

**Plan Reviewer**

Are you a building construction or trades professional with an acute eye for plan details? If so, then join the Building Safety Division of the Champaign Fire Department as a **Plan Reviewer** and play a crucial role in assuring safe and sustainable building construction within Champaign.

**Union Position**

**Responsibilities of Position**

**FLSA Status:  
Non-Exempt**

The Plan Reviewer examines new commercial construction documents and specifications for compliance with building and related construction codes. Drawing on their technical knowledge, they identify and recommend resolutions for plan deficiencies, meeting frequently with architects, engineers, and contractors to achieve compliance. They also confer with City inspectors during planning and construction, including conducting site inspections, to clarify plan details. Along with the Building Safety Supervisor, the Plan Reviewer provides staff support to the Code Review and Appeals Board.

**LOCATION:  
Onsite**

**Required Qualifications**

- High school diploma or equivalent.
- Professional experience in construction trades, building inspections, or plan review.
- Possess, or be able to obtain within an approved timeframe, ICC Building Plans Examiner certification.
- Knowledge of construction techniques, buildings, and building sub-systems.
- Excellent customer service skills.
- Current state-issued driver's license.
- Ability to perform the essential functions of the position including performing work at varying levels above the ground and working outdoors in all types of weather, with or without accommodation.

**Preferred Qualifications**

- Associate or bachelor's degree in building construction, design, or related field.
- Experience with permitting, code enforcement, work order, project management, or comparable software.

Drug screening, driving abstract, and criminal history record check will be required. The starting salary is \$41.66 per hour plus an excellent fringe benefits package.

**Applications must be submitted online no later than Sunday, September 15, 2024, for first consideration, but position will remain open until filled.**

The City's mission is to provide responsive, caring, cost-effective service in partnership with our community. The following values guide our work: Personal Integrity, Responsibility, Respect, Teamwork, Results. The City of Champaign is committed to promoting a work environment and a community that values and supports diversity and inclusion.

***To apply, visit the City's Jobs Page at [champaignil.gov/jobs](http://champaignil.gov/jobs).***



The City of Champaign is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply. The following locations offer free Internet access and assistance: Champaign Public Library and the Illinois WorkNet Center.