



Date Developed:	March 2024
HR Review Date:	

JOB DESCRIPTION/JOB POSTING

AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Community Development
DIVISION:	Building and Development Services
POSITION TITLE:	Plan Reviewer
JOB TYPE:	1268
PAY GRADE/RANGE:	A34: \$46.084 - \$58.608
FLSA STATUS:	Non-Exempt
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for the range.

NATURE OF WORK:

Examines and evaluates construction documents for code compliance on buildings and structures of all occupancy classifications. Examines and evaluates permit application documents for repair and alterations to existing buildings.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Reads and interprets blueprints, site plans, and architectural designs; and ensures compliance with appropriate codes and ordinances for residential, commercial, and multifamily structures.
- Utilizes knowledge of administrative policies, regulatory codes, legislative directives, precedents, or other guidelines to ensure full compliance with all City, State, and Federal codes during plan reviews.
- Serves as primary coordinator for plan and specification reviews with staff from the Building, Zoning, Historic Preservation, Public Works, Fire Prevention, and Health departments/divisions to ensure a timely response to the applicant.
- Prepares complete and accurate correspondence to inform concerned parties of decisions.
- Issues notices for corrections and confers with the contractor, project manager, or owner regarding changes needed to bring the permitted project or existing deficiency into compliance.
- Utilizes fully integrated electronic plan review software for project plan reviews.
- Prepares reports of projects, project meetings, and decisions.
- Responds to code-related questions from contractors, engineers, architects, elected and appointed officials as well as the general public.
- May perform on-site technical inspections of residential, commercial, and multi-family buildings during construction, alteration, and repairs as needed.
- Performs the duties relating to the Design and Project Review (DAPR) process as part of a cross-departmental staff team.
- Performs other duties as assigned or required.

MINIMUM REQUIREMENTS OF WORK:

Must possess a Bachelor’s degree in architecture, engineering, construction management or related area of study and four (4) or more years of work experience in plan review, design, engineering, inspections, and/or building construction OR High School Diploma/GED and 8 years of experience. International Code Council (ICC) Building Plans Examiner certification required; or ability to obtain within 18 months of hire. Must possess a valid driver’s license and a safe driving record and be able to use personal or City vehicles for site visits and other transportation needs.

Knowledge, skills, and abilities in the following areas:

- In-depth knowledge of residential, multi-family, and commercial building codes.
- Ability to understand and interpret building codes, state statutes, and local ordinances as they relate to plans and specifications for residential, multi-family, and commercial structures.
- Ability to apply principles of rational systems (e.g. electric wiring systems, building construction) to solve practical problems and deal with a variety of variables in situations where only limited standardization exists
- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to use practical application of fractions, percentages, ratios and proportions, logarithms, algebra, geometry, and basic trigonometry.
- Ability to read application forms, agency reports, business records, public documents, plans and blueprints, diagrams, specifications, administrative policies, regulatory codes, legislative directives, and business letters/memoranda.
- Ability to write plan evaluations and various reports, constructed to communicate effectively with the target audience.
- Proficiency with an electronic database for permit tracking.
- Considerable knowledge of electronic format plan review and procedures.
- Demonstrate essential composition and writing skills for the development and utilization of City memos and emails.
- Ability to handle difficult and stressful situations with tact and diplomacy.
- Ability to use computers and equipment for word processing, spreadsheets, internet search engines, e-mail, calendar functions, architectural/engineer scales, optical scanners, cameras, electronic equipment, digital recorders, charts, diagrams, federal and state statute books, reference books, blueprints, guide books, measuring instruments, public records, ICC code books.

PHYSICAL REQUIREMENTS OF WORK:

This is light work requiring exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently. Position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. The incumbent is subject to inside and outside activities with no effective protection from weather changes and changes in atmospheric conditions. Visual acuity is required to inspect buildings, site plans, and architectural designs and blueprints for code violations; also for reviewing, checking, preparing, and maintaining written and computer files. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

SUPERVISION:

Under the supervision of the Building & Development Services Division Manager who outlines work assignments, reviews work in progress, and assesses completed work. Work is evaluated at least annually for progress toward achieving goals, leadership, communication skills, customer service, and ability to work productively and effectively with employees at all levels of the organization as well as community groups, businesses, and the general public. Considerable independent judgment is exercised within the framework of the laws, ordinances, regulations, and established departmental procedures.

PUBLIC CONTACT:

This position requires constant contact with the public and/or business community. The incumbent acts as a City and Department representative to the public and business community. Must have the ability to communicate well while discussing, explaining, or interpreting building codes and laws related to residential and commercial structures.

SELECTION METHOD

Qualifications Assessment
Structured Oral Interview

TYPE OF ELIGIBILITY LIST

Category Group

LIFE OF ELIGIBILITY LIST

Two Years

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact the Human Resources Office at 847-448-8204 (voice) or 847-448-8052 (TTY).