



**Job Title: Property Control Auditor**

Opening Date/Time: Wed. 10/21/15 12:00 AM Central Time

Closing Date/Time: Tue. 11/03/15 11:59 PM Central Time

Salary: \$12.50/Hour Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Procurement

**Typical Qualifications:**

A high school diploma or GED equivalent is required. A main function of this position is to conduct site inspections/Audits at various Tollway facilities during regular work hours. This is accomplished by incumbent use of a Tollway vehicle to travel to and from respective sites. Additionally reports to Central Administration as necessary. Visits of Tollway facilities may include meetings and Audits of Tollway property. Therefore, a Valid Drivers License is required. Experience with Microsoft Word, Excel, and Outlook is required. Experience in asset management systems is desired. Prior fixed asset management and/or accounting experience and knowledge of computerized spreadsheets is desired. Excellent written and verbal communication skills are required. Attention to detail is required. Ability to communicate effectively with co-workers is required. Ability to compose reports is required. Must be able to lift and carry a minimum of 50 pounds. Must be able to bend, lift, and move assets around for "tagging" and auditing procedures. Required to work outside during all weather conditions at any Tollway-owned location (e.g., toll plazas and maintenance garages). Position may be required to work under noisy conditions and in heavily soiled areas.

**Supplemental Information:**

1. Ensures the accurate and timely preparation of fixed asset reports for use by management as a basis for financial planning.
2. Coordinates the identification, transferring, and disposal of fixed assets to ensure the accuracy of fixed asset control protocols.
3. Prepares and distributes physical inventory audit summary reports detailing the results of all Tollway fixed asset audits.
4. Assists with the annual physical audits at various Tollway locations to ensure the accuracy of reports and records.
5. Must be able to lift and carry a minimum of 50 pounds. Must be able to conduct audits in a variety of outdoor locations during all types of weather conditions.
6. Collaborates with both internal and external auditors regarding fixed asset reports and records.
7. Updates and maintains all fixed asset information on the Tollway's fixed asset database.
8. Completes other duties and tasks as required or assigned.

Apply online at <http://agency.governmentjobs.com/illinoistollway/>

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**Job Title: Building Maintenance Manager**

Opening Date/Time: Wed. 10/28/15 12:00 AM Central Time

Closing Date/Time: Tue. 11/10/15 11:59 PM Central Time

Salary: \$74,000.00 - \$84,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Toll Operations

Typical Qualifications:

High School graduate or equivalent is required. Some college and/or trade school attendance is preferred. A minimum of five (5) years work experience in Building Maintenance, such as Electrical, Plumbing, HVAC and Low Pressure Boilers or equivalent work experience is required. A minimum of five (5) years of supervisory or managerial work experience is required. This position requires you to have a valid driver's license and must be maintained throughout employment. The incumbent must be able to read blueprints, drawings, and layouts. Excellent organizational, written and verbal skills are required. Working knowledge of Microsoft Office Products (Word, Excel & Outlook) is required. Must have the ability to use various types of hand and power tools, along with measuring instruments. Must be able to lift 50 to 75 lbs. Must Pass a written exam with a 75% or higher in order to qualify for an interview.

Supplemental Information:

1. Maintains building systems to ensure operational readiness of all building systems and components.
2. Accountable for accuracy and security of a \$125,000 parts inventory at his location as well as the safety and operation of the Authority vehicles and tools in his charge.
3. Responds to emergency repair needs on a twenty-four (24) hour basis in an appropriate fashion of as directed.
4. Provides input into Annual Budget Preparation.
5. Performs Annual/periodic inspections of Building Maintenance systems and makes recommendations for improvements, repairs, modifications and upgrades.
6. Performs Annual Performance Evaluations of subordinate personnel.
7. Establishes preventative maintenance focus to Building Systems to optimize productive maintenance.
8. Coordinate and cooperate with others as necessary to accomplish common or overlapping projects or tasks.
9. Works closely with the Facility Services Managers' Secretary on all aspects pertaining to their job.

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**Job Title: Custodian Supervisor**

Opening Date/Time: Wed. 10/28/15 12:00 AM Central Time  
Closing Date/Time: Tue. 11/10/15 11:59 PM Central Time  
Salary: \$54,000.00 - \$59,000.00 Annually Job Type: Technicians  
Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois  
Department: Toll Operations

Typical Qualifications: High School graduate or equivalent is required. A minimum of three (3) years of supervisory experience in a multi-site environment is required. A valid driver's license is required and must be maintained for this position. This position is required to travel to various locations in various weather conditions. This position requires the ability to follow oral and written instructions. Must be able to train and guide subordinates. Excellent oral and written communication skills are required. Excellent time management and leadership skills are required. This position will require the physical attribute to be able to lift 90 lbs., climb stairs and ladders and have the ability to work in confined spaces. The ability to read and understand instructions placed on labels is required, especially on the usage of cleaning materials and pesticides and other chemical products. Will require the ability to work with chemicals without sensitivity restrictions. Must be able to work without fear of rodents and/or insects. Will be required to wear ANSI 75 approved steel-toed shoes. Must be available for emergency call-out situations and work overtime when required. Will be required to work rotating shifts including weekends, nights and holidays as deemed necessary by the Custodial Manager. Knowledge of MicroSoft Word, Excel, and Outlook is required. Experience in a computerized timekeeping environment is highly desired. Must pass a written examination with a seventy-five percent (75%) or higher score in order to qualify for an interview.

Supplemental Information: 1. Trains, supervises, and assists in the scheduling of custodial personnel in the completion of work assignments and projects as directed by the Custodial Manager. 2. Maintains compliance of Tollway Policy/Procedures and safety rules. Ensures that housekeeping standards are kept by following the custodial written guidelines. 3. Assures the effective use of manpower and equipment in the completion of assigned duties through efficient scheduling and inspections of assigned work. 4. Ensures that assigned equipment is properly secured, maintained and kept in operable condition. 5. Performs annual performance evaluations of assigned subordinates. 6. Maintains working knowledge of the union contract rules and guidelines. Documents oral and written warnings and composes letters of corrective action. 7. Answers first step union grievances. 8. Is responsible for inputting the time and attendance of the custodians into the KRONOS computer system. 9. Completes all reports and paperwork as assigned by the Custodial Manager.

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**Job Title: Unit Clerk - Rotating Shift Part-Time**

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-2123

Job Description: Unit Clerk - Orthopedics

**Position Highlights:** The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts, Benefit-Eligible.

**Position Qualifications Include:**

High school diploma or GED equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

Able to handle internal and external customer interaction with courtesy, diplomacy and discretion.

Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Work entails coming in contact with patient specimens during processing and transport.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20151029155138&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151029155138&)

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### **Stock Merchandise Flow Associate**

Location: Chicago, IL  
Requisition ID: 205-974728  
Posting Date: 10/27/2015  
Shift: Flexible  
Status: On Call

#### **GENERAL PURPOSE OF POSITION:**

As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

**RESPONSIBILITIES:** Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

#### **MATERIAL HANDLER**

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area. Clear processed garments/cartons to staging areas  
Ensure the truck is unloaded. Key receive Direct Shipments  
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

#### **DIRECT ASSOCIATE**

Help receive and sort direct cartons when they arrive  
Prepare and finish appropriate paperwork for Direct cartons  
Open cartons, sort, hang, and tag products

#### **PROCESSING ASSOCIATE**

Take unprocessed garments from Line Handler  
Check, ticket, and hang garments  
Identify errors in garment count and ticketing  
Handle hang sorter cartons and bring to floor staging area

#### **LINE HANDLER**

Open boxes, identify items, and debug garments  
Direct unprocessed garments to Production Associates  
Identify "exceptions" and remove from regular assembly line  
Sort cartons as they come off the Nest-a-flex

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5172541>

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**Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 205-974724  
Posting Date: 10/27/2015  
Shift: Flexible  
Status: Regular

**GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

**FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

**RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service  
Maintain an awareness of all promotions and advertisements  
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers  
Communicate customer requests to management  
Enter all media from register into the tally program  
Maintain orderly appearance of register area and supplies stocked  
Any other tasks as assigned from time to time by any manager

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5172530>

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### **Sportswear Associate**

Location: Chicago, IL  
Requisition ID: 557-970780  
Posting Date: 10/26/2015  
Shift: Flexible  
Status: Seasonal

**GENERAL PURPOSE OF POSITION:** As part of the sales team, the Sales/Fitting Room Attendant will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

**RESPONSIBILITIES:** Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements. Assist in floor moves, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise. Communicate customer requests to management. Assist in completing price changes as a member of the mark-down team Participate in year-end inventory and cycle counts. Assist in ringing up sales at registers and/or bagging merchandise. Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/sportswear-associate-chicago-illinois-job-5172179>

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**Job Title: Executive I - Opt SS**

Agency: Human Services  
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-91-93546

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration. Requires one year of administration experience in a public or business organization, or completion of an agency approved professional management training program. Requires ability to communicate effectively in Spanish at the colloquial level.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Humboldt Park FCRC, 2753 W North Ave., Chicago, IL 60647

**Bidding Contact:**

Lisa Horsley  
100 South Grand Ave East  
Springfield, IL 62762  
Phone: 217-557-0347  
Fax: 217-524-2116  
DHS.hiringunit@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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking

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**Job Title: Office Assistant - Opt 2**

Agency: Human Services

Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-93612

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type 35 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

Hunter IMRP, 527 South Wells, Chicago, IL 60607

Bidding Contact: Lisa Horsley

100 South Grand Ave East

Springfield, IL 62762

Phone: 217-557-0347

Fax: 217-524-2116

[DHS.hiringunit@illinois.gov](mailto:DHS.hiringunit@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](http://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](mailto: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: Office Clerk - Opt SS2**

Agency: Children & Family Services  
Closing Date/Time: Thu. 11/12/15 5:00 PM Central Time  
Salary: \$2,636.00 - \$3,557.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1503016-030080

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs a variety of clerical duties, including light typing of forms and materials, filing, photocopying, and sorting and distributing mail; operates commonly used office equipment in performing duties; translates and interprets, both orally and in writing, for Spanish speaking clients.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school; requires ability to operate commonly used manual and automated office equipment; requires ability to type accurately at 30 wpm; requires ability to speak and write Spanish at a colloquial skill level.

**Work Hours & Location/Agency Contact:**

Work Hours: Monday-Friday, 8:30am to 5:00pm  
Work Location: 2245 W. Ogden Avenue, Chicago, IL 60612 Supervisor: R. Laye

**CONTACT PERSON:** Lorne Garrett

IDCFS, Office of Legal Services, 2245 W. Ogden 3rd Floor, Chicago, Illinois 60612  
PHONE: 312-633-3406 FAX: 312-633-3965  
Email: [Lorne.Garrett@illinois.gov](mailto:Lorne.Garrett@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option SS2 - Spanish Speaking/Typing**

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**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services  
Closing Date/Time: Mon. 11/09/15 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC028  
Bid ID#: 10-91-93604/5

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:  
Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Hunter IMRP , 527 South Wells , Chicago, IL 60607

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services  
Lisa Horsley  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Part Time Seasonal Position (Job Number: 140000WV)**

West Side-3000 South Lawndale Avenue (Josefa Ortiz De Dominguez Sch)

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.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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**Part Time Seasonal Position (security) (Job Number: 140000P3)**  
West Side-2935 West Polk Street (Manley Career Comm Academy HS)

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.

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**Part Time Seasonal Position (Job Number: 140000PB)**

West Side-4217 West 18th Street (Roswell B Mason School)

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.

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**Part Time/Seasonal - Parent Worker 150000A0**

West Side-1431 North Leamington Avenue (Leslie Lewis School)

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.

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Join us and help make this vision a reality.

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**Part Time Seasonal Position 14000SH**  
West Side-3711 West Douglas Street (Theodore Herzl School)

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.

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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

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=1](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1)

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## **Supervisor /Dispatcher**

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including but not limited to: Investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass 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.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and field calls. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must have, 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=89](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=89)

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## **Operations Administrator II**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:** Under the direction of the Sr. Project Manager, Chicago ADA Services this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

**Qualifications:** Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelor's Degree, and prior demand response and/or 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 drivers 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

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**Assistant Superintendent of Transportation**

Location: Markham

Office: Revenue Services

Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Transportation, assists in direct supervision of all aspects of the Transportation section including but not limited to: vacation, holiday and run picks; bus monitor reports; passenger complaints; IBS System; work schedules; daily service; commendations; labor relations.

Prepares and conducts annual performance reviews of Bus Operators.

Prepares documentation for issuance and handling of discipline; monitors absenteeism program and prepares daily operation reports including payroll exception tickets.

Other duties as assigned or required.

**Qualifications:**

Qualified candidate must have Bachelor's Degree or equivalent, five (5) years experience in transit operations management and must be at least 21 years of age.

Transportation, planning, math & analytical skills are required.

Other transit experience and labor relations experience preferred.

Must have, or be able to obtain, a valid Commercial Driver's License, class B.

Candidate must have: excellent verbal and written communication skills; problem solving skills; knowledge of safety and training; customer relations expertise; computer skills; ability to maintain confidentiality and ability to be decisive and accurate.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=401](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=401)

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