1 floating.

ALTERNATIVE TRANSPORTATION (AT) INCENTIVE PROGRAM.

5 AT commutes convert to 1 hour of vacation.

5% PAY DIFFERENTIAL provided for bilingual Spanish-speaking candidates, when using Spanish in a work capacity.

The Town of Truckee is continually evolving its working conditions to meet the needs of current and future employees. In-office dogs, remote work Fridays, and casual work attire are just the beginning!



Become a part of the Truckee life and the Truckee Way.

CLICK LINK

HOW *to* APPLY

For first consideration, apply by **APRIL 30** at:

W B C P J O B B O A R D



**CLICK
BUTTON**

SAVE THE DATES.

Round one interviews will be held virtually on **MAY 13**. Finalists will move forward to round two, in-person interviews on **MAY 20**. Selected candidates must be available for both dates.

Please contact the Human Resources Analyst I, Christine Picard, with any questions: **530.582.5508**
cpicard@townoftruckee.com

Our Town team demonstrates an understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, gender, gender identity and expression, and sexual orientation of Town staff and our community that we serve.