



## **Village of Arlington Heights**

33 South Arlington Heights Road  
Arlington Heights, Illinois 60005  
(847) 368-5161

July 24, 2023

### **EMPLOYMENT OPPORTUNITY**

#### **Plan Reviewer**

Building & Life Safety Department

#### About the Village of Arlington Heights

The Village of Arlington Heights is one of the largest Chicago suburbs and one of the most desirable places to live in the Chicago area. Arlington Heights is a vibrant and progressive community that people are proud to call home. With shopping, businesses, award-winning schools, library, park district, and a hospital—Arlington Heights is a place where young families establish their roots for generations to come.

#### About the Position

The Village of Arlington Heights is accepting applications for the position of Plan Reviewer in the Building and Life Safety Department. The Plan Reviewer will review plans, specifications, and other permit documents to assure compliance with the Village of Arlington Heights municipal code for new construction and renovations. If deficiencies are found, the Plan Reviewer will notify applicants and review revisions for compliance. This position will focus on commercial plan reviews.

The Plan Reviewer will assist with building and property maintenance inspections and attend plan review meetings. In addition, the Plan Reviewer will respond to inquiries regarding codes, ordinances, and department procedures. The Plan Reviewer should be knowledgeable of building and zoning codes and ordinances, inspections, and in construction methods, design, technology, and procedures.

The ideal candidate will have an Associate's Degree in Engineering, Architecture, or Construction Management and 4-6 years of related experience, or a combination of education and experience sufficient to perform the essential duties of the position. Applicants should hold International Code Council (ICC) certification as a Commercial Building Inspector, Residential Building Inspector, Commercial and Residential Plans Examiner or have the ability to obtain during the first year of employment. Additional ICC certification as a Commercial Fire Plan Examiner, or Commercial & Residential Energy Plan examiner is preferred. Applicants should have the ability to perform inspections outside regular work hours, as necessary. A valid Illinois State Driver's License is required.

The anticipated hiring range for this position is \$79,823 – \$89,027, depending on qualifications. The full salary range for this position is \$77,676 - \$104,862. The Village of Arlington Heights offers a diverse and competitive benefits package, including health and dental insurance, paid vacation, and participation in the Illinois Municipal Retirement Fund pension plan. This position is open until filled.

If you are knowledgeable about building and zoning codes and are skilled at working with the public, this might be the right new opportunity for you! For more information about the Village of Arlington Heights, please visit our website at [www.vah.com](http://www.vah.com) or visit [www.vah.com/careers](http://www.vah.com/careers) to apply.

***The Village of Arlington Heights is an equal opportunity employer and strives to be a welcoming and inclusive place for all, improving how we recruit, empower, and retain the most diverse and very best talent, ensuring careers in public service will continue to attract the brightest for coming generations.***

***Any offer of employment is conditional upon passing a background and pre-employment drug screen.***