

VILLAGE OF SCHAUMBURG

Human Resources Department

101 Schaumburg Court

Schaumburg, IL 60193

<http://www.schaumburg.com/>

The Village of Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois. Of special distinction, the village was recently named one of the "Top Ten Best Places to Live" by Money Magazine, is ranked No. 5 overall in WalletHub's "Best Illinois Cities for Jobs" and, for the fifth year in a row, received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for meeting the highest principles of governmental budgeting.

The village employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:

Plans Examiner (Community Development) with an online application deadline of 03/15/2020 or until 75 applicants have successfully completed the application process.

STARTING PAY RATE: \$30.71 - \$34.73 per hour based on a 40-hour work week. Salary dependent on qualifications. The salary range for this position is \$30.71 - \$46.79. This position is represented by a union; you may refer to the AFSCME collective bargaining agreement available on our website.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

JOB SUMMARY:

This position reviews and approves plans for residential, commercial/industrial construction, and fire systems submitted to the department and which requires a permit for compliance with building codes and ordinances.

To succeed in this role applicants will need to effectively and clearly communicate to a full range of people, inside and outside the organization. We are looking to add a team member capable of finding solutions and processing change efficiently while prioritizing requests and responsibilities with accurateness.

QUALIFICATIONS:

1. Associate's Degree in Architecture, Construction Engineering, or closely related field.
2. A minimum of five (5) years of experience in reading, interpreting, and/or designing drawings and prints, as gained in an office of architecture, builder, or general contractor.
3. International Code Council (ICC) Certifications as identified and required by the Department Director (such as Commercial Plans Examiner, Residential Plans Examiner, Electrical Plans Examiner, Mechanical Plans Examiner, Fire Plans Examiner etc). Current ICC Residential, Commercial, and Fire Plans Examiner Certification is a plus, or a commitment to obtain remaining certifications within one year of employment with the Village.
4. Possession of a valid driver's license.
5. Proficiency in Bluebeam PDF mark-up software is a plus.
6. Proficiency with current computer software systems, including email, calendar programs, electronic plan mark-ups, and other job specific software, and customer service systems preferred or within the first six months of employment.

BENEFITS:

The Village of Schaumburg has a competitive benefit package which includes: flexible benefit Section 125 plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

SELECTION PROCESS:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER