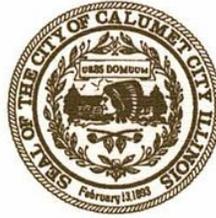


# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



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

**Deston Dorchack**  
*Personnel Director*

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

## OPEN POSITION EMERGENCY SERVICES AND DISASTER AGENCY PATROL OFFICER

### JOB SUMMARY

This position is responsible for performing such emergency and disaster services within the city as shall be prescribed in and by the state emergency services and disaster plan and program prepared by the governor. All emergency services and disaster personnel shall be authorized to issue citations for parking violations and authorize the removal and towing of motor vehicles which impede traffic or otherwise are in violation of the ordinances of the City. It is the vision of the Calumet City Emergency Service & Disaster Agency to provide the City of Calumet City with the most professional service possible while fostering community engagement for the betterment of our future. This is a part time position. Some of the duties of an ESDA officer include, traffic control, pedestrian control, directing parking for City events, directing residents at City Hall, writing reports, issuing citations, assisting all City Departments as needed, conducting mail delivery to all City Buildings, delivering court documents from the Calumet City Police Department to the Markham Court House and any other assignment as needed by the City.

### APPLICANT QUALIFICATIONS

- Experience operating a motor vehicle
- Provide proof of License to Drive
- Sit or stand for long periods of time
- Lift or push heavy objects
- Communicate effectively with others
- High School Diploma or equivalent required
- 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).