



## EMPLOYMENT OPPORTUNITY

### Plan Reviewer

#### Building & Life Safety Department

#### About the Village of Arlington Heights

The Village of Arlington Heights, Illinois is a vibrant community located 25 miles northwest of downtown Chicago. Arlington Heights is one of the largest Chicago suburbs and one of the most desirable places to live in the Chicago area. More than 77,000 people are proud to call the Village of Arlington Heights home. Arlington Heights is a family-oriented community where residents feel a sense of pride. Over 9 in 10 residents favorably rated the overall quality of life in Arlington Heights as a place to live and as a place to raise children (National Community Survey, 2023).

#### About the Position

The Village of Arlington Heights is accepting applications for the position of Plan Reviewer in the Building and Life Safety Department. Plan Reviewers support the Department's goal of ensuring structures in Arlington Heights are safe by reviewing building plans, specifications, and other permit documents to ensure compliance with municipal code.

In this role, the Plan Reviewer is responsible for reviewing permit submittal supplemental documents and permit drawings for residential new construction, alterations, additions and residential related projects. The Plan Reviewer will communicate any identified deficiencies with applicants and review revisions for completeness and compliance. Plan Reviewers work with inspectors to resolve issues identified during inspections, as well as attend plan review meetings with internal staff, developers, architects and residents. In addition, the Plan Reviewer will provide guidance and respond to inquiries regarding codes, ordinances, and department procedures.

Applicants should be knowledgeable of building and zoning codes and ordinances, inspections, and in construction methods, design, technology, and procedures. In addition, applicants should have the ability to read and understand contract specifications, technical manuals, energy compliance reports, truss drawings, plat of surveys, and permit drawings. This is an excellent opportunity to join a department which has earned recognition by the International Accreditation Service for quality, permitting, plan review, inspection and property maintenance code enforcement services.

The ideal candidate will have an Associate 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) certifications as a Residential Plans Examiner, Residential Mechanical Inspector, and Residential Electrical Inspector, or have the ability to obtain during the first year of employment. Applicants should be proficient in Bluebeam PDF editing software. Experience in Enterprise Permitting and Licensing (EPL) is preferred. A valid Illinois State Driver's License is required.

The salary range for this position is \$80,006-\$108,008 with an anticipated hiring range of \$80,006-\$84,493, depending on qualifications and experience. Plan Reviewers will work a 40-hour work week, and will be offered a diverse and competitive benefits package, including health and dental insurance, paid vacation, and participation in the Illinois Municipal Retirement Fund pension plan.

If you are skilled interpreting building code and 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.***