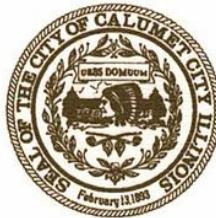


# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



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

**Deston Dorchack**  
*Personnel Director*

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

## OPEN POSITION STREET & ALLEY INSPECTOR – INSPECTORIAL SERVICES

### **JOB SUMMARY**

The Street and Alley Inspector is responsible for inspecting the repair or renovations to city street and alleys for compliance with city codes and regulations including garbage and refuse collection; issuing permits for; notifying foremen 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 permits statuses from fellow department inspectors.

### **APPLICANT QUALIFICATIONS**

- Extensive knowledge of street and alley codes and regulations
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite or related software
- High school diploma or equivalent required; Bachelor's degree preferred
- Related inspector experience in municipal or private industry environment required
- Must be physically able to inspect streets and alleys including walking properties, climbing ladders, and kneeling
- Must be able to lift up to 25 pounds at a time
- 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).