



# City of Prospect Heights

Department of Building & Development  
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070  
Office: 847/398-6070 x 211 FAX: 847/590-1854  
[www.prospect-heights.il.us](http://www.prospect-heights.il.us)

## Invitation to Apply: Assistant Director/Plans Examiner

The City of Prospect Heights Building & Development Department welcomes applications for a full-time Assistant Director/Plans Examiner. The purpose of the position is to perform technical plan reviews and inspections of new and existing commercial and residential construction projects to ensure that work complies with the adopted codes, ordinances and standards. The position will require assisting the Director with departmental operation, plan reviews, performing various inspections and patrol the City for violations to the building and zoning codes, ordinances, statutes and property maintenance standards to ensure public safety.

The minimum experience for this position is a high school diploma or equivalent, Minimum of three (3) years' experience (five or more years a plus) as a plans examiner, municipal inspector or an equivalent combination of education and experience applicable to the position. A valid Illinois driver's license is required. A minimum of two ICC certifications are required. (Residential Building and Commercial Inspector or equivalent combination) and must obtain an additional ICC certification within six months from date of hire. This position requires excellent customer service working with internal and external customers. Excellent written and verbal skills as well as a high level of customer service are essential for this position. Additionally, this position will require the ability to work well independently, and as part of a team to meet the timely demands of the Building & Development Department that may include report writing, filing, answering the phones, front counter assistance and to assist the Director of Building & Development as needed.

This is a full-time, exempt salary position with a starting salary range of \$66,389 - \$72,000. The City of Prospect Heights offers a comprehensive and competitive benefits plan which includes: generous contributions to medical, dental, vision, life insurance and the Illinois Municipal Retirement Fund as well as paid vacation, personal, sick and holiday time.

**HOW TO APPLY-** Position is open until filled with review of candidates commencing immediately. Employment applications are available online at [www.prospect-heights.il.us](http://www.prospect-heights.il.us). Completed application documents and resumes should be submitted immediately to:

City Hall c/o Dan Peterson  
8 N. Elmhurst Road  
Prospect Heights, IL 60070

or

emailed to [dpeterson@prospect-heights.org](mailto:dpeterson@prospect-heights.org). Subject Line- Employment

*The City of Prospect Heights is an equal opportunity employer and affords equal opportunity to all applicants without regards to race, color, religion, gender national origin, age disability, veteran status or any other status protected under local, state or federal laws.*