

**VILLAGE OF ELK GROVE VILLAGE
JOB POSTING
PLAN REVIEWER – COMMUNITY DEVELOPMENT DEPARTMENT**

Reporting to the Deputy Director of Community Development, the Plan Reviewer ensures that residential, commercial and industrial structures and alterations of structures are constructed in compliance with State, Building, and Health requirements, as well as Village Codes and Ordinances by reviewing building and site plans and recommending approval or denial of plans submitted.

KEY ESSENTIAL FUNCTIONS:

- Conducts plan reviews of residential, commercial, and industrial projects for private development;
- Performs zoning reviews;
- Prepares and recommends amendments and additions to the Municipal Code and Zoning Ordinance;
- Attends Zoning Board of Appeals meetings to provide technical advice and guidance; and
- Meets with architects, developers, contractors, and property owners to provide information pertaining to Village Code requirements.

MINIMUM QUALIFICATIONS:

Three (3) years of experience in general construction including one year experience preparing and/or reviewing construction plans in addition to one year of experience as a construction foreman or supervisor, or an equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position is required. Ability to obtain ICC residential and commercial plan examiner certifications within eighteen (18) months of employment.

HOURS OF WORK: 40 hours per week
STARTING SALARY: \$75,000 DOQ. Position max is \$105,000
OPENING DATE: April 26, 2022
CLOSING DATE: May 30, 2022 5:00 PM

ADDITIONAL BENEFITS: Elk Grove offers a competitive benefits package including health, dental, vision, and life insurance. In addition, this position qualifies for an Illinois Municipal Retirement Fund (IMRF) pension.

To Apply: Applicants must submit the online employment application by Monday May 30, 2022. Attach your resume and references, as indicated. All other inquiries should be directed to the Office of Human Resources: 901 Wellington Avenue, Elk Grove Village, Illinois, 60007.

Email: humanresources@elkgrove.org

Tel: 847-357-4020