



Job Announcement

PERMIT TECHNICIAN

The successful candidate for this position will join the progressive and team oriented staff of the City of Highland. The main functions of this position are to provide assistance to the public and staff in the processing of building permit applications and preparing, maintaining and processing accounting records relating to the Building and Safety and Fire Prevention Division.

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 City of Highland's current population is 54,377.

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: One year of responsible experience in clerical accounting, processing building permit and fire prevention permit applications, familiar with State and City building laws including the California fire code and California green code. Experience in said fields is preferred

Training: Equivalent to completion of twelfth grade supplemented by classes in accounting, urban planning, construction technology or related fields

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

Salary Range: \$3,557 - \$4,323 per month

Work Schedule: 9/80 Work Schedule

Cafeteria Plan: \$1,200 per month

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 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.

Applications will be accepted until position is filled

AN EQUAL OPPORTUNITY EMPLOYER