



**City of Wood Dale
Community Development
Plan Reviewer**

The City of Wood Dale is seeking a full-time Plan Reviewer. This is a highly visible professional and responsible position within the Community Development Department. The position performs the review of residential plans, specifications and documents for compliance with the adopted codes and ordinances. The plan reviewer often involves extensive public contact and effective coordination with contractors, architects, residents and other City departments. This position reports directly to the Building Administrator.

This position requires the exercise of sound judgement, exercises initiative and discretion based on a sound knowledge of building-related codes. The successful candidate must possess strong organization skills, as well as strong customer service and communications skills. Thorough knowledge of construction practices and building codes is required. Work requires the ability to perform multiple tasks simultaneously and meet deadlines.

Required qualifications are an Associate Degree in architecture, engineering or a closely related field, with a minimum of 5 years as a municipal plan reviewer. Current ICC Residential Plan Review or the ability to obtain the Plan Review certification within the first 9 months of employment.

Typical work hours are Monday – Friday from 8:30 a.m. to 4:30 p.m. The Plan Reviewer may need to attend evening meetings and occasional call outs when necessary.

The salary of the Plan Reviewer will be based upon qualifications and work experience. The salary range for this position is \$57,500 – \$79,900. Benefits include Illinois Municipal Retirement Fund; paid vacation and sick leave accrual; medical, dental, vision and life insurance. This position is open until filled. First review of applications will begin September 27. Applications are available on the City website and at City Hall. Please email employment@wooddale.com for a detailed job description.

Interested candidates should submit a cover letter, resume and completed application for consideration via email at employment@wooddale.com or in person.

The City of Wood Dale is an Equal Opportunity Employer