



## **Village of Arlington Heights**

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

February 27, 2024

### **EMPLOYMENT OPPORTUNITY**

#### **Permit Technician**

Building & Life Safety Department

#### About the Village of Arlington Heights

The Village of Arlington Heights is one of the largest Chicago suburbs and one of the most desirable places to live in the Chicago area. Arlington Heights is a vibrant and progressive community that people are proud to call home. With shopping, businesses, award-winning schools, library, park district, and a hospital—Arlington Heights is a place where young families establish their roots for generations to come.

#### About the Position

The Village of Arlington Heights is seeking a customer service oriented Permit Technician for the Building & Life Safety Department. The Permit Technician will support the Department's goal of ensuring structures in Arlington Heights are safe by supporting the coordination of permit applications, inspections, and licensing verification.

In this role, the Permit Technician will perform a wide range of duties while providing excellent customer service by phone, e-mail, and in-person at the front counter of the Department in Village Hall. The Permit Technician will process and review applications for construction permits for completeness and coordinate all aspects of the review process, including performing rudimentary technical reviews, verifying contractors are properly licensed, and issuing permits. In addition, the Permit Technician will review and process applications for business licenses and certificates of occupancy, and coordinate scheduling of inspections and issuing of certificates.

Successful candidates will have at least a high school diploma, and three years of experience providing excellent customer service in a high-volume environment. Successful candidates will have advanced knowledge of Microsoft Office Suite as well as the ability to learn and use permitting software. Experience in a municipal environment is desirable, but not required. Candidates should hold International Code Council (ICC) Certification as a Permit Technician or have the ability to obtain within one year of hire.

The salary range for this position is \$67,238-\$90,770 with an anticipated hiring range of \$67,238-\$71,007, depending on qualifications and experience. The Permit Technician will work a 37.5 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.

This is an excellent opportunity to join a department which has earned accreditation by the International Accreditation Service for quality, permitting, plan review, inspection and property maintenance code enforcement services. If you are skilled at providing excellent customer service and have knowledge of municipal building ordinances, 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.***