



VILLAGE OF HANOVER PARK
invites applications for the position of:

Plan Reviewer/Project Coordinator

An Equal Opportunity Employer

SALARY: \$28.33 - \$31.52 Hourly
\$55,252.05 - \$61,468.05 Annually

OPENING DATE: 05/11/15

CLOSING DATE: 06/01/15 04:00 PM

JOB SUMMARY:

Under the direction of the Chief of Inspectional Services, performs full plan reviews for all project types and supports customer service activities with facilitation of projects from initial conception through final completion. Serves as the point of coordination of activities for the issuance of building permits. This position interacts with the public and staff with a heavy emphasis on providing outstanding customer service. Makes independent decisions and exercises independent judgment in the absence of specific policies and/or guidance from superiors but within the limits defined by the supervisor, requiring knowledge of departmental and village policies and regulations. Additionally, performs inspections for new and existing structures and annual business premise inspections as necessary.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Reviews plans, specifications, and calculations to determine compliance with all applicable ordinances, codes, and regulations, and sound construction practices. Prepares detailed plan review letters/correspondence to identify deficiencies or approvals.

Maintains contact with projects from review through completion through periodic site visits, tracking status of projects, and assisting with coordinating the activities of staff inspectors.

Inspects new and existing buildings as required through the permit process and annual business premise inspections to ensure compliance with all applicable ordinances and regulations for building, fire, mechanical, electrical, energy, zoning, and accessibility disciplines.

Prepares reports, stop work orders, notices of violation, citations, and testifies in court as needed for enforcement of applicable regulations. Coordinates activities with the Code Enforcement Division of the Police Department, Engineering Department, and Community Development Department as needed.

Explains code requirements, regulations, and Village processes to the staff and public. Serves as the Village's point of coordination for the public and staff for projects involving a multi-department review and approval process.

Keeps inspection records and prepares reports for permit tracking, permit review and inspection activities, Freedom of Information Act requests, and other reports as requested by the supervisor.

Provides front counter support and back-up support to administrative support staff for contractor registrations, inspection requests, processing building permits, etc.

Collects applicants plan sets and other required documents and ensures that they have submitted all of the required documents.

Assists applicants with incomplete submissions and provides applicants with additional information to help them submit complete plans.

Completes data entry associated with the building permit process.

Research's historical building files upon request.

Prepares inactive building plans for electronic filing and maintains those files.

Responds to emergency calls, including after-hour calls to make determinations and post structures as not approved for occupancy as needed. Participates in multi-division emergency operation activities for damage assessments and posting of structures.

Attends training, and participates in continuing education activities to achieve and maintain required certifications and legal knowledge.

Participates in developing, interpreting, and executing standard operating procedures and/or policies, as well as, interpreting and executing broader departmental policies.

Plans and prioritizes own daily work schedule and some of the unit's group work activities to ensure that they are performed according to established procedures and/or standards within the department.

Adheres to all Village policies and procedures within the department and as outlined in the Employee Handbook.

Maintains regular attendance and punctuality.

Follows all Village safety regulations, policies and procedures. Reports all unsafe conditions and acts to the supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION &/OR EXPERIENCE:

Completion of a Bachelor's Degree in the field of engineering, architecture, construction management, or construction technology, and three (3) to five (5) years of related work experience, preferably in a government setting; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LANGUAGE AND MATHEMATICAL SKILLS

LANGUAGE SKILLS

Ability to read and interpret construction documents including architectural and engineering drawings, plats of survey, and technical manuals related to construction projects and governmental regulations. Ability to write reports, business correspondence, and informational brochures. Ability to frequently and effectively interact with and influence internal and external customers and initiate changes to policies and procedures to eradicate future issues. Ability to analyze and effectively respond to requests for information from staff, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, geometry, and proportions as related to job duties.

REASONING ABILITY

Ability to solve complex problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret and respond to a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must possess and maintain in good standing, a valid Illinois driver's license. Must also have, or obtain a Residential Plans Examiner Certification through the International Code Council (ICC) within twelve (12) months of hire and must obtain two (2) additional International Code Council (ICC) certifications as directed by the appointed Fire Chief within three (3) years of hire from the list below.

- Commercial Plans Examiner,
- Mechanical Plans Examiner,
- Energy Code Plans Examiner,
- Commercial Electrical Inspector,
- Fire Inspector I, and
- Accessibility Code Inspector/ Plans Examiner

May be required to obtain additional certifications not listed above, as directed by the Fire Chief.

OTHER SKILLS AND ABILITIES

Must possess the following skills and abilities:

Possess a thorough working knowledge of spreadsheets, databases and word processing applications such as Microsoft Office software to produce reports for supervisors. New World Systems and FIREHOUSE software knowledge is highly desired by not required.

Requires a thorough knowledge of inspection methods, materials, and practices used in building construction, and identifying defects and violations.

Ability to recognize deviations from building codes, plans and specifications.

Requires the ability to enforce codes and regulations while exhibiting outstanding customer service skills.

Ability to effectively manage multiple projects and deadlines, organize, and prioritize activities related to the proper execution of the essential duties of the position.

Requires knowledge of legal guidelines and procedures related to the essential duties of the position including but not all inclusive: the right of entry, preparing notices of violation, proper formatting for preparing citations for court.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is regularly required to stand, walk, sit, reach with hands and arms, and talk or hear on the phone and in person. The employee is occasionally required to stand for prolonged periods; climb or balance; stoop, kneel, crouch, and/or bend. The employee must occasionally lift and/or move objects to up to 50 pounds. Specific vision abilities

required by this job include prolonged visual concentration, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to electrical currents, heavy machinery, moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, dust, odors, and fumes or airborne particles, low illumination, lighting dimness and brightness, vibrations, poor visibility, extreme cold, extreme heat. The noise level in the work environment varies from moderate to loud.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hpiljobs.org>

Job #05112015

PLAN REVIEWER/PROJECT COORDINATOR

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OUR OFFICE IS LOCATED AT:

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