



CITY OF ELGIN
invites applications for the position of:
Plan Examiner

SALARY: \$36.00 - \$48.24 Hourly
\$74,878.00 - \$100,344.00 Annually

OPENING DATE: 01/24/23

CLOSING DATE: 02/14/23 11:59 PM

CLASSIFICATION DESCRIPTION:

Performs intermediate professional work in the review of detailed architectural drawings, building and construction plans for compliance with building code requirements and legal standards; does related work as required. Work is performed under the general supervision of the Building and Development Manager.

GENERAL DEFINITION AND CONDITIONS OF WORK:

- Reviewing industrial, commercial and residential plans for conformance with standards and compliance with applicable codes; preparing and maintaining appropriate records and files
- Reviews detailed architectural drawings, including site plans, and certifies building, zoning, plumbing, electrical and mechanical plans, sketches and specifications for conformance to the applicable codes
- Coordinates and tracks plans in a timely and professional manner with city departments and other agencies involved in the plan review process
- Prepares review comments and transmits them to permit applicants
- Works on a daily basis with contractors, owners and developers to secure compliance with approved plans and permits
- Conducts field inspections
- Enforces national and local building codes, life safety codes and national standards for structural integrity
- Provides technical assistance, code interpretation and problem solving for field inspectors
- Helps determine requirements for permit and plan submission
- Reviews and updates code related handouts and forms
- Receives inquiries regarding the status of a plan review by telephone and/or in person and furnishes the requested information or refers to proper person for handling
- Assists with the issuance of permits and contractor licenses
- Maintains necessary records and reports
- Conducts periodic reviews of construction codes and recommends code and policy changes
- Assists with code adoption process
- Performs related tasks as required

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and a negligible amount of force constantly to move objects; work requires standing, walking, climbing, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts; operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the procedures for the review of construction plans
- Thorough knowledge of the common terminology associated with the architectural and engineering profession
- Ability to communicate effectively in the English language both orally and in written form
- Thorough knowledge of building codes and related laws and ordinances
- Ability to detect poor design in plans review, inferior materials and hazards of fire and collapse
- Ability to read and interpret plans, specifications and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process
- Ability to contact associates, building owners, architects, engineers, contractors and the public and effect satisfactory working relationships
- Skill in interpreting relevant codes and ordinances
- Extensive and demonstrative knowledge of the use and application of MS Office Suite and electronic mail systems

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in architecture, or structural engineering, and considerable experience in inspections and plans review work.

ADDITIONAL INFORMATION:

- Possession of Architects License or ICC certification as a Building Plans Examiner is required
- ICC certification as Plans Examiner in either Mechanical, Plumbing, or Electrical is required within 6 months of employment
- A third Plans Examiner certification is required within 12 months of employment

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

Position #20230124-03
PLAN EXAMINER
TF

City of Elgin
150 Dexter Court
Elgin, IL 60120
847-931-6049

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Plan Examiner Supplemental Questionnaire

* 1. Do you have an Architects License or ICC certification as a Building Plans Examiner?

☐ Yes ☐ No

* Required Question