



### **Building Attendant**

Location: Chicago, IL

Department: Housekeeping

2 Part-Time Positions, 24 hours per week

#### Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor. Two part-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

#### Job Duties

Responsibilities include, but are not limited to the following:

Vacuuming

Damp wiping

Sanitizing bathroom fixtures

Mopping floors

Special project work as assigned

Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

#### Qualifications

The ideal candidate will possess the following qualifications:

High school diploma or equivalent

Previous housekeeping/janitorial experience strongly preferred

Ability to lift at least 50 pounds

Ability to stand and walk for long periods of time

Ability to bend and reach

Ability to follow verbal and written instructions

Ability and experience using various tools, products, and equipment

Ability to work independently and on team

Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

Apply online at <http://www.fieldmuseum.org/about/careers>

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**Job Title: Administrative Assistant**

Department: Corporate Giving and Sponsorship

Status: Full Time

**Responsibilities:**

The Administrative Assistant reports to the Director of Corporate Giving and Sponsorship. This individual provides departmental support with responsibilities that include, but are not limited to, the following:

Manage departmental calendars and schedule appointments for team as needed.

Produce and maintain financial spreadsheets, project reports and presentation documents. Read and route incoming mail.

Answer and screen incoming calls, and respond or direct to others as appropriate.

Receive and accurately process philanthropic/sponsorship gifts and prepare acknowledgement letters.

Draft and/or finalize correspondence, reports and other complex documents.

Support the Corporate Membership Program's benefit fulfillment and solicitation activities. Assist with prospect research; compile and prepare reports.

Organize and maintain department file systems, including electronic records in the Raiser's Edge database. Maintain departmental budgets.

Manage purchase order process; prepare and process invoices and expense reports.

Maintain department operations by receiving and distributing communications.

Maintain supplies and equipment; pickup and deliver items.

Arrange travel plans and itineraries; prepare meeting briefs as requested.

Act as a liaison with other departments and outside vendors as needed.

Assist with special events. Perform other administrative duties as assigned.

**Qualifications:**

Bachelor's degree from four-year college or university; five years of related experience and/or training; or equivalent combination of education and experience. Experience in a non-profit setting preferred. Knowledge of Blackbaud Raiser's Edge fundraising software preferred. Familiarity with grant and proposal preparation and writing, including online applications. Excellent verbal and written communication skills, including superior composition, typing and proofreading skills. Excellent planning and organizational talent. Ability to work as part of a team as well as independently. Knowledge of Microsoft Windows, Word, Excel, PowerPoint and Outlook. Ability to interact in a courteous and productive manner with all levels of staff and volunteers.

Ability to work with confidential information in a professional and ethical manner.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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**Job Title: Facilitator 1**

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications:

One year of college or 1-2 years' related or relevant experience.  
Ability to learn and teach exhibit content in a museum environment.  
Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner.  
Exceptional public speaking skills. Ability to learn math and science content.  
Ability to learn and engage guests with science content.  
Ability to anticipate guests' needs and solve guest issues.  
Positive attitude required: enjoy working with people in a fun, educational atmosphere.  
Ability to talk and engage guests for long periods of time.  
Ability to handle several activities at one time.  
Must be able and willing to work weekends and holidays, and some evenings.  
Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.  
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**Job Title: Maintenance Technician III (Electrician)**

Department: Facilities

Status: Full Time

The Electrician is involved in the installation of new electrical components and the maintenance and repair of existing electrical infrastructure. This individual also plans layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment by performing the duties described below. The Electrician should be a tradesman specializing in the electrical wiring of the buildings, stationary machines and related electrical equipment. Use of the 360 Maintenance Management Systems is required.

Responsibilities( include, but are not limited to, the following): Diagnose malfunctioning systems, apparatus and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Connect wires to circuit breakers, transformers or other components. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices to ensure compatibility and safety of system. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. Prepare sketches or follow blueprints to determine the location of wiring and equipment, and to ensure conformance to building and safety codes. Install ground leads and connect power cables to equipment, such as motors. Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment. Work from ladders, scaffolds, motorized lifts and roofs to install, maintain or repair electrical wiring, equipment and fixtures. Perform preventative maintenance on electrical equipment. Install lighting and lighting track. Install and dismantles permanent and temporary exhibits.

**Qualifications:**

Associate's degree or equivalent from two-year college or technical school, and five years of related experience and/or training; or equivalent combination of education and experience. Technical certification or apprenticeship in electrical installation and maintenance. Minimum of five years' experience with the installation and maintenance of high and low voltage. Experience with security, fire protection, telephone and communication systems are desired. Some computer skills are required. Ability to troubleshoot problems is required. Candidate shall possess effective interpersonal skills.

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## **Office Manager (Job Number: 150001Y8)**

### Description

The Chicago Public Schools (CPS) has set ambitious goals to ensure that every child—in every school and every neighborhood—has access to a world-class learning experience from birth, resulting in graduation from high school college- and career-ready.

The person will be responsible for the day-to-day operation of the Office of Early Childhood Education. Maintain accurate and efficient maintenance of schedules and correspondence for Chief Officer and other administrative team members. Interact as liaison with governmental agencies, other CPS offices, department heads, outside agencies, community representatives, schools and parents. Possess a thorough knowledge of CPS policies and procedures. The Office Manager will organize the complexity of duties to the Chief Officer and other administrative team members in the Office of Early Childhood Education and ensure efficient operation of office.

### Key Responsibilities:

Prioritize administrators' requests for clerical assistance; assign and supervise work of secretarial, clerical and intern support staff.

Coordinate efforts for all coordinated events of the Office of Early Childhood Education Review, approve and coordinate all office purchases via Oracle system.

Ensure proper maintenance, operation and servicing of all office equipment.

In order to be successful and achieve the above responsibilities, the Office Manager must possess the following qualifications:

### Type of Education Required:

Graduation High School, Associates Degree or beyond preferred

### Type of Experience and Number of Years:

Experience working consultatively and collaboratively with a team of professionals.

Experience managing multiple tasks at once in a fast-paced environment.

3+ work related experience preferred

### Knowledge, Skills, and Abilities:

Ability to work as a team player. Ability to direct, problem solve, develop and delegate as situations dictate. Ability to communicate effectively, both verbally and in writing with all stakeholders. Ability to use a range or technology and tools, including but not limited to IMPACT, Microsoft, COPA and Google.

Ability to work independently as well as to function effectively and collaboratively in a team environment.

Excellent organizational skills and ability to effectively multi-task.

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## **Part Time Seasonal Position (Job Number: 140000PY)**

### Description

#### Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

#### Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

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**Factor Custodial Worker (Job Number: 1500023R)**

Central-42 West Madison Street (City Wide Facility Ops & Maint)

**Job Description:** Under supervision, performs extensive cleaning and professional custodial duties in the maintenance of the interior and exterior of Chicago Public Schools' buildings and facilities; either with a roving custodial crew, or at a facility under 30, 000 square feet, and performs related duties as required.

**Essential Functions:** Cleans, sweeps, mops, and scrubs floor inside and outside of classrooms, offices, stairways, corridors, and lobbies; strips, re-waxes, and buffs floors using heavy duty electric scrubbers and polisher; vacuums and shampoos all carpeted areas with vacuum equipment; cleans and disinfectants and chemical solutions; refills toilet paper, hand soap and paper towel dispensers in lavatories; cleans, dusts, and polishes all types of surfaces and furniture in classrooms, offices, and all other areas of the school building; damp wipes surfaces of chalkboards; empties ash trays, waste baskets, and other refuse containers to dispose of trash; lifts and moves furniture, office equipment, and draperies; places boxes and office equipment in storage areas; cleans the interior and street-level exterior surface of windows; shovels snow and spreads salt either manually or with snow blower equipment; operates power equipment or and stores hoses in proper manner; cleans and stores equipment and supplies after each use' uploads and stores cleaning supplies; removes litter and debris from building floors and external property grounds; operates refuse compactor, raises and lowers flags at appropriate times; removes graffiti markings from walls and other surfaces; sets up tables and chairs in auditorium or hall.

**Minimum Qualifications:** At least one full year of custodial work experience; ability and willingness to perform the work, or an equivalent combination of training and experience. Some knowledge of the basic methods of building cleaning and housekeeping and basic grounds and landscape maintenance, knowledge of the proper operation of power driven equipment and hand tools. Ability and willingness to follow oral instructions, ability to perform physical tasks related to custodial work, ability to safely operate power driven equipment and hand tools. Some skill in using power driven tools and equipment.

**Physical Requirements:** Heavy work: Exerting fifty (50) to one hundred (100) pounds of force occasionally, or twenty-five (25) to fifty (50) pounds of force frequently, or ten (10) to twenty (20) pounds of force constantly to move objects. Physical demands include the ability to stoop, bend and crouch; reach, handle and finger objects; ability to see and hear; occasional use of near visual acuity.

**Environmental Conditions:**

Activities occur inside and outside of the building and facilities.

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**Lunchroom Attendant (Lunchroom Services) (Job Number: 1500024N)**  
Central-42 West Madison Street (City Wide Food Services)

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, assists in the preparation and serving of food and the sanitation of food service facilities and equipment; and performs related duties as required.

**ESSENTIAL FUNCTIONS:**

Opens cans and packages, washes, peels, cuts, chops, mixes, weighs and portions ingredients; sets up and restocks steam tables, counters, and canteen; washes pots, pans, trays, dishes, and utensils; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; assists with placing food items in proper storage areas; serves food to customers using proper utensils and in correct portions; follows departmental personal hygiene requirements; operates food service equipment in accordance with established safety practices and policies.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Willingness and ability to perform the duties of the position. Knowledge, Abilities, and Skill.

Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

Ability to follow oral and written instructions.

Basic skill in the use of kitchen utensils and basic food service equipment.

**Physical Requirements. Medium Work:**

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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**Porter (Lunchroom Services) (Job Number: 150001XU)**

Southwest Side-3625 South Hoyne Avenue (Velma Thomas Early Child Ctr)

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, performs manual work duties in and around a Chicago Public Schools lunchroom; and performs related duties as required.

**ESSENTIAL FUNCTIONS:**

Assembles and transports soiled dishes, trays and utensils from dining areas; operates dishwashing machine and replenishes dinnerware items; assists in serving food to customers; fills storeroom requisitions and maintains storeroom in an orderly fashion; rotates stock and lifts and carries bulk commodities to designated areas; sweeps and mops kitchen, serving areas, storerooms, lunchrooms, and lunchroom restrooms and locker areas; washes pots, pans, shelves, tables, and walls; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; scrapes dishes and trays; de-limes dishwashing machines as necessary; empties wastes; follows departmental personal hygiene requirements.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Willingness and ability to perform the duties of the position.

Knowledge, Abilities, and Skill.

Knowledge of basic sanitation principles and practices.

Ability to follow oral and written instructions.

Basic skill in performing sanitation duties.

Physical Requirements.

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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**Cook II (Lunchroom Services)(Job Number: 150001VU)**

South Side-9000 South Exchange Avenue (Arnold Mireles Academy)

**ESSENTIAL FUNCTIONS:** Submits requests for food commodities used in the preparation of a variety of foods, including, soups, sauces, gravies, dressings, vegetables, puddings, meat, fish, fowl, and desserts; prepares foods using a variety of cooking methods, including, baking, basting, blanching, braising, broiling, deep frying, roasting, sautéing, steaming, and stewing; prepares meals with an understanding of minimal loss of nutritional value; prepares food items in accordance with accepted practices and techniques established by the Chicago Public Schools' Department of Food Services, using current menus and recipes as furnished by the department; makes calculations for the purpose of increasing and decreasing recipes; operates food service equipment in accordance with accepted safety practices and policies; weighs, measures, and proportions ingredients; performs a variety of food preparation duties prior to cooking food, including, washing, peeling, cutting, chopping, dicing, mixing, blending, folding, slicing, and breading of food items; maintains sanitation levels in work areas; properly stores fresh and prepared foods; cleans all equipment after usage, including ranges, work tables, counter tops, and cooking utensils; maintains adequate levels of supplies; assists in serving food when necessary; follows departmental personal hygiene requirements.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from high school (or G.E.D. equivalent) supplemented by eighteen months of previous work experience as a cook with large volume cooking responsibility in an institutional setting; or an equivalent combination of training and experience. **Certificate Requirement.** Must possess a valid State Sanitation Certificate within twelve months from date of hire.

**Knowledge, Abilities, and Skill.** Good knowledge of methods used in cooking a variety of foods in large quantities, good knowledge of the cooking characteristics of various food items, good knowledge of basic nutrition principles.

Ability to follow written and oral instructions and to work from recipes, ability to work in a school setting, ability to stand for long periods of time.

Good skill in the application of the principles and techniques of cooking in large quantities, good skill in the care and use of cooking utensils and equipment.

**Physical Requirements.** Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

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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

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## **Insurance Manager**

Location: Arlington Heights

Office: Internal Services

Department: Finance

### Job Description:

Under the direction of the Chief Financial Officer, the Insurance Manager will be responsible for directing, managing, administering and coordinating the Agency's corporate property and casualty insurance needs.

This will include the placement of new and renewal insurance policies, the establishment of insurance requirements for the purchase of goods and services and for developing and maintaining systems to keep current the required evidence of insurance on file throughout the life of all agreements.

This position will also prepare and submit insurance applications, review and interpret the term and conditions of insurance policies, manage policy audits and coordinate insurance company inquiries and inspections.

### Qualifications:

Qualified candidate must have a Bachelor's Degree in Business. In addition, an Associate in General Insurance (AINS) designation or an Associate in Risk Management (ARM) designation is preferred.

Ten years of experience in working with commercial property and casualty insurance and five years experience working with transit risks is preferred.

The candidate must be accurate, detailed oriented and have a good work history.

The candidate must have an intermediate knowledge of Excel and the ability to work independently.

Apply online at

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**Mechanic (2)**

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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## **Mechanic Helper**

Location: Des Plaines

Office: Revenue Services

Department: Maintenance

### Job Description:

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

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

### Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and meet the criteria of Pace's Mechanic Training Program.

Must successfully pass the Air Conditioning Certification. Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Airbrake and Passenger endorsement.

Must successfully pass examination for position and have a good starter set of hand tools for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is 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. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

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**Operation Administrator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:**

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

**Qualifications:**

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

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 and maintain a valid Illinois Driver's License.

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## **Operations Administrator-Compliance**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Project Manager, Regulatory Compliance, this position is responsible for monitoring the Paratransit carriers for compliance with federal, state, and local laws and regulations, as well as Pace contractual requirements.

This position assists in: maintaining the Pace Paratransit vehicle inventory; approving drivers/safety sensitive personnel and maintaining files of all providers' personnel; handling Call-In reports; processing A&I reports; approving vehicles for Pace service; maintaining the fleet replacement plans for Pace and the carriers; assisting with accident investigations and documentation; monitoring of the FTA DOT Drug and Alcohol program implemented by the various contracted carriers and municipalities; including site visits/audits; processing accident damage repairs, including associated capital requests; providing supporting Paratransit daily operations and performing other duties as assigned.

### **Qualifications:**

Qualified candidate must have at least three(3) years operations experience in Paratransit, Mobility Management or equivalent relevant work experience. A Bachelor's Degree, and prior demand response, advance reservation and dispatching experience are preferred.

Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred.

Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills.

Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid driver's license. Must be able to manage traveling by vehicle within the six(6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=552](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=552)

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**P/T Driver/ Clerk**

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications: Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=542](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542)

**CLINICAL AIDE**

Facility Presence Saint Francis Hospital

Department TRANSPORTATION

Schedule Full-time

Shift 8 hour shifts

Hours 7 - 3:30 am

Location Evanston, IL

Req Number 140162

**Job Details**

Provides transportation services of patients and ancillary equipment to and from the Cardiology department. Preferably 1 year of experience in Clinical Aide. High school diploma is preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032859>

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### **Part-time Bus Operators**

Location: Bridgeview

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=6](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=6)

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**Part-Time Servicer (6)**

Location: Markham

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for 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. 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, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

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 be capable of heavy lifting.

This is a safety sensitive position.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=665](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665)

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### **Safety Officer**

Location: Arlington Heights

Office: Revenue Services

Department: Safety

#### **Job Description:**

Under the direction of the Department Manager Safety, Training and Security or Designee performs duties related to the Third Party Certification program, performing all aspects of attaining a CDL. Pre-trip, air brakes, skills and road test at Fox Valley centralized training.

Responsible for Testing and certifying operators and maintenance employees. May be required to do training synopsis on contract carriers and ride checks for bus operators to ensure compliance with Pace Standard Operating Procedures and Defensive Driving.

Assists in the design, preparation and implementation of new safety procedures, programs, requirements and manuals. Recommends and tests new safety material as needed. Other duties as assigned or directed.

#### **Qualifications:**

Qualified candidate must have an Associate's Degree in Public Administration, business or equivalent. Minimum of five (5) years experience in transportation or related experience, including a thorough knowledge of safety, training and operations inclusive of Standard Operating Procedures and Defensive bus driving. Must have possessed a Class "B" CDL with Passenger Endorsement and no air brake restriction for 1 year, have or be able to obtain, a valid Class "A" Commercial Driver's License and a third party certification through the Secretary of State.

Must demonstrate: excellent written and verbal communication skills, the ability to present training material to personnel in both classroom and on the road, problem solving skills, public relations expertise, mathematical proficiency, quick, accurate decision making skills; supervision skills. Computer experience with the emphasis on Microsoft Windows applications. Must be able to work flexible hours and/or days. Must have no preventable accidents 24 month preceding bid application and up until time of job placement. Previous experience Supervisory, training/instructing bus operators and maintenance personnel and knowledge of service area preferred. Must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=711](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=711)

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