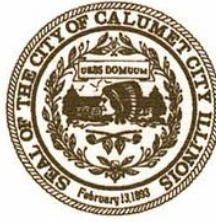


# CALUMET CITY DEPARTMENT OF INSPECTIONAL SERVICES



**Thaddeus M. Jones**  
*Mayor, City of Calumet City*

**Deston Dorchack**  
*Personnel Director*

**Deanne Jaffrey**  
*Chief of Staff & City Administrator*

## OPEN POSITION CODE INSPECTOR – INSPECTIONAL SERVICES

### **JOB SUMMARY**

The Code Inspector is responsible for inspecting new construction and repairs or renovations to existing construction of buildings and structures for compliance with building codes and regulations; as certified, issuing building, plumbing, electrical, and other permits for building projects; evaluating construction plans and materials to be used in construction projects; notifying builders and architects of variances and instances where plans or constructions are not in compliance with City codes or regulations; providing general guidance and information on resolution; following up to ensure that violations are corrected in accordance with codes and regulations; drafting and distributing reports of inspection findings; maintaining records of reports and findings consistent with Department policies; confirming that land usage and construction projects comply with zoning, health, and safety regulations; maintaining knowledge of zoning, health, safety, and building codes and regulations; performing other duties as required including emergency call outs. May participate in trainings, share knowledge with and coordinate with fellow department inspectors to ensure proper workflow of inspections and permit processing; assume leadership role during on-site inspections with fellow department inspectors; provide timely reporting to management to apprise on permit statuses from fellow department inspectors

### **APPLICANT QUALIFICATIONS**

- Extensive knowledge of construction, engineering, and building codes and regulations
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite or related software
- Building inspector certification preferred
- Related inspector experience in municipal or private industry environment required
- Must be physically able to inspect construction sites including walking properties, climbing ladders, and kneeling.
- Must be able to lift up to 25 pounds at a time.
- High School Diploma or equivalent required; Bachelor's degree, or working towards degree in Architecture, Construction, or related field desirable
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at [ddorchack@calumetcity.org](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).

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