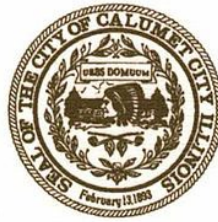


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION DEPUTY COMMISSIONER – PUBLIC WORKS

JOB SUMMARY

This position is responsible for the daily operations of the Public Works Department as needed on a day-to-day basis. The Public Works Department is one who's needs vary depending on the day or time of the year and the Deputy Commissioners work with the Public Works team to ensure the satisfaction of the residents of the City. The Public Works department is responsible for snow removal, mowing of City grass, graffiti removal, maintaining signs on public streets, street sweeping, removal of trees and tree branches on public property, leaf collection, maintenance of miles of sanitary storm or combined sewers, overseeing the televising of sewers as a proactive repair program, overseeing and maintaining pumping stations, and maintaining retention ponds. The Deputy Commissioners report directly to the Commissioner of Public Works, the City Administrator and the Mayor. Deputy Commissioners are expected to be able to manage the attendance of the Public Works employees, provide clear communication about daily and weekly expectations of job duties, drive the streets and alleys of the City to determine needs to be addressed, manage the DIS Work Orders in conjunction with the Building & Zoning Department, train employees as needed, follow up on work done by outside vendors, follow up on work orders, answer and field resident phone calls, and keep the department organized.

APPLICANT QUALIFICATIONS

- Must be able to safely operate heavy equipment and possess or can obtain a valid Class "B" CDL driver's license
- Have knowledge of office and administrative management practices and procedures
- Exceptional communication skills, both verbal and written
- Excellent problem solving and resourcefulness skills
- Ability to manage a large and varied workload with changing and conflicting deadlines
- Have knowledge of occupational hazards along with precautionary measures in vehicle maintenance environment
- High School Diploma or equivalent required
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.

204 Pulaski Road, Calumet City, IL 60409
Office: (708) 891-8113 Fax: (708) 891-0472
ddorchack@calumetcity.org