



Recreation Leader (H) YEAR ROUND Job ID: 1746

Closing Date: 10/22/2014

Recreation/Recreation Leader

Date Posted: 10/8/2014

Location: Chicago Women` Park & Gardens

Region: Administration

YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.17 per hour

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Operating Engineer (M) Job ID: 1743

Closing Date:10/21/2014

Trades/Operating Engineer (M)

Date Posted:10/7/2014

Location: Central Administration - FACILITIES MANAGEMENT

CHARACTERISTICS OF THE CLASS:

Under direct supervision, operates equipment used in park buildings and field houses for heating, ventilating, air-conditioning, refrigeration, ice conditioning equipment, filtration and pumping. Makes minor repairs and adjustments and performs preventive maintenance to said equipment. Performs related duties as required.

EXAMPLES OF DUTIES: Has direct charge of the equipment, operation and general care of heating, ventilating, air-conditioning, refrigeration, ice conditioning equipment, filtration and pumping equipment in a park building, swimming pool or field house including boilers, burners, fuel handling pumps, compressors, water purifying equipment, water heating appliances, fan blowers, air filters and other electro/mechanical equipment. Fires the boiler, maintains water level in boiler and operates fans and accessory equipment. Writes reports of fuel consumed. Cleans and keeps in order the equipment and premises. Performs preventive maintenance and minor emergency repairs on mechanical equipment.

MINIMUM QUALIFICATIONS:

Training and Experience:

Experience operating and maintaining heating, ventilating and cooling machinery and equipment, such as water heating appliances and central air-conditioning units is preferred. Previous experience in swimming pool maintenance as well as the operation of water purifying equipment, compressors and other related equipment is desirable.

License Requirement: Current Stationary Engineer's License. Current Illinois Driver's License. Certification as a Refrigeration Technician.

Knowledge, Skills and Abilities: Knowledge of swimming pool sanitation standards. Ability to perform maintenance of heating, ventilating and cooling equipment. Ability to perform manual labor. Ability to maintain routine records.

Union: 399 Career Service

EEO: Skilled Craft Wkr

FLSA: Non-Exempt

SALARY: \$91,457.6 per year

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Training Specialist (Job Number: 1400008Q)

Description:

Chicago Public Schools (CPS) is seeking an IT Training Specialist who will be responsible for designing and delivering training programs and curricula for various software applications and IT competencies for a variety of audiences. In addition to strong training experience, the ideal candidate will also have a solid understanding of technology and instructional design.

Responsibilities:

- Work with the IT Training Manager to identify and fully understand all CPS applications, technologies and IT competencies that require training
- Assist in the development of materials, channels and models of training, including manuals, quick guides, online videos, web conferences and instructor-led classrooms; updates existing materials for accuracy and to increase learning effectiveness
- Deliver training to a variety of internal and external audiences and skill levels, including new hires, teachers, IT support staff, leadership teams, school-based staff, etc.
- Develop ideas and concepts and translate topics into engaging and accessible online content through user interfaces, graphics, illustrations, animations and/or simulations for e-learning courseware and classroom presentations
- Requires an understanding of adult learning principles (andragogy), and course development methodologies (SAM, ADDIE), along with the ability to collect, collaborate and manage content from SME's

Qualifications:

- Minimum Bachelor's degree in any discipline required
- 3+ years of successful training experience, instructional design, and proven ability to exceed goals
- Strong interpersonal, organizational, oral and written communication skills
- Ability to move from solo projects to team projects collaborating on design and implementation
- Must be able to demonstrate ability to use online development tools, and sequence learning materials
- Experience working with subject matter experts in the development of online learning experiences
- Experience conducting product demonstrations via web conferencing
- Desire and ability to work effectively in a public service environment
- Experience with e-learning software, such as Captivate
- Knowledge of Adobe Creative Suite software is a plus

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Temporary Teacher Assistant (Job Number: 140002D0)

CHARACTERISTICS OF THE CLASS:

Under the general direction of the school principal, and under the immediate supervision of a teacher holding a valid state certificate directly engaged in teaching subject matter or conducting activities, assists in the instruction of pupils; and performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience. Completion of an Associate's degree from a college or university accredited by the North Central Association, or the successful completion of at least sixty (60) semester hours of college credit at a college or university accredited by the North Central Association, or successful completion of a Teacher Aide training program approved by the State of Illinois.

Knowledge, Abilities, and Skill. Good knowledge of proper English grammar and spelling, basic knowledge of mathematics, knowledge of Chicago Public Schools rules and regulations.

Ability to work with and for school-aged children, ability to follow written and oral instructions, ability to operate basic office equipment, ability to communicate effectively with the public. Good oral and written communication skills, good reading skills, skill in operating audio-visual equipment and personal computers is highly desirable.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

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**School Community Representative (Temporary Pass program)
(Job Number: 140002CW)**

CHARACTERISTICS OF THE CLASS: Under the immediate supervision of the school principal, performs liaison functions between the school and the community in which the school is located; and performs related duties as required.

ESSENTIAL FUNCTIONS: Meets with community organizations and individuals to explain and respond to inquiries concerning various school programs and activities; consults with educational staff to obtain information concerning teachers' interests and concerns and communicates this information to community members; becomes acquainted with community organizations and social service agencies and their programs and policies; attends and participates in community meetings, workshops, and activities related to educational matters; meets with community leaders and business representatives to solicit their support for school programs; communicates in person and on the telephone with parents to encourage their children's regular attendance at school and parent's participation in school activities; recruits school staff and community representatives to provide specialized information to groups of parents; prepares activity reports for submission to the school principal; may send school newsletters to parents and guardians.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D equivalent). Previous general work experience is highly desirable.

Knowledge, Abilities, and Skill. Good knowledge of community organizations and social service agencies, knowledge of Chicago Public Schools rules and regulations.

Ability to work with various and diverse community organizations and members, ability to prepare routine written reports, ability to recognize and respond to community and parents' concerns and educational interests.

Good human relations skills, excellent oral communication skills, good writing skills.

Physical Requirements. Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. A position is classified as Sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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**Parent Worker - Other (Oth Govt Fd Prog-Instr-Prekg)
(Job Number: P012142)**

Description

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.

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Part Time Seasonal (Job Number: 140002CS)

Temporary Part Time Seasonal Roles

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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.

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**Temporary - School Security Officer (School Security Personnel)
(Job Number: 14002CQ)**

Description

Purpose of the Position: Security Officers are responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the Security Supervisor and the security team. The security team is actively involved in the progressive discipline system and provides the first line of defense to defuse and de-escalate student misconduct and/or serious incidents. Security personnel actively engage in teaching students the social skills necessary to be successful in the classroom and school community.

Key Performance Indicators

■ Meeting school's expectation for school-wide average attendance ■ Meeting school's expectation for reduction in serious misconducts ■ Stakeholder perception of warm and safe school climate and culture ■ Adherence to CPS Office of Safety and Security Accountability Standards

Qualifications/Skills:

■ High school diploma or GED required ■ A minimum of 2-3 years of highly successful related experience ■ Knowledge of the CPS Student Code of Conduct ■ Knowledge of basic methods of providing site security and safety ■ Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module) ■ Ability to work with adolescents in maintaining a positive and safe school culture ■ Ability to follow written and oral instructions ■ Proficient with teamwork and collaborating with colleagues and administration ■ Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective ■ Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters ■ Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action ■ Demonstrated ability to keep up with fast paced environments and to multi-task ■ Sound judgment and ethical practice ■ Commitment to social justice and restorative justice practices ■ Strong oral communication skills, human relations and interpersonal skills ■ Impeccable attendance and punctuality ■ Successful completion of CPS Security Training and a Passing Score on the CPS Security Skills Assessment is required

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School Clerk Assistant(Job Number: 140002D1)

CHARACTERISTICS OF THE CLASS: Under supervision of the school principal, maintains security in and around a school and school grounds; and performs related duties as required.

ESSENTIAL FUNCTIONS: Conducts surveillance throughout school to prevent vandalism and damage to school property and equipment; monitors halls during school hours to maintain order and prevent loitering; patrols playground area and school grounds and monitors school parking lot to ensure safety and security of students and staff and prevent trespassing, vandalism, and loitering; reports acts of trespassing, vandalism, loitering , and any other security violation to supervisory staff; checks doors and windows to ensure they are properly secured; monitors school entrances to prevent unauthorized entry to building; patrols hallways and lavatories within building to ensure only authorized persons are allowed access and to prevent vandalism; directs visitors to appropriate areas of the school.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent), supplemented by one year of security or watchman experience; or an equivalent combination of training and experience. Completion of security courses is highly desirable.

Knowledge, Abilities, and Skill. Knowledge of the basic methods and techniques of providing building, equipment and site safety and security.

Ability to exercise good judgment when responding to security violations and emergency situations, ability to exercise tact and courtesy when interacting with the public.

Good human relations and interpersonal skills, good oral communication skills.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

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Lifeguard (Job Number: 140002C2)

Temporary Part Time Seasonal Roles

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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.

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Job Title Bus Mechanic

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET: \$16.38-\$32.77 PER HOUR

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.

PHYSICAL REQUIREMENTS: Must meet and maintain physical requirements in order to safely perform all job duties and tasks. Must have the strength to stand for extended periods of time when inspecting buses and making repairs and adjustments. Must be able to walk to various areas of the bay to retrieve parts and spot check buses. Must be able to lift and carry parts, equipment, and materials weighing up to 100 pounds including: fire extinguishers, tire assemblies, barrels of oil, fuel tank drain pans, and various bus parts and components. Must be able to climb approved ladders and scaffolds and maintain balance when working atop bus roofs. Must be able to stoop, kneel, crouch, and crawl when repairing bus floors, walls, etc., and when working underneath buses and in hard to reach spaces. Must be able to reach for tools and parts while working on buses. Requires manual dexterity for making repairs and adjustments on equipment. Requires visual acumen and the ability to see in and distinguish colors. Must be able to hear verbal instructions, announcements, alarms, and horns. This is a bargained for position and is not subject to CTA's residency ordinance. CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Thu. 10/23/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1433036-334909

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Waukegan Office 500 N. Green Bay Road Waukegan, IL 60085

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

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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Manager Service Engineer - 90166676 - Chicago

Date: Oct 9, 2014

Location: Chicago, IL, US, 60616

WORK EXPERIENCE:

- Demonstrated experience in transportation, major electrical equipment, and mechanical engineering.
- Demonstrated practical experience modifying and maintaining existing vehicles or long-lived, complex, capital equipment in an industrial, railroad or marine environment.
- Demonstrated experience in railway rolling stock maintenance in technical roles involving inspections, commissioning new rolling stock, troubleshooting, and turn around servicing on late model diesel-electric, electric, or turbine-electric-hydraulic locomotives with microprocessor controls.
- Demonstrated experience in the contractual aspects of procurement.
- Must have experience using VOM's, data loggers, oscilloscopes and AAR or measuring gages; Must be proficient and possess experience in technical writing, spreadsheet and database manipulation.
- Experience in working effectively with agreement and non-agreement employees.
- Ability to work directly on electrical, mechanical, pneumatic and hydraulic components onboard the rolling stock in a Maintenance Shop environment.
- Proficiency with computer programs used to troubleshoot, analyze, track, trend and record failures of microprocessor based systems and Diesel Engines Systems.
- Basic knowledge of environmental regulations, signal rules, GCOR rules related to train operations and physical features of the right-of-way.
- Knowledge of accepted industry quality standards and the ISO quality procedure.
- Knowledgeable in areas of North American railway safety and regulatory practices including, but not limited to the AAR and FRA rules.

COMMUNICATION AND INTERPERSONAL SKILLS:

Must have excellent oral and written communication skills

Education Requirements: Bachelors Degree

Travel Requirements: Up to 25%

Employment Experience Requirements: 5 - 7 years of experience

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Yardmaster Chicago - 90118937 - Chicago

Date: Oct 7, 2014

Location: Chicago, IL, US, 60616

Your success is a train ride away.

SUMMARY OF DUTIES: Reports to the Assistant Superintendent Chicago Terminal and his staff. Has control of yard switching crews, road crews within the yard, relay crews, station operations and yard clerks.

The duties of the Yardmaster position include, but are not limited to, working knowledge of transportation information such as train consist information, station numbers, oral and written communications, use of a personal computer, other office equipment and receiving data via radio and telephone.

WORK EXPERIENCE: Must be qualified on GCOR operating rules and be responsible for the instruction, observation and enforcement of the operation and safety rules in effect for all employees under their direction.

COMMUNICATION AND INTERPERSONAL SKILLS: Must have excellent oral and written communication skills.

SUPERVISORY RESPONSIBILITIES: Yes

Requisition ID:5076

Posting Location(s):Illinois

Job Family/Function: Transportation

Relocation Offered: No

Education Requirements: High School/GED

Travel Requirements: None

Employment Experience Requirements:1 - 3 years of experience

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Payroll Accountant II (Payroll Specialist)

Location: Arlington Heights

Office: Internal Services

Department: Accounting

Job Description:

Under the direction of the Payroll Supervisor, the Payroll Accountant II is responsible for the coordination and preparation of payroll for 350 employees that includes the Headquarters location and the Board of Directors.

The Payroll Accountant II also serves as a key contact and support person to the nine operating division locations. Current job responsibilities include collection and review of timesheets, entry of payroll data into automated payroll system, coordination of new hires and terminations with Human Resources, benefit deductions and 401K changes, preparation of wage deduction payments, tracking and reporting of employee vacation, sick and leave time, processing of the general ledger interface, journal entry preparation and account analysis and preparation of payroll reporting.

This position will also be involved in the implementation of the Oracle Time and Labor system. They will serve as a point person to headquarters staff and the division payroll administrators regarding questions regarding this new module.

Qualifications:

Qualified candidate must be accurate and detail oriented. Must be comfortable using a computer and have knowledge of Excel.

Five years of experience with automated payroll processing as well as strong verbal and written communication skills are required. Experience with automated time and attendance systems is preferred.

General knowledge of a report writer such as Crystal Reports is also preferred. The person in this position will be privy to confidential information so it is essential that they are discreet and trustworthy. Qualified candidate must have a good work history and be willing to work during holiday weeks.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=682

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Safety and Training Coordinator

Location: North Aurora

Office: Revenue Services

Department: Safety

Job Description:

Under the direction of the Safety, Training and Security Department Manager provides training and retraining to new and veteran bus and paratransit operators and maintenance personnel, and emergency services personnel from outside agencies.

Duties include the following:

assists in the design and preparation and implementation of safety and security procedures, programs, requirements, manuals and other training material; conducts property safety inspections; trains mechanics and shop personnel in proper safety procedures; performs ride checks to insure compliance with established operating guidelines and defensive driving techniques; assists in preparation and implementation of safety award programs, events and activities; works closely with operating division safety personnel; performs accident grading and assists in safety data entry and analysis. Other duties as assigned or required.

Qualifications:

Qualified candidate must have a valid driver's license and the ability to obtain both a Class A CDL with passenger endorsement, and Illinois Third Party Certification and Safety Program License.

Must have mechanical aptitude and exhibit above-average organizational, oral, written, math and computer skills.

Ability to work flexible schedule as required. Candidate must not have incurred a preventable accident within the previous 24 months of job posting date.

Experience as instructor/teacher with thorough knowledge of Pace's rules, policies, procedures and guidelines related to vehicle operation and maintenance safety preferred. Must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=501

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

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Service Worker

Location: Joliet

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.

Maintain bulletins, fliers and other materials on vehicles as required.

Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is 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:

Must be at least 21 years of age, and possess or be able to obtain a valid class "B" 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 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.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=273

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Cashier/Sales Associate - HudsonGroup

Chicago O'Hare International Airport (ORD)
10000 W Ohare Ave Des Plaines, IL
O'Hare, Lakeview

Job Summary: Provide excellent customer service and maximize sales by assisting in the daily operation of the store.

Job Responsibilities:

- *Acknowledge and greet customers as they enter the store or approach the cashwrap.
- *Follow all company policies, cash handling policies and special store loss prevention procedures.
- *Communicate effectively with customers, fellow employees and store management.
- *Effectively operate a cash register.
- *Understand how to sell Lottery tickets, Mass Transportation tickets and Telephone Calling Cards.
- *Know basic store layout to assist customers in their selection of product and be able to answer customer questions about the entire store.
- *Be knowledgeable and familiar with the surrounding businesses/offers within the facility.
- *Assist other store employees in maintaining security in stores.
- *Stock merchandise.
- *Inform management of any out of stock situations.
- *Help maintain a neat, clean, organized store, which includes sweeping, dusting, straightening of merchandise on store fixtures and displays.
- *Perform related work as assigned.

Knowledge, Skill and Ability:

- *Ability to interact with diverse personalities.
- *Proficiency in the operation of a cash register.
- *High degree of interpersonal skills.

Education and Experience: *High School Graduate or equivalent.
Prior cash handling experience preferred

Requirements & Skills

MUST RESIDE IN THE CITY OF CHICAGO
Must be unemployed/underemployed

Apply online at <http://www.shiftgig.com/job/des-plaines/il/sales-associate-job-openings-at-chicago-ohare-international-airport-ord-8607653>

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Job Title: Licensed Practical Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 815-468-6581 Ext. 328

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: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Thu. 10/23/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1433032-333970

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

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: 8 E. Galena Boulevard Aurora, IL 60506 SUPERVISOR: A. Catheline

CONTACT: LORA BUSSE-FLECK
NORTHERN REGION 8 E. GALENA BOULEVARD AURORA, ILLINOIS 60506
FAX: (630) 801-3530

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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