



CITY OF PARK RIDGE

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PLANS EXAMINER / INSPECTOR **Full-Time**

The City of Park Ridge's Community Preservation & Development Department seeks qualified applicants for the full-time position of Plans Examiner/Inspector. This position serves as the primary inspector for all construction activities related to Building/Structural and Mechanical/HVAC. Responsibilities also include, but are not limited to: conducting plan reviews for compliance with adopted ICC codes and municipal and zoning ordinances; performing inspections for life safety, structural/framing, mechanical/HVAC and accessibility installations in new construction and remodeling of residential and commercial structures; responding to building-related inquiries and resolving resident complaints.

This position requires frequent interaction with contractors, business owners, homeowners and other departments within the City. Excellent customer service skills are required and a knowledge of local zoning and municipal ordinances is a plus. Familiarity with computers and the ability to learn departmental software (EnerGov, BlueBeam) is necessary.

Minimum qualifications include: H.S. diploma/GED, 3 to 5 years of related experience, valid State Driver's License, and ICC Residential and Commercial Building Inspector certifications or verifiable equivalent level of education, training and experience which provides the required knowledge, skills and training to perform the duties of the position. Typical work hours are Monday through Friday, 7:30 a.m. to 4:00 p.m. Starting annual salary is \$55,992 plus benefits. Position is open until filled.

Application available at <http://www.parkridge.us/government/employment.aspx>
Submit Application for Employment and resume to Human Resources via email at humanresources@parkridge.us or by U.S. mail:

City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

EOE M/F/D/V