



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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Contract Buyer I

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Section Manager, Purchasing, responsible for conducting micro, small, and less complex formal procurements which include the purchase of IT Hardware, general administrative and building services, parts, and MRO supplies. Performs price/cost analyses.

Evaluates and edits requisitions, specifications and statements of work in cooperation with the end users to ensure compliance with Pace and FTA/other requirements; determines contract type, develops bid solicitation documents, establishes bidder lists, conducts public bid openings, and tabulates bids according to procedures; determines responsiveness and responsibility and resolves contractual issues.

Is the point of contact for vendors and internal customers (requisitioners) during the procurement process. Other duties as assigned or required. Entry level position, willing to train the right candidate if he/she meets minimum education requirements stated below.

Qualifications:

Qualified candidate must have between 0 to 2 years of purchasing/contracting experience and a Bachelor's degree. A degree in Business or other related discipline preferred. Excellent interpersonal, written and verbal communication skills are required.

Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Corporate level (non-manufacturing) or Government procurement/contracting experience a plus, however, not required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=695

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Contract Carrier Maintenance Specialist

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Department Manager, Maintenance & Technical Services, or designate, responsible for fleet inspections and fleet inspection letters, correspondence letters and monthly reports for Contract Carrier/Paratransit properties.

Provides technical support for these Contract Carrier/Paratransit properties. Responsible for analyzing of warranty and warranty related items from these properties.

Monitors Contract Carriers/Paratransit properties in the day-to-day operation/rules/regulations. Handles all emergency calls and related investigations for these properties, and assists personnel in matters relating to their facilities.

Assists in new bus acceptance and inspections. Assists senior inspectors on engine/transmission related items as well as bus renovation projects and retrofit campaigns.

Assists with matters relating to maintenance in the Vanpool Department. Fills in for the maintenance specialist in his absence. Other duties as assigned.

Qualifications:

Qualified candidate must have 3 to 5 years progressively responsible "hands-on" experience in bus maintenance or a related field.

Extensive, in-depth working knowledge of all diesel coach systems, shop procedures and equipment. Good verbal/written communication skills.

One to three years administrative experience preferred. Must be at least 21 years of age and posses or be able to obtain a valid CDL license along with appropriate endorsements. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=300

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Job Title Electrical Worker

Location Skokie, IL, US

Job Type Full - Time Temporary

Department Bus/Rail Maintenance

Position Summary

SALARY TARGET: \$41.80 PER HOUR

THIS IS A FULL-TIME TEMPORARY POSITION WITH AN ANTICIPATED END DATE AT ANYTIME. Performs various duties relative to the repair of electrical and electronic components in buses and rail vehicle equipment.

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Must pass applicable tests. Must pass a physical examination and perform the physical activities associated with this position.

Minimum of five years of verifiable work experience in a recognized shop, inspecting, testing, repairing and rebuilding electrical and/or electronic components and equipment.

PHYSICAL REQUIREMENTS: Required to lift, carry and maneuver material weighing up to 50 pounds. Must have good eyesight and distinguish colors.

KNOWLEDGE, SKILLS, AND ABILITIES: Must be familiar with the correct tools and machinery used in the repair and maintenance of rail vehicle cars and buses. Required to be competent in the use of small hand and power operated tools and proficient in the use of electrical testing and measuring equipment such as oscilloscopes, function generators, frequency counters and digital multimeters. Must possess a thorough knowledge of electrical and electronic theory.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Asst Conductor / METRA

Qualified applicants must possess at least one of the following requirements to be considered for the assessment/interview process:

High School Diploma or GED and a minimum of two years of train service experience at a railroad; OR 60 college level credit hours from an accredited college or university and must pass a preliminary operating rules assessment; OR Minimum of two years of active Metra employment, with operating rules qualification or minimum of two years of active Metra employment and must pass a preliminary operating rules assessment; OR Minimum of two years of active duty Military service and must pass a preliminary operating rules assessment. Proof of eligibility (college, military or previous experience) AND letters of recommendation must be submitted along with application. No assessments or interviews will be scheduled until all official documentation is received. Must submit a copy of your college transcripts and/or diploma (if applicable); OR Must submit Military DD Form 214 (if applicable); AND Must provide three (3) letters of character and/or work-related letters of recommendation.

The interview process will evaluate the candidate's ability to:

Be a self-starter; able to work independently; and have an excellent work record;

Be on 24-hour call (which includes working any District or shift within the Metra region which could require traveling long distances with two (2) hours notice); and

Deliver excellent customer service with detail to handling cash transactions.

Selected applicants will be assigned to a training course of approximately twelve (12) weeks. Successful completion of the training course is mandatory in order to work as an Assistant Conductor. Failure to complete the course could result in termination of employment with Metra.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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Cash Applications Assistant [Buffalo Grove, IL]

PrimeSource

PRIMARY RESPONSIBILITIES

Process insurance remittances

Prepare mailing of HCFA's for secondary insurance

Respond to incoming calls from patients, client facilities and field associates

Maintain facility information; update as necessary and communicate changes to the appropriate party

Maintain insurance information; update as necessary and communicate changes to the appropriate party

Provide supervisor with timely reports on month end and other reporting requirements as requested

QUALIFICATIONS

High school diploma; Associate's degree preferred

1 to 2 years customer service experience in a production driven environment

Experience in medical billing posting

The Benefits Of Working With The Leader

The PrimeSource Corporate Office is located in Buffalo Grove, IL with easy access to I-94, I-294, and 41 as well as two Metra train stations. Our location features several restaurants and shopping locations within walking distance.

PRIMESOURCE OFFERS AN EXCELLENT BENEFITS PACKAGE FOR FULL-TIME ASSOCIATES, WHICH INCLUDES:

3 Humana PPO Health Plan options; Traditional

Health Savings Accounts; Health Reimbursement Accounts

Dental Insurance; Vision Discount Program

Eyeglasses and contact lenses at cost; 401K with matching contributions and immediate vesting; 7 paid holidays; 10 vacation days each year for the first five years

5 personal days; Time off for bereavement and jury duty

Flex Spending; Medical; Dependent Care; Travel

Company-paid life insurance policy; Company-paid Short Term Disability

Long-term disability available; Employee Assistance Program

How To Apply

To apply for this position, send your resume to Vincent Smith, vsmith@pshcs.com. Use "Cash Applications Assistant" as your subject line. In the body of the email, include salary requirements and your most recent rate of pay. If you do not have a resume, you can submit an online application, or [download a pdf application](#) to fax back to us at 847-267-9447.

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Job Title: Receptionist

Company: Restaurant Depot

Job Type: Full-time, Part-time

Hours Not Specified

Location: 1030 W Division St

Chicago, IL 60622

Position Summary: Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, as well as additional clerical duties

Essential Functions:

Answers the telephone and directs the caller to the appropriate associate. Transfers a caller to an associate's voice mailbox when the associate is unavailable.

Greets and directs visitors. Confirms membership, issues temporary membership cards, and occasionally process new memberships on computer. Takes and retrieves messages for various personnel. Provides callers with information such as company address, directions to the company location, company fax numbers, company website, and other related information. Receives, sorts and forwards incoming mail. Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.). May also assist with other related clerical duties such as photocopying, faxing, filing and collating.

Other Responsibilities: Performs other work-related duties as required and assigned.

Education, Experience and Skills Required:

High School Diploma or GED, OR

Any appropriate combination of education and experience.

Ability to communicate effectively

Commitment to company values and strong customer orientation.

Work Environment:

For the most part the ambient will be room temperature, lighting and traditional office equipment as found in a typical office environment.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=22755454&oq=receptionist&item=5&searchid=ccec00b3-b9c9-db74-5fed-d676d6d9c094&src=title>

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TITLE: Mission Near Space Camp Counselor

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

Summer Camp Counselor-Mission Near Space (A temporary part-time position)
The Adler Planetarium, (Chicago, IL) is seeking a Summer Camp Counselor to assist Senior Camp Staff and Instructors with operations of the Adler Planetarium's Summer Camps. Mandatory training will take place on Saturday April 18th and May 23rd. Camps will run from June 15th-June 19th; June 22nd-26th; July 27th-31st; and August 3rd-August 8th.

Duties and Responsibilities:

Keep summer campers engaged from sign in to sign out
Work with Summer Camp Instructors, Volunteers, and teen interns to implement a successful camp schedule and successful experience for 6th-10th grade campers.
Assist Instructor in the safety and behavior of campers during indoor and outdoor activities. Help campers complete fun, educational activities. Encourage campers to participate fully in activities. Provide individual attention to campers in need
Assist in camp drop-off and pick-up procedure by greeting parents and campers.
Checking in and checking out campers and keeping campers engaged in games while waiting. Assist in set up and break down of all camp materials and activities.

Education and Experience:

Must be at least 16 years old and in high school or beyond with a strong interest in education, astronomy, technology or science
Currently enrolled college students with a science background preferred
Must have experience working with children or camp groups
Must work well in a team setting and work well with and be able to manage children
Must be able to lift and move boxes of supplies up several flights of stairs
Must be able to transition work environment from classroom, exhibits and outside

REQ NUMBER EDU-15-00002

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://www.appone.com/MainInfoReq.asp?R_ID=1002122&B_ID=91&fid=1&Adid=&sbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

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TITLE: Summer Camp Counselors

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION: Summer Camp Counselor (A temporary part-time position)
The Adler Planetarium, (Chicago, IL) is seeking 3 Summer Camp Counselors to assist Senior Camp Staff and Instructors with operations of the Adler Planetarium's Summer Camps. Mandatory training will take place on Saturday April 18th and May 23rd. Camps will run from June 1st-June 30th and July 7th -August 1st.

Duties and Responsibilities:

Keep summer campers engaged from sign in to sign out
Work with Summer Camp Instructors, Volunteers, and teen interns to implement a successful camp schedule and successful experience for K-5th grade campers.
Assist Instructor in the safety and behavior of campers during indoor and outdoor activities. Help campers complete fun, educational activities. Encourage campers to participate fully in activities. Provide individual attention to campers in need
Assist in camp drop-off and pick-up procedure by greeting parents and campers.
Checking in and checking out campers and keeping campers engaged in games while waiting.
Assist in set up and break down of all camp materials and activities.

Education and Experience:

Must be at least 16 years old and in high school or beyond with a strong interest in education, astronomy, technology or science
Currently enrolled college students with a science background preferred
Must have experience working with children or camp groups
Must be able to lift and move boxes of supplies up several flights of stairs
Must be able to transition work environment from classroom, exhibits and outside

Equal Opportunity Employer M/F/D/V

REQ NUMBER: EDU-15-00001

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

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TITLE: Human Resources Representative

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

The Adler Planetarium is seeking a Human Resources Representative who will be responsible for processing and maintaining essential employee information in our HRIS system, supervising internal and external hiring, and facilitating the onboarding of new employees.

Responsibilities include:

Process and update employee personnel information in HRIS system. Develop work audit procedures and coordinate the share of data with payroll in order to maintain accurate information between departments. Coordinate employee benefits tracking and maintenance within HR and vendor software systems for enrollment, changes, terminations, and reporting requirements. Supervise full cycle recruiting including training hiring managers and planning and conducting onboarding program. Serve as a resource to managers and staff regarding human resources processes and support. Participate in special projects and initiatives to support human resources department goals.

Qualifications:

Bachelor's Degree and at least 3 years of experience in human resources is required. Demonstrated proficiency with HR, benefits, and recruiting processes. Experience with applicant tracking systems, recruiting, and onboarding processes. Involvement with affirmative action reporting preferred. Must relate well to others, project a friendly demeanor, be welcoming and supportive, and communicate well and appropriately with a variety of people. Demonstrated ability to maintain strictest confidentiality and ethical standards.

FULL-TIME/PART-TIME Full-Time

REQ NUMBER HUM-15-00001

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://www.appone.com/MainInfoReq.asp?R_ID=1016400&B_ID=91&fid=1&Adid=&sbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

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PROGRAM & EVENT COORDIATOR ATHLETICS Job ID: 2055

Closing Date: 04/02/2015

Administrative

Date Posted: 3/20/2015

Location: Central Administration Building

Region: Administration

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt
Salary \$52,475

EEO: Professional

FLSA: Exempt

Apply online at

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Customer Service Aide Job ID: 2045

Closing Date: 04/02/2015

Administrative/Customer Service Aide

Date Posted: 3/19/2015

Location: Maggie Daly Park

THIS POSITION IS BUDGETED FOR UP TO 19 HOURS A WEEK.

Under supervision, is responsible for providing friendly and efficient customer service for all park patrons, and performs related duties as required.

EXAMPLES OF DUTIES:

Supervises the front desk and lobby area of a large park insuring that park rules and policies are being implemented. Greets visitors and serves as an information center for patrons and park users. Explains park programs, schedules and directs individuals to proper program areas. Registers patrons for programs and classes. Maintains records and files for class/program registration, attendance and any information necessary for park management. Answers the telephone in a kind, professional manner. Directs calls to appropriate person and takes messages for staff involved in class/program service delivery. Conducts tours of the facility.

MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Graduation from High School, or, an equivalent GED, or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively. Well developed social and telephone skills. Customer service and the ability to relate well with others at all times while on duty. Ability to learn and accurately convey program and related information. Ability to use common sense and discretion.

2015 Salary: \$9.05/per hour

Apply online at

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Intern (Seasonal) - Movies in the Park Job ID: 2018

Closing Date: 04/05/2015

Administrative/Intern (H)

Date Posted: 3/9/2015

Location: Central Administration - CULTURE ARTS NATURE

Level: 2601

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES:

Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$15.12 / hour

Career Service EEO: Administrative Support FLSA: Non-Exempt

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Program & Event Coordinator (Seasonal) - Movies in the Parks Job ID: 2019

Closing Date: 04/05/2015

Cultural/Program & Event Coordinator (H)

Date Posted: 3/9/2015

Location: Central Administration - CULTURE ARTS NATURE

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Salary \$18.00 / Hourly

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Apply online at

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2037

Closing Date: 03/31/2015

Custodial/Attendant (H)

Date Posted: 3/17/2015

Location: Haines Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 15 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt Salary: \$14.13 per hour

Apply online at

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2039

Closing Date: 03/31/2015

Custodial/Attendant (H)

Date Posted: 3/17/2015

Location: Leclaire/Hearst Community Center

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 25 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

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Recreation Leader (H) YEAR ROUND Job ID: 2051

Closing Date: 04/02/2015

Recreation/Recreation Leader

Date Posted: 3/19/2015

Location: Maggie Daly Park

(YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

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Shallow Water Attendant (Summer Seasonal) Job ID: 1929

Closing Date: 04/29/2015

Seasonal Only/Shallow Water Attendant (S)

Location: Community Recreation - Aquatics

Region: Districtwide

Be sure to review the Chicago Park District Lifeguard Process!

CHARACTERISTICS OF THE CLASS: Under immediate supervision, ensures the safety and supervision of swimmers at Park District water playgrounds and mini pools with a depth of four feet or less. Performs related duties as required.

EXAMPLES OF DUTIES: Guards mini pool area or water playground area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding mini pool and water playground activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and water playground areas clean, safe and attractive.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of at least one year of High School is recommended.

Certification Requirements:

American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water Attendant certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent; American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention. Ability to pass physical skills test required.

SEIU-Local 73 Career Service
2015 SALARY: \$10.75 per hour

EEO: Protective Service FLSA: Non-Exempt

Apply online at

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Job Title Manager, Maintenance - Rail

Location Rosemont, IL, US
Job Type Full - Time Permanent
Department Rail Maintenance

Position Summary: SALARY TARGET IS \$80,509. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Manages and implements required rail fleet maintenance to provide reliable service. Oversees and monitors programs and objectives to ensure rail cars are properly repaired, maintained, and serviced.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree or a combination of education and experience relating to areas of responsibility, or equivalent military experience. 2+ years experience in vehicle maintenance, servicing, or repair. Maintenance of rail car experience preferred. Prior supervisory experience preferred. 3+ years of transit operations experience, preferred. Position is on call 24-hours a day, 7-days a week for emergencies and to supplement normal maintenance effort when required by weather or another emergency condition. Must be able to pass Rail Safety certification.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have knowledge of environmental safety, chemicals, and waste. Must have knowledge of various trade contracts and unions. Thorough knowledge and understanding of the scope and types of repairs, inspection, cleaning and maintenance performed at the rail terminal level required. Experience in interviewing employees regarding accidents, complaints, grievances and/or disciplinary actions. Must be organized and detail oriented. Proficient in basic computer operations and word processing, spreadsheet, presentation and database software.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Executive Receptionist - DIS0000549

The Executive Receptionist supports the handling of confidential, high level administrative and executive tasks that involve effective communication and interaction with executive level employees. The Executive Receptionist must have a strong professional demeanor and must be reliable and trustworthy. This individual is expected to carry out all of the duties of the position in a manner consistent with the mission, strategic plan, and goals of City Colleges of Chicago.

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Qualifications •Bachelor's degree or equivalent combination of education and/or experience required. •Five years progressive business/office experience which includes administrative duties; researching and writing reports and other correspondence; and verbally disseminating information. •Extensive computer and software skills, including MS Office suite. Must be able to adapt to computer and software changes as the District continues to upgrade automation. •Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail. •Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment. •Must be self-directed and able to prioritize assignments. Must be able to meet assignment deadlines. •High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

Chicago residency is required for all full-time employees within six months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Office/Administrative Support
Primary Location: District Office
Employee Type: Full Time | Regular
Job Posting: Mar 20, 2015, 10:20:47 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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