



Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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Pest Control Technician

Field Management | Chicago, IL, United States

Summary:

This is a full-time role that requires performing pest control duties including, but not limited to: * pesticide application * proper mixing of chemicals
* covering rodent holes * placing traps according to safety
* implementing predictive and productive pest control systems and processes to support the achievement of Pangea's business goals and objectives.

Responsibilities:

- * Apply pesticides to resident units according to schedules, safety procedures and label instructions.
- * Cover rodent holes in the interior of resident units as well as the exterior of buildings.
- * Place appropriate traps where necessary.
- * Call residents to confirm scheduled services.
- * Inspect building interior and exteriors regular for signs of infestation.
- * Fill out necessary documents in accordance to our standards and procedures.
- * Use supplies in an efficient and cost-effective manner.
- * Perform regular inspection of the buildings and correct any issues.

Minimum Requirements:

- * Must have own tools necessary to carry out essential job duties.
- * Access to reliable automobile, cell phone, and valid driver's license with insurance.
- * Honest and able to work in a self-directed, fast-paced environment with minimal oversight.
- * Computer literacy and smart phone knowledge a must.
- * Ability to communicate, both oral and written, in the English language.
- * Basic mathematical and reasoning skills are required.
- * Must be flexible on hours and able to work overtime and weekends if necessary.
- * Must possess necessary local and state licenses and certificates.

Physical Requirements:

- * Must be able to stand, walk, perform repetitive hand and wrist motions and forearm rotation constantly.
- * Must be able to stoop/bend, squat, and reach above shoulder frequently.
- * Must be able to twist/turn and push/pull occasionally.
- * Must be able to lift and carry 25 pounds occasionally.

Compensation and Benefits

- * Base pay start's at \$13/hour, depending on experience and skill.
- * Benefits include comprehensive insurance plans: medical, dental, vision, short-term disability, long-term disability, life, and 401(k) with generous company match.

Apply online at <https://www.pangeare.com/careers>

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Property Manager - Chicago

Field Management | Chicago, IL, United States

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 11,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

Qualifications / Minimum Skills to Apply:

- * 2-year Associates degree
- * Demonstrable conflict management and problem solving skills
- * Working knowledge of Microsoft Excel, Word, and mobile communication
- * Access to reliable automobile – REQUIRED
- * Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

Desired Qualifications:

- * Property management a plus, but NOT required; training is provided
- * Experience running/managing a multiple-site retail store/chain
- * Sales or management experience
- * Face-to-face customer service experience

Compensation and Benefits:

- * Base pay depending on experience, starting at \$36,600 annually
- * Gas and phone allowance available for eligible full-time employees
- * Bonus plan has potential to pay up to \$3,000 annually
- * Full benefits available for full-time employees

Apply online at <https://www.pangeare.com/careers>

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Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:
(Job consists of minor repairs in.)

Plumbing
Electrical
Carpentry
Flooring
Concrete/Roofing

Qualifications:

Must have own tools.

Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time . Criminal checks will be run. Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill.
Benefits include health insurance, two weeks' vacation and five sick days per year.
Bonus of up to \$1000 per year depending on performance.
Potential for promotion from within the company.
Periodic training and workshops provided.

Apply online at <https://www.pangeare.com/careers>

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct

- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 8pm
Mon - 6am to 9pm
Tue - 6am to 9pm
Wed - 6am to 9pm
Thu - 6am to 9pm
Fri - 6am to 9pm
Sat - 6am to 9pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=157338&mode=

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Job Title: Student Intern

Agency: Workers Compensation Commission

Closing Date/Time: Wed. 11/25/15 11:59 PM Central Time

Salary: \$1,346.00 - \$2,848.00 monthly

Job Type: Part-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BBR Bid ID#: IWCC-50-15-0026

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the supervision of the manager of the workers compensation insurance compliance division, for a period not to exceed four years while actively enrolled in college, on a full or part time basis performs support work the compliance division which also arguments the student's major Business Management. Participates in training which provides general knowledge of programs philosophies and objectives of state government, the Illinois Workers' Compensation Commission and the Insurance compliance division in particular. Participates in on the job training which provides the intern with practical experience in procedures for verifying insurance coverage for a particular accident date, determines non-compliance period. Corresponds with employers and attorneys regarding non-compliance issues with emphasize on areas related to the area of Business Management. Completes work assignments involving research, analyzes and preparation of reports. Assists investigators in the preparation of case files for informed settlement conference. Assists in preparing case file for hearings before the commission by organizing material sorting evidence and completing necessary documentation. Participates in staff meeting, conference and training seminars which will provide additional awareness of current practice in the area of regulation and enforcement.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience.

Requires the ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and general public.

Work Hours & Location/Agency Contact: Monday through Friday; 8:30 AM - 5:00 PM (Hours may be decreased depending on student's class schedule)

Illinois Worker's Compensation Commission, 100 W Randolph, 8th Flr, Chicago, IL 60601

How to Apply: Send Applications to:

Illinois Worker's Compensation Commission / Human Resource Department

100 W. Randolph Suite 8th Floor, Chicago, Illinois 60601

Faxed copies will not be accepted.

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 8am to 5pm

Tue - 8am to 5pm
Wed - 8am to 5pm

Thu - 8am to 5pm
Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=157679&mode=

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 8am to 5pm
Tue - 8am to 5pm
Wed - 8am to 5pm
Thu - 8am to 5pm
Fri - 8am to 5pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=157678&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Jefferson Park
5035 W Foster Ave
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment. - Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

- Sun - 6am to 7pm
- Mon - 3pm to 7pm
- Tue - 3pm to 7pm
- Wed - 3pm to 7pm
- Thu - 3pm to 8pm
- Fri - 6am to 7pm
- Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=157674&mode=

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Trailer/SRI Specialist

U-Haul Repair Facilities
Park Forest Rers
PARK FOREST, IL

Description:

Inspect and repair single/tandem-axle trailers, tow bars, hitches, and car-top carriers. Repair damaged panels, axles, suspension and associated equipment.

Fabricate trailer fixtures, including surface preparation, cutting of steel/aluminum, welding and painting.

Assess and calculate the cost of repairs for each piece of equipment.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 6am to 5pm

- Tue - 6am to 5pm
- Wed - 6am to 5pm

- Thu - 6am to 5pm
- Fri - 6am to 5pm

- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=160427&mode=

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Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required. Parks and spots equipment as directed.

Accurately records fuel and oil dispensed at service island and bus cleaning.

Custodial and other duties as assigned or required. Empty farebox vaults, take farebox readings.

Responsible for completing all required documents and reports for work performed.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388

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Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. Ability to lift up to 50 pounds and move it 75 yards on a regular basis. Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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Chief Inspector
Location: Arlington Heights
Office: Revenue Services
Department: Technical Services

Job Description:

Under the direction of the Department Manager, Maintenance & Technical Services, responsible for research and developing of technical specifications for fixed route and demand responsive vehicles.

Coordination of manufacture, inspection, delivery and placement in service of same.

Reviews/revised other technical requirements for the on-going inspection and support of 1,200 revenue and non-revenue vehicles.

Supervises staff performing EPA compliant engine re-manufacture and related components, and accident body damage repairs and preventive maintenance repairs.

Qualifications:

Qualified candidate must have a minimum of three (3) years in Project Management with strong background of public transportation maintenance support areas and an Associate's Degree in structural/electrical engineering.

Must show experience in technical writing and supervisory skills.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=727

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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required.

Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Mechanic

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment.

Removes and replaces all units and rebuilds small components. Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

Must be able to work independently and may perform Foreman's duties as needed. Performs duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must possess at least three (3) years previous diesel/gas experience and/or technical training. Must be 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must have a good work history.

Apply online at

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Inventory Controller II

Location: Waukegan

Office: Internal Services

Department: Materials Management

Job Description:

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings, maintaining a clean and organized stockroom, developing and maintaining good written and verbal communications and good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for traveling to various locations for parts pick up on an as needed basis and other duties as assigned.

Qualifications:

Qualified candidate must possess typing/word processing skills equivalent to the level of an Inventory Controller.

One (1) to two (2) years progressively responsible transit experience is required. Having stockroom operations experience is helpful.

Experienced with the Oracle system and proficient in personal computer, word processing and spreadsheets are preferred.

Good verbal and written communications skills are required. Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification.

Must be at least twenty-one (21) years old and possess a valid Illinois Drivers License.

Must be able to work independently and maintain a high level of confidentiality.

Qualified candidate must have a good work history.

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Temporary Sign & Shelter Technician

Location: Melrose Park
Office: External Relations
Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing.

Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting. Must be able to keep good records of work performed and complete work orders.

Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends.

Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=704

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Supervisor/Dispatcher (2)

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Answer ADA calls and assist ADA as needed. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least 5 years or equivalent experience in transportation. Must be at least 21 years of age and have, or be able to obtain a valid Class "B" Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions. Must possess a general knowledge of computer systems with an emphasis on Microsoft Windows applications.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Management experience preferred. Qualified candidate must have a good work history.

Apply online at

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