



VILLAGE OF HANOVER PARK  
invites applications for the position of:

# Plan Reviewer/Project Coordinator

An Equal Opportunity Employer

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**SALARY:** See Position Description

**OPENING DATE:** 01/18/21

**CLOSING DATE:** 02/08/21 04:30 PM

**JOB SUMMARY:**

**HIRING SALARY RANGE**

\$63,640 - \$77,959.25

**FULL SALARY RANGE**

\$63,640 - \$92,279

Under the general direction of the Fire Chief with immediate direction through the Chief of Inspectional Services, performs full plan reviews for all project types and supports customer service activities with facilitation of projects from initial conception through final completion. Serves as the point of coordination of activities for the issuance of building permits. This position interacts with the public and staff with a heavy emphasis on providing outstanding customer service.

Exercises independent judgment in the absence of specific policies and/or guidance from superiors, with some direct guidance from superiors. Supervises Permit Coordinators and serves as the Division's "second-in-command". Additionally, performs inspections for new and existing structures and annual business premise inspections, as necessary.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Reviews plans, specifications, and calculations to determine compliance with all applicable ordinances, codes, and regulations, and sound construction practices. Prepares detailed plan review letters/correspondence to identify deficiencies or approvals.

Maintains contact with projects from review through completion through periodic site visits, tracking status of projects, and assisting with coordinating the activities of staff inspectors.

Inspects new and existing buildings as required through the permit process and annual business premise inspections to ensure compliance with all applicable ordinances and regulations for building, fire, mechanical, electrical, energy, zoning, and accessibility disciplines.

Maintains records of annual business premise inspections and coordinates with inspectors and the Village Clerk to identify completion of this annual requirement.

Prepares reports, stop work orders, notices of violation, citations, and testifies in court as needed for enforcement of applicable regulations. Coordinates activities with the Code Enforcement Division of the Police Department, Engineering Department, and Community Development Department as needed.

Explains code requirements, regulations, and Village processes to the staff and public. Serves as the Village's point of coordination for the public and staff for projects involving a multi-department review and approval process.

Keeps inspection records and prepares reports for permit tracking, permit review and inspection activities, Freedom of Information Act requests, and other reports as requested by the supervisor.

Provides front counter support and back-up support to administrative support staff for contractor registrations, inspection requests, processing building permits, etc.

Collects applicants plan sets and other required documents and ensures that they have submitted all of the required documents.

Assists applicants with incomplete submissions and provides applicants with additional information to help them submit complete plans.

Completes data entry associated with the building permit process.

Research's historical building files upon request.

Prepares inactive building plans for electronic filing and maintains those files.

Responds to emergency calls, including after-hour calls to make determinations and post structures as not approved for occupancy as needed.

Participates in multi-division emergency operation activities for damage assessments and posting of structures.

Attends training and participates in continuing education activities to achieve and maintain required certifications and legal knowledge.

Participates in developing, interpreting, and executing standard operating procedures and/or policies, as well as, interpreting and executing broader departmental policies.

Plans and prioritizes own daily work schedule and some of the unit's group work activities to ensure that they are performed according to established procedures and/or standards within the department.

Adheres to all Village policies and procedures within the department and as outlined in the Employee Handbook.

Maintains regular attendance and punctuality.

Follows all Village safety regulations, policies, and procedures. Reports all unsafe conditions and acts to the supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

#### **SUPERVISORY RESPONSIBILITIES**

Supervises the day-to-day operation and work of Permit Coordinators and provides guidance to consultants, firefighters, and other departments as it relates to the processing of permits, licenses, and coordination of code compliance.

Delegates and oversees the work of other employees that are supplementing the needs of the Inspection Services Division.

Manages and directs training for permit coordinators. Provides coaching and feedback appropriate to achieve division goals.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION &/OR EXPERIENCE:**

Completion of a bachelor's degree in the field of engineering, architecture, construction management, or construction technology, and three (3) years of related work experience, preferably in a government setting; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

Must possess and maintain in good standing, a valid Illinois driver's license. Must also have or obtain a Residential Plans Examiner Certification through the International Code Council (ICC) within twelve (12) months of hire and must obtain two (2) additional International Code Council (ICC) certifications as directed by the appointed Fire Chief within three (3) years of hire from the list below.

Commercial Plans Examiner,  
Mechanical Plans Examiner,  
Energy Code Plans Examiner,  
Commercial Electrical Inspector,  
Fire Inspector I, and  
Accessibility Code Inspector/ Plans Examiner

May be required to obtain additional certifications not listed above, as directed by the Fire Chief.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.hpiljobs.org>

Job #01182021  
PLAN REVIEWER/PROJECT COORDINATOR  
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OUR OFFICE IS LOCATED AT:  
2121 Lake Street  
Hanover Park, IL 60133  
630-823-5660  
[jobs@hpil.org](mailto:jobs@hpil.org)

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### **Plan Reviewer/Project Coordinator Supplemental Questionnaire**

\* 1. Please list all certifications that you have from the International Code Council (ICC).

\* Required Question