

## **Plan Reviewer / Project Manager**

The Village of Downers Grove provides exceptional service with great employees. If you want to be part of a culture that values the excellence that results from communication, teamwork and innovation, the Village of Downers Grove is for you. The Village's success is built on an internal leadership philosophy that:

- Communication makes us better
- We should be tough on issues but easy on people
- The best ideas can come from everyone and anyone

The Village is accepting applications for a Residential Plan Reviewer / Project Manager to join the Community Development Department. Successful candidates will demonstrate a passion for the work, a positive internal and external customer service attitude, adaptability and an ability to understand and balance competing priorities.

The position would assist the Community Development Department in processing building permits by examining and evaluating construction documents for code compliance and coordinating the related reviews of other departments.

Examples of Major Duties:

- Read and interpret construction drawings and specifications to ensure compliance with applicable codes; primarily for residential structures. Commercial plan review ability a plus.
- Serve as primary coordinator & customer contact for associated reviews from staff of the Zoning, Engineering, Public Works, and Fire Prevention departments.
- Coordinate comments from other departments to compose complete and accurate permit review correspondence to permit applicants.
- Answer questions from homeowners and developers about permit requirements and building codes.
- Conducts site visits to clarify review issues and concerns, perform inspections on rare occasions if needed.
- Completes permit reviews in a consistently low review time while assuring accurate, reasonable, understandable and high quality review content; review time target for first review is 10 business days.
- Track issued permits through inspection process until completion and issuance of certificate of occupancy.
- Provide technical assistance to Village staff, permit applicants, and general public.
- Perform other duties as assigned or required.

The ideal Project Manager candidate will have a bachelor's degree in Architecture, Construction Management or closely related field, two years experience in a municipal building department reviewing construction permits, or a combination of practical construction experience and education which produces the required knowledge, skills, and abilities. Thorough knowledge of

the International Code Council (ICC) collection of codes, Illinois Plumbing, Accessibility, and Energy Codes is required. ICC Certified Plans Examiner accreditation is preferred or ability to attain within 6 months. Must have ability and desire to work in a fast-paced, high volume, demanding environment.

Starting salary DOQ

Excellent Benefits:

- Medical/Dental/Prescription Participation Plan coverage
- Vacation/Sick time
- Paid Holidays
- IMRF Pension

Complete the online application by visiting [www.downers.us](http://www.downers.us), and clicking the *Job Openings* link.  
**Only online applications will be accepted.**

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