

**Plan Reviewer**

Are you a building design or construction expert with strong knowledge of building codes? Are you a stickler for details with an emphasis on safety? 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**

**FLSA Status:  
Non-Exempt**

**LOCATION:  
Onsite**

**Responsibilities of Position**

The Plan Reviewer focuses primarily on new commercial construction. Most of their time is spent in the office critically reviewing and examining plan documents and specifications for compliance with building and related construction codes. As code experts, they are the first and last line of defense for ensuring buildings are safe for occupants. This requires the ability to know, reference, and interpret building codes and effectively explain code requirements 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.

**Required Qualifications**

- High school diploma or equivalent.
- Professional experience in plan review, architecture, building design, building inspections, building construction supervision, or related field that requires extensive code knowledge.
- Possess, or be able to obtain within an approved timeframe, ICC Building Plans Examiner certification.
- Extensive knowledge of construction techniques, buildings, and building sub-systems.
- Ability to interpret and explain building codes.
- Current valid 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**

- Degree in construction management, architecture, building design, or related field including coursework in building codes.
- 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, November 11, 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.