



Village of Arlington Heights

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

July 2, 2021

NOTICE

Permit Technician

Building & Life Safety Department

The Village of Arlington Heights is accepting applications for the position of Permit Technician in the Building & Life Safety Department.

Under general supervision, this position would perform tasks to support the coordination of the permit application process and inspection and licensing verification. This position would also provide service to the front counter by providing guidance to the walk-in general public. Responsibilities include processing construction permit applications, applications for businesses, solicitations and other licenses and assisting with FOIA requests.

Qualifications include a high school diploma or equivalent (G.E.D.) and three years of related experience that includes a high volume of public contact or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional requirements include typing, data entry and general computer operations. Knowledge of municipal ordinances relating to building regulations and some knowledge of the construction related industry preferred.

Starting salary is \$61,684 and includes a diverse and competitive benefits package.

Qualified candidates are encouraged to submit an online application available on the Village's website at www.vah.com. Applications will also be accepted via mail: Human Resources, Village of Arlington Heights, 33 S. Arlington Heights Road, Arlington Heights, IL 60005; or email to jobs@vah.com. The fax number is 847-368-5990. **The deadline to apply is July 19, 2021 at 5:00pm.** Internet access is available at all local libraries. For more information concerning the Village of Arlington Heights, please visit our website at www.vah.com.

PLEASE POST

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 check and pre-employment drug screen.