



**VILLAGE OF ELK GROVE VILLAGE**  
**JOB POSTING**  
**PERMIT TECHNICIAN**

Elk Grove Village, Illinois, (pop. 33,127), a strategically located, progressive community that is home to the largest consolidated business park in North America, is seeking dynamic, detail and customer service oriented candidates for the position of Permit Technician. Reporting to the Deputy Director of Community Development, the Permit Technician reviews and approves simple engineering and building plans/sketches to ensure they conform to the Village Code and Zoning Ordinances. The Permit Technician works at the Community Development front counter providing customer service and processing permits, and also works independently on plan reviews and other projects as directed.

**Key Essential Functions**

- Reviews and approves plans/sketches for emergency sewer and water service repairs, driveways, driveway aprons, patios, sidewalks, fences, signs, sheds, pools, and similar projects along with basic home improvements to ensure that they conform with Village Codes;
- Screens all incoming permit applications requiring technical review to ensure that all required documents have been submitted;
- Tracks all incoming permits using permit tracking software, and updates permit status upon routing to proper reviewer, approving or denying an application;
- Schedules inspections utilizing permit tracking software;
- Meets with property owners, contractors, engineers, developers and architects to provide information pertaining to Village construction requirements, ordinances, policies and zoning requirements;
- Coordinates plan review with other inter and intra-departmental personnel (Fire, Public Works, etc.);
- Provides an exemplary level of customer service both on the phone and in person at the Community Development counter when greeting property owners, developers and contractors.

**MINIMUM QUALIFICATIONS:**

An associate's degree is required, as well as two (2) years of experience in an office environment. Background in construction is highly desirable. Permit technician must obtain an ICC Permit Technician Certification within their first twenty-four (24) months of employment. Applicants must possess considerable knowledge in the use of Microsoft Word, Excel, and Outlook. Knowledge of G.I.S. applications, permitting software, and digital plan reviews are a plus.

**HOURS OF WORK:** 40 hours per week  
**SALARY RANGE:** \$54,433 – \$77,376

**OPENING DATE:** October 14, 2021  
**CLOSING DATE:** November 8, 2021

**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:** complete the online employment application at [www.elkgrove.org](http://www.elkgrove.org) by 5:00pm on November 8, 2021. Attach your resume, cover letter 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](mailto:humanresources@elkgrove.org);

Tel: 847-357-4020