

POSITION: Part-Time Plan Reviewer

Hourly Pay: \$31.02-\$41.97 per hour /DOQ

APPLY BY: To apply please submit via email an employment application to kvonachen@oak-brook.org or apply online at www.oak-brook.org.

JOB SUMMARY: Primary Duties: The Plan Reviewer performs highly skilled technical review and examination of residential, commercial and industrial plans and specifications for compliance with applicable building codes, ordinances and regulations. The incumbent is supervised by the Chief Building Official and will support the Development Services staff in providing services to the public. He or she is expected to exercise independent judgment and make sound recommendations based on building plan examination results; provide information and assistance to the public, contractors, or other employees; review sign permit applications; keep up to date on existing and new codes; discuss plans with architects, engineers, contractors and property owners.

Secondary Duties: This person may be responsible for conducting site visits to make inspections of commercial and residential construction; record and document all inspections; keep superiors apprised of all inspection activities; conduct sign inspections; investigate building code violations and enforce zoning regulations; prepare accurate records and reports of inspections performed covering conditions found, actions taken, as well as names of owners, builders and addresses of inspections and related code references; issue stop work orders; investigate complaints of defective projects that are reported, notify responsible persons of defects, and issue instructions for corrections; other duties as may be assigned.

Work Schedule: Approximately 15 hours per week; 7.5 hours per day. Hours will vary based on the season.

MINIMUM QUALIFICATIONS:

Preferred skill sets include knowledge of the Village codes and ordinances; knowledge of principles and practices of building construction; knowledge of building, plumbing, mechanical, gas, electrical codes; ability to interpret technical designs and blueprints; ability to enforce codes; computer literate for the input of all documentation pertaining to building permitting process; communicate effectively verbally and in writing; skill to use standard equipment and testing devices; ability to deal with the public tactfully and courteously; ability to troubleshoot, problem solve and use good judgment; and ability to use a variety of computer programs such as Microsoft Office is required. Training will be provided on Village-specific software programs.

Village of Oak Brook
Attention: Human Resources
Kathy Vonachen
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1200 Oak Brook Rd.
Oak Brook, IL 60523