



**PLAN REVIEWER / INSPECTOR
VILLAGE OF ADDISON
COMMUNITY DEVELOPMENT DEPARTMENT**

The Village of Addison, IL (population 43,000) is a strong community with a thriving business district, robust industrial park and well maintained residential community in DuPage County, located in the heart of the western suburbs. The Community Development Department is seeking a plan reviewer/building inspector with high energy and enthusiasm to join a team of dedicated industry leaders in a team oriented work environment.

The plan reviewer / inspector will review residential and commercial construction documents, specifications, and associated materials for compliance with our adopted ICC model building codes and local code amendments. This person must be well versed in The Illinois Energy Conservation Code, International Energy Conservation Code, Illinois Accessibility Code, and the American with Disabilities Act.

With a customer centric focus, the plan reviewer / inspector works closely with residents, business owners, architects, and contractors using the ability to effectively communicate in technical and basic terms with a high level of customer service, focus, and patience. This person also interacts directly with our building inspectors and collaborates with our engineering, zoning, code enforcement, and housing personnel within our department.

Addison's permitting process uses CityView permitting software with an online portal for customers and staff uses Bluebeam as the primary digital markup tool for all plan reviews. Technical knowledge and computer literacy in Microsoft Office and Google Workspace is a must.

The successful applicant will demonstrate a strong knowledge of reading construction documents and thorough understanding of mechanical systems, electrical services, power and lighting distribution, framing systems, and foundation systems. The plan reviewer / inspector must possess a significant comprehension of use group and occupancy classification in structures, types of construction, means of egress, and fire protection systems.

An associate's degree in Engineering, Architecture or Construction Management with four to six years' experience in building design and construction is required, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. The selected candidate must have a minimum of three ICC certifications as a Plans Examiner and/or Building Inspector, or the ability to obtain these certifications within the first two years of employment.

The plan reviewer / inspector is a full-time, non-union, non-exempt position. The salary range is **\$80,035 - \$110,788**. The Village of Addison has a comprehensive benefits package including full medical, HSA and PPO accounts, dental and life insurance; pension; paid vacation, holidays, personal and sick leave. Deferred compensation plans and dedicated financial planning assistance.