



## CITY OF ROLLING MEADOWS

### JOB OPENING

### PLAN REVIEW/INSPECTION SUPERVISOR

The City of Rolling Meadows Public Works Department seeks a professional, dedicated individual to provide full-time building plan review and supervision of inspectors, within the Community Development Division of the Public Works Department. This position is under the general supervision of the Superintendent of Community Development Operations, along with the Director and Assistant Director of Public Works.

**Duties and Responsibilities:** Duties include performing a wide variety of administrative and supervision focused responsibilities related to the administration of the City's building and safety codes, inspections, plan reviews, licensing, permitting, and code compliance functions. The position also assists in the supervision and management for Community Development Division.

This position serves as a member of the Division's management team and assists the Superintendent of Community Development Operations with the development and implementation of division short and long-term goals and objectives, budget planning, personnel decisions, human resource matters, etc. This position requires a high energy, approachable, and detail-oriented individual with excellent communication and supervisory skills. The successful candidate will have the ability to handle complex problems, evaluate and prioritize tasks, and manage projects and people in a highly efficient and organized manner.

**Qualifications:** Minimum requirements include an Associate's Degree, and a minimum of five (5) years progressive experience in related building and construction fields, preferably in a municipal setting. The preferred candidate will have a Bachelor's Degree in a construction, architectural or similar field, and will possess ICC Building Inspector and Plans Examiner Certifications, electrical license/inspection certification, or the ability to obtain certifications within eighteen (18) months of hire. Experience, knowledge, and other areas of study will be considered, in combination with a pursuit of a degree or college sponsored certificate program. The role requires skills in effective oral and written communication, gaining cooperation through discussion and persuasion, and knowledge of the principles and practices of supervision, training, and personnel management. It also demands the abilities to organize, direct and implement a comprehensive building plan review and inspection program, and to supervise, train and evaluate assigned staff.

\*\* For more detailed job descriptions, please see attached.

**Benefits:** The City offers a competitive pay and benefit package including paid holiday, vacation and sick leave, along with health insurance and IMRF pension.

The successful candidate will have high integrity and will foster open and honest communication throughout the organization. The candidate will strive to better the organization through teamwork, customer service, and professional growth and development.

Minimum starting salary is \$72,034, with growth potential up to \$123,353. Qualifications and experience may be considered in actual starting salary.

Submit cover letter, application, and resume with a minimum of three references by Wednesday, September 8, 2021 to: Elizabeth Kwandras, City of Rolling Meadows, 3600 Kirchoff Road, Rolling Meadows, Illinois, 60008 – [pwcareers@cityrm.org](mailto:pwcareers@cityrm.org). Interviews may start before the deadline, but position will be open until filled

The City of Rolling Meadows is an Equal Opportunity Employer and supports a Drug Free Work Place.

**Dated: August 18, 2021**