



**City of Corning**  
**794 Third Street**  
**Corning, CA**  
**96021**

**(530) 824-7033**

The City of Corning Invites  
your Interest in the Position  
of:

## **BUILDING OFFICIAL**

### **The Process:**

Please complete and submit online, a completed City of Corning Employment form (can be found on the City website at [www.corning.org](http://www.corning.org), under "Job Opportunities"), with an uploaded letter of interest, and resume:

**Building Official Recruitment**  
**c/o Lisa Linnet, City Clerk**  
**794 Third Street**  
**Corning, CA 96021**

The hiring process will consist of the following:

- Review of applications and determination of best qualified candidates;
- Written exam); and
- Interview by Oral Board, Management Team, and City Manager.

A target hiring date of January 8, 2023 has been set.

### **Confidentiality:**

Applications will be kept confidential until the hiring process has been completed.

### **Other Information:**

The City of Corning embraces diversity and encourages women and minorities to apply. The City of Corning is a drug-free, smoke free workplace.

The City of Corning is an  
Equal Opportunity  
Provider and Employer.



**Closing Date:**

**5:00 p.m.**

**Friday, December 2, 2022**

**Applications must be  
submitted online. Please  
visit:**

**[www.corning.org/job-  
opportunities](http://www.corning.org/job-opportunities)**

### The Community:

Corning is a small, rural City in the northern reaches of the Sacramento Valley where agriculture is important. The City is surrounded by olive, almond and prune orchards.

Due to its location nearly mid-way between Los Angeles and Portland, Corning is home to three large travel centers that are major employers.

About 8,360 people call the City of Corning home. Many more live in the surrounding unincorporated area. It's a friendly community that hosts events like the Veterans Day Parade, Hometown Christmas, Junior Rodeo, Tuesday Night Market, and Olive Festival. The City includes several

Municipal Parks, including facilities for youth baseball, soccer, swimming, basketball, tennis, pickleball, and a state-of-the-art Bike and Skate Park.

The City is located on Interstate 5, about 2 hours north of Sacramento and 50 minutes south of Redding. California State University Chico, and Butte Community College, is about 20 minutes to the southeast. Shasta Community College is 45 minutes north in Redding.

**The City's 2022-2023 General Fund Budget totals over \$7.8 million and currently has a reserve Balance of about \$6,799,744.** It operates as a General Law City with a Council-Manager form of government. The City has a fulltime Staff of 43 and 13 part-time seasonal employees. There are four organized Bargaining Units with the current MOU's due to expire on December 31, 2022.



### Ideal Candidate:

Under the administrative direction of the City Manager, the ideal Candidate is responsible to plan, coordinate and provide comprehensive building services for the City.

**Education/Experience:** Any combination is qualifying.

- Education: High School Diploma/GED equivalent and completion of two years of college/building trade technical instruction.
- Experience: 5 years general construction experience, with at least 3 years in building inspection, plan checking and Building Code Enforcement.

### Required Certifications:

- Possess Chief Building Official certification, a combination Building Inspector certification or be certified in building, electrical, plumbing and mechanical issued by the International Code Council. Fire Code Certification is desirable.
- California Driver's License and good driving record.

**Duties** – May include, but are not limited to the following:

- Act as technical advisor to the City Manager and City Council on all building code inspection & enforcement matters.
- Interpret zoning, building, and other code requirements to Engineers, Architects, Contractors, Developers, Property Owners, Tenants, Realtors, and others as necessary.
- Review/approve plans submitted for building permits; ensure conformance to applicable electrical, mechanical, plumbing, zoning, accessibility and other specialty codes and regulations of the City, County, State and Federal agencies.
- Conduct building inspections of residential, commercial, mobile home installations and accessory buildings, and industrial buildings;

- Enforce compliance with Uniform Electrical, Plumbing, Mechanical and Building Codes, Ordinances, etc.
- Attends community meetings as required.
- Prepares and/or updates City Ordinances and Resolutions related to Code Enforcement.
- Identifies and ensures correction of deficiencies in construction work; prepares lists of corrections; issues notices of non-compliance as necessary.
- Conduct public works construction inspections directly related to the enforcement of Construction Codes, Plans, and Specifications.
- Prepares and administers the department's annual budget; monitors expenditures.
- Prosecutes cases for non-compliance and testifies in court as necessary.

Candidate will also act as the Building & Public Works Construction Inspector and perform other duties as assigned by the City Manager.

### Compensation & Benefits:

The current salary range is \$77,124 (Step "A") to \$94,692 (Step "E"). Salary will be determined based upon qualifications/experience.

**PERS Retirement formulas are defined by CalPERS as one of the following:**

Classic Member - 2% at 55 Retirement Formula, based upon single year average; or

Tier II Classic Member - 2% @ 62 Retirement Formula; based upon 3-year average, or

Employees subject to Public Employees' Pension Reform Act of 2013 – 2% @ 62, based upon 3 yr. average.

Other benefits include City contributions to Medical, Dental, Vision and Life Insurance, and Deferred Compensation payments in accordance with the current Management MOU.

**CITY OF CORNING  
BUILDING OFFICIAL**

**HOW TO APPLY:**

**Only applications submitted on the City's "Application Form" will be considered.**

The application and job description can be found and submitted online at the City's website at [www.corning.org](http://www.corning.org) under "Job Opportunities" with an uploaded letter of interest and resume. **Applications must be submitted and received by 5pm on Friday, December 2, 2022.** For further information, please contact Lisa Linnet at 530/824-7033. **The target hiring date is January 8, 2023.**

**REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:**

- **Education:** High School Diploma/GED equivalent and completion of two years of college/building trade technical instruction.
- **Experience:** 5-yrs. general construction experience with at least 3 yrs. in building inspection, plan checking, and Building Code Enforcement.
- **Certifications:** Possess Chief Building Official certification, a combination Building Inspector certification, or be certified in building, electrical, plumbing, and mechanical issued by the International Code Council. Fire Code Certification desirable. Current California Driver's License and good driving record.

**JOB DUTIES & HOURS:**

The City Building Department is currently a one-person department with the following duties:

- Technical Advisor to City Manager;
- Interpret Zoning, Building, and other Code Requirements to Engineers, Architects, Contractors, Developers, Property Owners, Realtors, etc.;
- Review/approve Plans submitted for Building Permits ensuring compliance with local, State, and Federal Building Codes/Laws;
- Responsible for building related Code Enforcement;
- Conduct Building Permit and Code Enforcement Inspections;
- Prepares/Administers Building Department's Annual Budget;
- Prepares/Updates City building related Resolutions/Ordinances;
- Identifies and ensures correction of deficiencies in construction projects, prepares correction lists, issues "Notices of Compliance" as necessary;
- Conducts Public Works Construction Inspections direction related to enforcement of Construction Codes, Plans, and Specifications;
- Prosecutes cases for non-compliance and testifies in court as necessary; and
- Work Hours are 8 hours per day (7 a.m. – 4:00 p.m.); 5 days per week (M-F) for a total of 80 hours per 2 weeks.

**BENEFITS:**

Salary range is \$77,124-\$94,892/yr. The City provides an excellent benefits package that includes 100 hrs. Administrative Leave annually, 11 Paid Holidays and 28/hrs. Floating Holiday yearly, Paid Vacation, Sick Leave, and PERS Retirement. City contribution of \$1,935/mo. for Health, Dental, Optical Ins. or \$900/mo. of "Medical in Lieu" upon proof of existing insurance. Deferred Compensation Plan employee match up \$75/mo.