



SALES ASSISTANT

Ref#: 22509

CBS Business Unit: CBS Television Stations

Job Type: Full-Time Staff

Job Schedule: Full-Time

Job Location: Chicago, IL, US

Description:

CBS Television Stations is seeking a bright, energetic and motivated self-starter to be a Sales Assistant supporting our Dallas National Sales office.

Duties include pulling daily reports, handling order and revision input, TV station/agency relations and supporting the sales effort in its entirety.

Qualifications:

Minimum of one year prior broadcast sales experience preferred.

College degree in Sales/Marketing preferred.

Sophisticated knowledge of MS Office is essential (including Excel, Word and Power Point).

Strong writing, telephone, interpersonal and organizational skills, with strong attention to detail.

Must be able to interact with clients, account executives and management with poise and professionalism.

EEO Statement:

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvs Careers/JobDetail/Sales-Assistant/2759>

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PER DIEM NEWSWRITER/PRODUCER

Ref#: 20796

CBS Business Unit: CBS Television Stations

Job Type: Temporary / Per Diem / Freelance

Job Schedule: Part-Time

Job Location: Chicago, IL, US

Description:

PURPOSE OF POSITION:

Write news copy for anchors, under direction of newscast producer.

PRIMARY ACCOUNTABILITIES:

Work under extreme deadline pressure to create and write factual updated and compelling news copy that is compliant with news strategies.

Screen and edit from both linear and non-linear services to select relevant and engaging pictures and sound.

Work closely with reporters and video editors to produce story coverage, with an eye toward keeping the story both clear and succinct and compliant with news strategies.

Work closely with photographers in the field on breaking news and special assignments.

Support overall quality of the newscast with a keen eye for detail, including spelling, fact checking, balance and fairness.

Conceive, create or order graphics to support news copy.

Vacation-relief show producing duties.

CORE COMPETENCIES:

Results-Oriented and Innovative

Ability to write and edit broadcast copy

Newscast producing skills

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Three years' experience as a news writer or producer, preferably in a top 20 market.

Bachelor's degree in journalism or similar field.

Preferred:

Familiarity with Chicago area, desirable.

Experience with non-linear editing, a plus.

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscares/JobDetail/Per-Diem-NewsWriter-Producer/1027>

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**Program & Event Facilitator (Burnham Wildlife Corridor Community Liaison)
Job ID: 2211**

Closing Date: 07/29/2015

Cultural/Program & Event Facilitator

Date Posted: 7/15/2015

Location: Central Administration - CULTURE ARTS NATURE
(part time / temporary)

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. Plans and executes after-school programming, summer field trips and festivals. Coordinates staffing assignments and the delivery of supplies. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Natural Resources, Environmental Education or Outreach, or a related field, supplemented by three (3) years of experience in event planning, community engagement, or an equivalent combination of training and experience is required. Training in informal science education practices or demonstrated experience in informal science education settings preferred.

Knowledge, Skills and Abilities: Knowledge of education and curriculum design principles. Knowledge of local ecosystems. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills. Driver's license preferred. Excellent verbal and written communication skills in both English and Spanish preferred.

Career Service: Exempt EEO: Professional

FLSA: Exempt

Expected Schedule: approximately 20 hours per week

Expected Salary Offer: \$17.55 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Job Title: Manager, Maintenance - Rail

Location Skokie, IL, US

Job Type Full - Time Permanent

Department Rail Maintenance

SALARY TARGET IS \$81,918.91. 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.

PHYSICAL REQUIREMENTS: Must be able to traverse steps, ladders, and pits, lift a minimum of fifty pounds, and function in areas where hazardous conditions may be present. . Must be able to work various shifts and hours, sometimes without relief.

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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ACTIVITY ASSISTANT

Facility Presence Saint Joseph Hospital - Chicago
Department SKILLED NURSING UNIT
Schedule Casual/ Part-time (no benefits)
Shift Day shift
Hours 8 hours per week
Location Chicago, IL
Req Number 140873

Job Details Assist the Director of Activities in planning and implementing a program of activities for the residents.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Must possess exceptional communication and interpersonal skills

Education and/or Experience

Minimum high school diploma or GED.
Ability to read, write, speak and understand English.
Ability to lead programs and to encourage resident attendance.
Familiarity with crafts, games and the interests of the resident population.
Ability to be flexible with work schedule when needed.

Computer Skills

PC proficient (Word, Excel, Access, PowerPoint, Outlook, etc.)

Resurrection Health ;Presence Saint Joseph hospital - Chicago : SKILLED NURSING UNIT

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033345>

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Job Title: Accountant - Rush University

Department: RUO Academic Support

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1513

Position Highlights:

This position is responsible and accountable for development, maintenance, and execution of the Student Account Receivable module of the Student Financial Affairs system in conjunction with the University Financial Aid system and performs a critical role in communicating and delivering services to the student body.

Ensures accurate recording of all student accounting activity including collection of all accounts receivables.

Ensures accurate and timely reporting to Federal and State agencies.

Actively participates in University programs including student orientation, university committees and other student related programs.

Position Qualifications Include:

BS in Accounting/Finance

Two years of experience highly desired

Understanding of basic Federal Financial Aid rules is a plus

Excellent Customer Service and interpersonal skills required

Proficient in MS Word, Excel and Outlook

Knowledge of Student Receivable systems, a plus

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150716091204&

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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 7pm
Mon - 6am to 2pm
Tue - 8am to 3pm
Wed - 8am to 3pm
Thu - 8am to 3pm
Fri - 2pm to 8pm
Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154761&mode=

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Storage Facility Housekeeper

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

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 7pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 2pm to 7pm

Thu - 2pm to 7pm

Fri - 2pm to 7pm

Sat - 8am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154760&mode=

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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://www.pacebus.com/sub/about/employment.asp>

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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=154763&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description: Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

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

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

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
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.

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 1pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - NA

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=153963&mode=

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Reservation Manager

U-Haul Regional Marketing Offices
UHC of Chicago Western Suburbs
1282 N Lake St
AURORA , IL

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records. Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 7am to 7pm

Tue - 7am to 7pm
Wed - 7am to 7pm

Thu - 7am to 7pm
Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148853&mode=

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Body Person

Location: Melrose Park
Office: Revenue Services
Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment. Performs welding on various metals.

Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations.

Maintains necessary paperwork required for tracking paint and solvent usage. 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 be 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment.

Qualified candidate must have the necessary tools to perform the duties of the position. Must be able to work independently with little or no supervision. The performance of these duties may be required at any time of day and night, any night and day of the week. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=549

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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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Bus Supervisor

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, responsible for supervising all field operations which include investigating accidents, passenger incidents, vehicle breakdowns and monitoring the performance of Bus Operators.

Conducts continuous checks on schedules, routes, passenger loads and boarding, road conditions, and adherence to Company rules and schedules by Bus Operators.

Assists and instructs Bus Operators on maintaining service in emergency situations. Performs Dispatch duties as needed. 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 have a minimum of three (3) years experience in transportation.

Must be at least 21 years of age and have a valid Illinois Commercial Driver's License (CDL) Class B or equivalent, extensive knowledge of transit system, supervisory ability, excellent written and verbal communication skills, and ability to make quick, accurate decisions.

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

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=208

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Capital Construction Project Mgr.- Electrical Engr

Location: Arlington Heights

Office: Internal Services

Department: Capital Financing & Infrastructure

Job Description:

Under the direction of the Section Manager, Design and Construction, responsibilities include: managing architectural and engineering professional services contracts and construction contracts; writing task order project scopes for solicitation of architectural and engineering professional services; reviewing and negotiating professional services fee proposals; managing project documentation and contractual responsibilities during pre-design, design, construction, and warranty periods; performing quality assurance/quality control reviews for architectural and engineering design submittals; writing construction documents for bid letting for construction; inspecting construction contract work in the field and ensuring that project is constructed in accordance with detailed plans and specifications; reviewing and negotiating contractor change order proposals; performing all close-out tasks associated with the completion of all architectural and engineering services and construction contract work on projects assigned.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Electrical Engineering and must be a licensed Professional Engineer with 7-10 years of design and construction inspection experience.

Candidate must possess knowledge of building and site lighting, power and stand-by power, fire alarm, security, and data cabling systems for office and Industrial/bus garage environments.

Must be proficient in Word, Excel, and AutoCAD2013. LEED Certification and building systems commissioning expertise are a plus.

Most work is performed in a normal office environment, but must have the ability to maneuver on a construction site.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=673

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Coordinator of Public Outreach

Location: Arlington Heights

Office: External Relations

Department: Marketing & Communications

Job Description:

Under the direction of the Department Manager, Marketing, or designate, responsible for the coordination and implementation of Pace's customer-facing outreach.

Sets up speaking engagements with organizations across the six-county region.

Develops and executes messaging and presentations.

Coordinates production and delivery of promotional materials.

Liases with Pace's outreach contractors. Other duties as assigned.

Qualifications:

Qualified candidate must have a Bachelor's Degree or equivalent and a minimum of two years' experience in customer service or external outreach.

Understanding of northeastern Illinois' public transit system a plus.

Computer skills including Microsoft Office required.

Must possess excellent organization skills including writing, oral and interpersonal skills. Must have a good work history and a valid driver's license.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=710

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Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

Utility Person

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed. Responsible for completing all required documents and reports for work performed. May make service calls. Other duties as 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 possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements. Must have a good work history and a record of safe driving (5 years). Must have knowledge of the service area and the ability to operate all Pace equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=100

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Foreman

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required.

Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs.

Other duties as assigned.

Qualifications:

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.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age. Class A CDL and A/C certifications required.

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

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