



Accounting Technician I

Location: Arlington Heights

Office: Internal Services

Department: Finance

Job Description:

Under the direction of the Supervisor, Accounts Payable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus.

Good communication skills are essential. Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488

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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

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Job Title: Highway Maintainer

Agency: Transportation

Closing Date/Time: Tue. 08/11/15 4:30 PM Central Time

Salary: \$4,640.00 - \$6,187.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 58

Bid ID#: varies

Minimum Requirements: Certified Highway Maintainers working in Local 700 and Local 330 District 1 bargaining units who have not transferred in the past 24 months, and who can be available for emergency call-outs within a 45-minute timeframe.

Work Hours & Location/Agency Contact: Work hours based on Operational needs.

Locations:

- | | |
|---------------------------------|---|
| Oakbrook/DuPage County | District Bridge/Zone 5/Cook County |
| Naperville/DuPage County | Arlington Heights/Zone 5/Cook County |
| Gurnee/Lake County | Harvey/Zone 3/Cook County |
| New Lenox/Will County | Eisenhower/Zone 1/Cook County |
| Elgin Sign Shop/Kane County | Northside Sign Shop/Zone 2/Cook County |
| Woodstock/McHenry County | County |
| Drill Rig Crew/Kane County | Emergency Traffic Patrol/Zone 1/Cook County |
| New Lenox Sign Shop/Will County | County |
| Joliet/Will County | Alsip/Zone 3/Cook County |
| I-55/Will County | Rodenburg/Zone 5/Cook County |
| Grayslake/Lake County | |
| St. Charles/Kane County | Hillside/Zone 4/Cook County |
| Northside/Zone 2/Cook County | Bishop Ford/Zone 3/Cook County |
| Kennedy/Zone 2/Cook County | I-57/Zone3/Cook County |
| Stevenson/Zone 4/Cook County | Dan Ryan/Zone 1/Cook County |
| Northbrook/Zone 5/Cook County | Southside Sign Shop/Zone 3/Cook County |
| Edens/Zone 5/Cook County | County |

How to Apply:

APPLICANTS MUST SUBMIT a Teamster Local 700 and 330 Bid Form for Transfer (PM13E) to: Denise Hamilton, Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 FAX: 217/557-3134 by 4:30 p.m. on the closing date of this posting.

PM 13E can be downloaded from IDOT website: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Job Title: Office Administrator Iv - Opt 1

Agency: Children & Family Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1560024-604814

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as working supervisor to staff engaged in the provision of technical data research and payment/case problem solving, as well as decision making regarding unique and problematic situations; prepares, conducts, and signs performance evaluations; conducts quality assurance review of front line work staff and products; provides problem resolution for issues arising within the unit; serves as liaison with other divisions and external entities.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years of study at a secretarial/business college and two years experience; or completion of high school and four years Office Assistant experience; or four years independent business experience.

Work Hours & Location/Agency Contact: HOURS: 8:30 AM to 5:00 PM Mon through Fri

LOCATION: DCFS , 1911 S Indiana Avenue, Chicago, IL

SUBMIT BIDS TO: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701

Phone: 217-557-7430 Fax: 217-785-0395

Email: april.coats@Illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 – General

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1560028-606139L

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and office support functions; utilizes independent judgment to respond to inquiries requiring in-depth knowledge of programs and procedures; using a personal computer, works independently to determine appropriate DCFS codes and MARS/CYCIS screens; types a variety of complex data, reports, and correspondence, utilizing independent judgment and a knowledge of legal, medical and social terminology.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

HOURS: Monday-Friday 8:30AM-5:00PM.

LOCATION: 1911 S. Indiana Chicago, IL. 60616

CONTACT: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701

Phone: 217-557-7430 Fax: 217-785-0395

Email: april.coats@Illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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Job Title: Residential Care Worker - Opt A

Agency: Human Services

Closing Date/Time: Tue. 08/11/15 11:59 PM Central Time

Salary: \$3,300.00 - \$4,300.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-44-ICRE-91117 & 91118

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, provides the care, treatment and development of physically disabled children at the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R). Trains and monitors students in residence in recreational, occupational and daily living skill activities. Collaborates with supervisory staff as well as other professional staff in making a coordinated and effective program tailored to meet the individualized need of each student. Maintains case documentation and other required reports. Serves as a mandated reporter under the Child Abuse and Neglect Act.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus requires the completion of an agency approved training program or an additional year of the above experience. Requires ability to travel in the community to escort children.

Work Hours & Location/Agency Contact: Shift Varies

Illinois Center for Rehabilitation and Education - Roosevelt

1950 W. Roosevelt Rd., Chicago, IL 60608

Attn: Benjamin Davis 312/433-3147 – Voice 312/433-3056

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option A - Regular

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Job Title: Storekeeper III

Agency: Children & Family Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Bid ID#: 1520024-202320

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Administrator, serves as working supervisor of staff engaged in performing various administrative support functions including property control inventory, central stores, messenger clerk and maintenance of state owned vehicles; authorizes use of state vehicles; monitors equipment inventories; transports and delivers supplies.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of high school and two years supervisory experience in the keeping of stores and stores records; requires possession of a valid appropriate driver's license.

Work Hours & Location/Agency Contact:

Hours: Monday thru Friday from 8:30 to 5:00pm

Location: DCFS , Budget and Finance

Cook Stores, 100 N. Western, Chicago, Illinois

Contact: Teresita Gonzalez

DCFS, 406 E. Monroe, Station #440, Springfield, IL 62701

217-524-4391 Fax: 217-785-1765

Email: Teresita.M.Gonzalez@Illinois.gov

How to Apply: Current State employees seeking a promotion must submit an Official Position Vacancy Bid Form, a CMS 100 Employment Application and a CMS promotional "A" grade for the title or apply for a promotional grade by submitting your CMS 100B Promotional Application to the Department of Central Management Services during the posting period. If bidding on the same title and option, submit Official Position Vacancy Bid Form and CMS 100 Employment Application. If bidding on a vacancy in a different title (lateral or voluntary reduction), you must pre-qualify for that title by submitting a CMS 100 Employment Application along with Official Position Vacancy Bid Form. Official transcripts may be requested of you prior to sending any prequalification. Please send all bid information to above-noted contact person. Failure to comply may result in the applicant's ineligibility.

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Job Title: Social Service Program Planner Iv

Agency: Children & Family Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1560029-609878

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to management approval, coordinates, monitors, and develops the foster care recruitment program for an assigned area, working to ensure the effective implementation of a locally focused, targeted foster home recruitment plan; conducts community presentations to facilitate foster care recruitment; provides information and support to interested families in the foster care licensing process; conducts needs assessments on an ongoing basis; develops a localized resource plan to address identified needs; provides professional assistance to casework staff regarding specialized, problematic service need cases.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Monday-Friday 8:30 AM to 5:00 PM

Location: 800 Roosevelt, Glen Ellyn, IL.

Contact: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701

Phone: 217-557-7430

Fax: 217-785-0395

Email: april.coats@illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Veterinary Consumer Safety Officer

Agency: Agriculture

Closing Date/Time: Fri. 08/07/15 5:00 PM Central Time

Salary: \$4,703.00 - \$6,917.00 monthly

Job Type: Full-Time

Location: Champaign County, Illinois

Number of Vacancies: 1

Plan/BU: RC056

Bid ID#: IDOA 1633

MUST RESIDE IN CHAMPAIGN COUNTY

Minimum Requirements: Requires a degree of Doctor of Veterinary Medicine from a college of Veterinary Medicine and one year of professional experience in the examination, diagnosis, and treatment of animals and poultry for disease and parasite infestation, or the inspection and determination of wholesomeness of meat and poultry. Requires a valid driver's license. Requires thorough knowledge of veterinary medicine with particular reference to infectious and contagious diseases and abnormalities of animals and poultry. Requires ability to travel statewide.

Work Hours & Location/Agency Contact: Bureau of Meat and Poultry Inspection

Champaign County Residency Required at Time of Hire

IDOA Bureau of Human Resources / Cheryl Bluhm

John R. Block Building, State Fairgrounds, Springfield, IL 62794-9281 217/785-5099

How to Apply: QUALIFICATIONS REQUIRED: To be eligible for consideration for this position, an employee must hold certified status or must have held certified status during his or her current period of continuous service. An applicant must be qualified for this position classification through the Department of Central Management Services Competitive Promotional Examination Program. Persons desiring lateral transfer or voluntary reduction are also invited to apply.

HOW TO APPLY: An applicant must submit a Bid Form, a copy of a CMS-100 Employment Application or CMS-100B Promotional Application, and a copy of his or her most recent performance evaluation to the Illinois Department of Agriculture. Personnel Office, State Fairgrounds, P.O. Box 19281, Springfield, IL 62794-9281, (217/782-2172) before the close of business on the final date to apply.

SPECIAL INSTRUCTIONS: To establish eligibility for this position, it is the applicant's responsibility to submit a CMS-100 Employment Application or a CMS-100B Promotional Application to the Department of Central Management Services, Bureau of Personnel, 500 William G. Stratton Building, Springfield, IL 62706, before the close of business on the final date to apply.

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Job Title: Technical Advisor II

Agency: Children & Family Services

Closing Date/Time: Thu. 08/06/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: 1503006-030820

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors and staff.

Minimum Requirements: Requires graduation from recognized law school; requires the possession of a valid license to practice law in Illinois; required travel.

Work Hours & Location/Agency Contact: Hours: Monday-Friday, 8:30am to 5:00pm

Work Location: Office of Legal Services - Juvenile Court

2245 W. Ogden Avenue, 3rd Floor, Chicago, Illinois 60612

Applications and bid forms should be sent to:

Lorne Garrett

Office of Legal Services, 2245 W Ogden Avenue, 3rd Floor, Chicago, IL 60612

Phone: (312) 633-3406 Fax (312) 633-3965

Email: Lorne.Garrett@Illinois.gov

How to Apply:

EMPLOYEES SEEKING PROMOTION MUST: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM OR YOUR BID WILL BE REJECTED.

SPECIAL REQUIREMENTS: All other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card directly to the Agency Contact listed above prior to the end of the posting period.

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Attendant Part-time (Central Region) -YEAR ROUND (REPOST) Job ID: 2225

Closing Date: 08/06/2015

Custodial/Attendant (H)

Date Posted: 7/23/2015

Location: Garfield Park

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

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Job Title Bus Operator
Location Chicago, IL, US
Job Type Part - Time Temporary
Department Bus Operations

Position Summary

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES. Must possess a High School diploma or GED equivalent.

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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Job Title Bus Mechanic

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Position Summary

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent. Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements. Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department. EPA 608 Certification in refrigerant handling and recycling is a plus. ASE Transit Bus or Medium/Heavy Truck Certifications is a plus. Must be willing to accept the job related responsibility and accountability that this position requires.

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

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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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Mechanic - Production Maintenance (Full Time/Rotating Shifts) (51st Street) Chicago, IL

Engineering, Manufacturing, Utilities

Position is responsible for repairing and installing production/manufacturing equipment. Inspects equipment for proper functioning and performs preventative maintenance duties per manufacturer's specifications. Diagnoses equipment malfunctions and makes repairs or adjustments as needed. Must have own hand tools. This position requires continuous work near heat, noise, gas, and chemicals. The position requires frequent lifting, climbing, standing, walking, crouching, squatting, bending and kneeling. The position may require weekend and/or holiday work.

HELPFUL EXPERIENCE:

- Experience with pneumatics/air compression (e.g., valves, cylinders, etc.).
- Experience with hydraulics/liquid compression (e.g., valves, cylinders, etc.).
- Experience with basic electrical systems (e.g., starters, fuses, contacts, relays).
- Experience with mechanical systems (e.g., gear boxes, chains, sprockets, motors, seals, bearings, etc.).
- Experience with kinematics (e.g., line speed/socket size ratios, etc.).
- Experience with PLC (e.g., industrial maintenance, computer control systems, etc.).
- Experience with electronics (e.g., level probes, flow meters, drives/VFDs, etc.).
- Experience with SERVO (e.g., intelligent/robotic motors, in-coders, etc.).
- Experience with troubleshooting (e.g., diagnostics, problem solving, etc.).
- Experience with schematics (e.g., electrical blueprints with switches, starters, maps, relays, fuses, etc.).
- Experience with product manuals (e.g., reading and applying knowledge to make repairs).
- Experience with compressors/ammonia systems (e.g., refrigeration systems).
- Experience with pumps (e.g., troubleshooting, replacing seals/motors, understanding specs, etc.).
- Experience with GOOD MANUFACTURING PRACTICES (e.g., procedures, safety, national standards such as lock-out/tag-out).
- Experience with welding (e.g., stainless/mild steel, sanitary welding).
- Experience with packaging/high speed production (e.g., bottling, consumer products, etc.).

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Job Ref: 5000024160310

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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.

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

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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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Dispatcher

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs dispatcher functions encompassing supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Maintains appropriate dispatch paperwork. Answers phones and field calls.

Assists with bus operator run/vacation picks, passenger complaints, monitor reports and monitors bus operators compliance with Pace rules policies and procedures. Other duties as assigned or required.

Qualifications:

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

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

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

Management experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=168

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

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

Supervisory experience in preferred. 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=476

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