

**The Village of Schiller Park**  
**Community Development Department**

**Permit Technician Opportunity**

**MAJOR RESPONSIBILITIES:** The person in this position examines permit applications and related documents to ensure completeness of submittals; record, track and distribute plans and related documents to other departments as appropriate; prepare and distribute division and departmental correspondence as required, including plan review letters relating to building, electrical, and plumbing codes; prepare periodic reports to assure proper inspection of approved projects; prepare special reports to summarize Village permit and inspection activities; answer inquiries regarding building permit applications, fees, approval processes and code requirements; provide information for procedures related to public hearings to interested parties; issue over-the-counter building permits that do not require review of plans or specifications (i.e., sewer repair, water heaters, furnace and air conditioner emergency replacements); receive and process payments; schedule meetings, inspections (structural, electrical, plumbing) and coordinate inspections with Health, Fire, and Public Works Departments as needed; prepare Certificate of Occupancy forms for ZPD Coordinator's signature with completion of a building project and distribute as necessary; assist in receptionist duties for the department; prepare and process elevator inspections, invoices and certificates; maintain elevator inspection log and payment records; design and maintain databases and computer generated forms as may be required by the Village, including tracking of Contractors' licenses and surety bonds; assist in routing Business License applications through the department; develop and maintain filing systems and detailed record-keeping procedures for all permits issued in the department; and provide assistance to the Community Development Staff as requested.

**REQUIREMENTS:** Education/Experience: High School diploma or GED, three (3) years' experience in an office environment assisting management, including public contact; 2 years' experience in a Community Development department specifically a plus; or any equivalent combination of training and experience that will provide for the successful performance in the position. A current Permit Technician Certificate is also mandatory.

**SKILLS:** Must have outstanding organizational skills, a high degree of accuracy/attention to detail with multi-tasking capabilities, the ability to work independently and prioritize tasks to meet deadlines, and to learn and perform any specialized operations of the department. A high level of integrity in dealing with confidential and sensitive information is essential. The ability to communicate clearly and concisely, both orally and in writing, is key in this position. Must ensure best in class customer service is provided to both internal and external customers. Must have proven skills in using technology, including Microsoft Office Suite and GIS; working knowledge of office procedures; some knowledge of Community Development and building principles and practices, specifically building and zoning codes; ability to understand construction terminology, interpret construction documents, perform cashier duties accurately, and the ability to handle stressful situations.

This is a full-time opportunity with benefits, and an annual starting salary range is \$50,000 DOQ. Please respond with resume, cover letter, and 3 to 4 professional references to Human Resources:

[dschmidt@schillerparkil.us](mailto:dschmidt@schillerparkil.us).