



Job Announcement

CODE COMPLIANCE OFFICER – PUBLIC SERVICES DIVISION

The City of Highland has a full-time employment opportunity for the position of Code Compliance Officer in the Public Services Division. This position will join the progressive and team oriented staff of the City of Highland. The functions of this position is to enforce the provisions of the City's municipal code for compliance with solid waste and recycling State/Federal mandates through field inspection and code enforcement.

Located north of Redlands, Highland is nestled in the San Bernardino foothills and is the gateway to Big Bear Lake where recreational opportunities abound and home for the East Highlands Ranch planned community. Highland is able to maintain a small town atmosphere while in the midst of the rapidly growing Inland Empire where many cultural activities are available. The current population is 54,778.

Experience and Education: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of responsible code enforcement experience including on a continuous basis analyze community site situations and develop solutions; identify, interpret, explain and enforce violations; review and interpret codes and rules; and maintain awareness of safety at all times, on a continuous basis, walk, stand, climb, and bend in the field, occasionally kneel and run; write or use a keyboard to communicate; and lift or carry weight of 10 pounds or less, read and comprehend City codes, gather and analyze data, demonstrate tact and diplomacy when dealing with the public, effectively problem solve in the field with minimum supervision, establish and maintain effective working relationships with those contacted in the course of work, communicate clearly and concisely, both orally and in writing, interpret and explain City codes, determine zoning code violations and recommend corrective action independently, and prepare accurate and concise technical reports.

Training: Equivalent to the completion of the twelfth grade

License or Certificate: Possession of or ability to obtain a valid Class C California Driver's License, possession of a PC832 certificate

Salary Range: \$4,094 - \$4,976 per month

Work Schedule: 9/80 Work Schedule; However this position may be required to work Fridays and Weekends

Cafeteria Plan: \$1,250 per month toward health/dental/vision insurance premiums

Vacation/Sick Leave: 80 Hours of accrued Vacation within first year, up to a max of 160 hours; 8 Hours per month of Sick Leave with a maximum of 1250 Hours

Holidays: 24 Hours of Floating Holiday per year; 9 paid City Holidays

Retirement:

Retirement benefits are provided through the California Public Employees' Retirement System (CalPERS); 2% @ 55 for (classic) CalPERS members, with the City paying the member contribution; 2% @ 62 for (new) CalPERS members, with the employee paying the member contribution. The distinction between "classic" and "new" is pursuant to State pension reform legislation (PEPRA).

The passing of a pre-placement physical and a drug and alcohol test will be performed as a condition of employment. Appointees will be fingerprinted and required to pass a background investigation. A DMV background check will also be performed.

Required application can be obtained at City of Highland, 27215 Base Line, Highland, CA, 92346, (909) 864-6861, or at [www.cityofhighland.org](http://www.cityofhighland.org).

*Applications will be accepted until position is filled*

AN EQUAL OPPORTUNITY EMPLOYER