



**JOB DESCRIPTION/JOB POSTING**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

<b>DEPARTMENT:</b>	<b>Community Development</b>
<b>DIVISION:</b>	<b>Building and Inspection Services</b>
<b>POSITION TITLE:</b>	<b>Plan Reviewer</b>
<b>JOB TYPE:</b>	<b>1268</b>
<b>PAY GRADE/RANGE:</b>	<b>A34: \$\$\$37.614-\$47.838/hour*</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>OPENING DATE:</b>	<b>January 14, 2019</b>
<b>CLOSING DATE:</b>	<b>February 4, 2019</b>

\*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 on new commercial, mixed-use and residential buildings for code compliance. 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 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 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 written 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.
- 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 make on-site technical inspections of commercial and multi-family buildings during the course of construction, alteration and repairs.
- Performs the duties of the Staff Liaison to the Sign Review and Appeals Board.
- May assist the Residential Plans Examiner.
- Performs other duties as assigned or required.

**MINIMUM REQUIREMENTS OF WORK:**

Must possess a bachelor's degree in Architecture, Construction Management, or substantially similar area and must possess four (4) or more years of work experience in plan review, design, engineering, inspections, building construction, ensuring procedures, materials, methods and specifications compliant with building codes. International Code Council (ICC) Certified Plans Examiner accreditation is preferred.

Must possess a valid driver's license and a safe driving record and must be willing to use own vehicle for transportation.

Knowledge, skills, and abilities in the following areas:

- In-depth knowledge of commercial and multi-family building codes and plans review.
- Ability to apply principles of rational systems (examples: electric wiring systems, house building) to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to use practical application of fractions, percentages, ratio and proportion, logarithms, practical algebra, geometric constructions, and essentials of 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, various reports, constructed to communicate with the audience.
- Proficiency with an electronic database for permit tracking.
- Considerable knowledge with electronic format plan review and procedures.
- Ability to attend evening meetings as necessary.
- Demonstrate essential composition and writing skills for the development and utilization of City memos and email. Ability to handle difficult and stressful situations with tact and diplomacy.
- Ability to understand and interpret building codes, state statues, local ordinances, plans, and specifications related to commercial and multi-family structures.
- Ability to use computers, various software and equipment for word processing, spreadsheets, internet search engines, e-mail, calendar functions, architectural/engineer scales, optical scanners, camera, electronic equipment, digital recorder, 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. 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 & Inspection Services Division Manager who outlines work assignments, reviews work in progress, and assesses completed work. Work is evaluated at least annually with respect to progress toward achieving goals, leadership, communication skills, customer service, 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 exercised within 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 commercial and multifamily 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](http://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 Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).*