



## Registered Nurse

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures.

Performs various patient tests and administers medications within the scope of practice of a registered nurse.

Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department  
St. Bernard Hospital  
326 West 64th Street  
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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## **Manager of Pediatrics Mobile Unit**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Not every child who needs medical care makes it in to St. Bernard Hospital. That's why St. Bernard Hospital reaches out to them. Our Pediatrics Mobile Unit travels to Englewood-area schools, day care centers, and health fairs to provide children with the care they need.

### **Description:**

Responsible for all aspects of the Pediatrics Mobile Unit program. The Manager is also responsible for driving and mechanically maintaining the 40-foot long mobile clinic vehicle. Administer and provide oversight to the program which provides immunizations, school physicals, sports examinations, asthma screenings, and more.

EOE "A Tradition of Caring" since 1904.

### **Requirements:**

Bachelor's degree in Healthcare Administration or related field.

Current Illinois (Class C or CDL) drivers' license with good driving record.

Experience in driving a 40-foot long motor vehicle.

(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 3 year experience in the healthcare setting.

At least 1 year of relevant experience in the health care setting in a supervisory position. Excellent verbal, writing and interpersonal skills are essential.

Good computer skills. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

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## **ELECTRICIAN**

MacNeal Hospital, Berwyn, IL  
Department: Plant Operations & Maintenance  
Schedule: Full Time  
Shift: Days

### **Job Details:**

Under general supervision, according to established procedures, performs primarily routine repairs and preventive maintenance on Hospital electrical systems and equipment such as small appliances, beds, kitchen equipment. Occasionally assists with the installation of new electrical equipment.

### **EXPERIENCE AND QUALIFICATIONS:**

Ability to diagnose and correct routine electrical malfunctions. Physical ability necessary for regular periods of walking and standing and frequent lifting. Level of knowledge equivalent to that ordinarily acquired through completion of two years of college level technical training.

Two to three years of experience in order to acquire a working knowledge of electrical systems and various Hospital electrical equipment, learn to read and understand diagrams and acquire a general knowledge of pertinent codes and regulations.

I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections.

I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Vanguard Health Systems Influenza Prevention and Vaccination Guidance Policy.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=393658](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=393658)

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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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### **Maintenance Data Coordinator**

Location: Markham

Office: Revenue Services

Department: Maintenance

#### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for accurately maintaining all maintenance records utilizing the EAM System, administers tire tracking system, monitors all fluid consumption and absenteeism policy for all Maintenance employees.

Types all Maintenance correspondence.

Runs reports for IDOT inspections, radio and farebox repairs, interior cleaning, PM inspections and special projects.

Provides switchboard relief and backup for Payroll.

Files and maintains all maintenance section records/files.

Other duties as assigned or required.

#### Qualifications:

Qualified candidate must possess secretarial skills including typing/word processing skills equivalent to the level of Maintenance Data Coordinator.

One (1) to three (3) years progressively responsible experience is required.

Must be able to work independently and maintain a high level of confidentiality.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=291](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=291)

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### **Electronic Data Interchange Coordinator (EDI)**

Chicago Health System, Westmont, IL

Department: CHS Finance

Schedule: Full Time

Shift: Days

Job Details: Experience is required

The Electronic Data Interchange (EDI) Coordinator supports the implementation and ongoing development and testing of electronic transactions, including claims payment processing.

This position supports end-user, operations, and management in analyzing business processes/operational data and in developing, designing, and testing system changes based on determined needs.

In addition, this position acts as the primary liaison with the provider network for questions and problem resolution of EDI transaction issues.

Knowledge of the required transaction formats for compliance with the Health Insurance Portability and Accountability Act.

Provides analysis and audits of operational data, identify trends and recommend operational solutions related to EDI.

Implementation and analysis of Quick Cap/ EZ Cap system functions associated with electronic transaction processing.

Working knowledge of Healthcare Claims required. Minimum 3 years of overall business experience with 1 year in electronic transaction analysis required.

Experience with either/both provider claims submission systems or payer claims payment processes.

Experience in working with technical issues and demonstrated success in understanding and communicating on electronic claims payment issues.

Must have Associate's degree.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=279595](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=279595)

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### **Operation Administrator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

#### Job Description:

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

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

#### Qualifications:

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

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

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=655](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655)

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### **Lead System Administrator**

Location: Arlington Heights

Office: Internal Services

Department: MIS

#### **Job Description:**

Under the direction of the Section Manager, Systems Administration, performs as the technical lead for the Section. Manages and administrates all operating systems, and their corresponding or associated software. Provides leadership and guidance to other members of the team. Manages communications and connection solutions, including local area networks, company Web site, Intranet and Internet applications. Performs initial installation, configuration, maintenance, and troubleshooting of server software. Deploys and maintains firewalls, Active Directory and all host security activities. Performs network and security audits, including monitoring security log files. Oversees installation, configuration, maintenance, and troubleshooting of end user Citrix applications. Develop, implement and maintain policies, procedures and associated training plans for systems. Creates and manages Request For Proposals, Task Requests, and project plans including status reporting for all projects, requests and production support activities for the Section.

#### **Qualifications:**

Minimum of a Bachelor's Degree in the field of computer science or equivalent plus six years work experience in the field of systems administration including two years experience working on projects as a project lead. Ability to effectively prioritize and execute tasks in a high-pressure environment. Strong customer service orientation. Experience working in a team-oriented, collaborative environment. Working technical knowledge of network, PC, and platform operating systems, including Windows Server, Active Directory, Cisco, and Linux and/or certifications in Microsoft Windows or Linux. Extensive application support experience with Citrix. High-level knowledge of network infrastructure such as switches, routers, and firewalls. Hands-on software and hardware troubleshooting experience. Knowledge of applicable data privacy practices and laws. Adept at reading, writing, and interpreting technical documentation and procedure manuals. Strong interpersonal and oral communication skills. Work is performed in a normal office and computer room environment. Lifting and transporting of moderately heavy objects, such as computers and peripherals. On-call availability for 24/7. Sitting for extended periods of time in a cubicle and standing for extended periods of time in a highly air conditioned computer room.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=433](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=433)

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**Environmental Services Aide I**

Weiss Memorial Hospital, Chicago, IL  
Department: Environmental Services  
Schedule: Registry  
Shift: Days

**Job Details:**

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=273126](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=273126)

**Paramedic**

MacNeal Hospital, Berwyn, IL  
Department: Emergency Department  
Schedule: Full Time  
Shift: Days

**Job Details:**

Reporting to the Director or the Emergency Department communicates with resource hospital and state personnel in the management, regulation, and function of the associate hospital within the EMS system.

Coordinates EMS activities through the Region 8 Trauma Program as required by law and the trauma plan for the region.

Provides orientation and serves as a liaison for MacNeal Hospital staff to assist with the understanding of the EMS system.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=328971](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=328971)

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## **Mechanic Helper**

Location: Elgin

Office: Revenue Services

Department: Maintenance

### Job Description:

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

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

Must participate in mechanic training program and successfully complete all training modules. Performs duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

### Qualifications:

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

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

Must successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position. Knowledge of the service area and the ability to operate all company equipment is required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=589](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=589)

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**Senior Contract Buyer**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Responsible for the procurement of a wide variety of services and capital equipment. Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred.

This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

**Qualifications:**

Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent.

Government procurement experience preferred. Excellent interpersonal, written and verbal communication skills are required.

Proficiency in personal computer, word processing, spreadsheets and database packages is also required.

Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=340](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=340)

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### **Supervisor, Passenger Facilities Maintenance**

Location: Arlington Heights  
Office: External Relations  
Department: Sign & Shelter

#### Job Description:

Under the direction of the Department Manager of Marketing, responsible for management of shelter and bus stop sign programs throughout the six-county area, including compiling requests for new amenities, coordination with government agencies, and implementing a maintenance program for existing amenities.

Supervises and schedules the work of Sign & Shelter Technicians, including directing the installation and maintenance by staff and contractors.

Performs sign and shelter maintenance tasks as needed.

Maintains inventory of signs and shelters and replacement parts.

Performs other duties as required.

#### Qualifications:

High School diploma required and some experience in the public transit industry and/or in construction is beneficial.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=656](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=656)

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### **Patient Care Tech - Telemetry**

Weiss Memorial Hospital, Chicago, IL

Department: 6 South

Schedule: Registry

Shift: Nights

#### Job Details:

Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information. Provides all services in accordance with established hospital/departmental policies and procedures.

#### JOB QUALIFICATIONS

1. High School diploma or equivalent
2. Certification as Nursing Assistant in the State of Illinois or graduate of an RN program
3. CPR certification
4. One year health care experience preferred
5. Good communication skills
6. Good PC skills for data entry

#### Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs, respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Should the applicant be considered for the position, they will be provided a full description of their Essential Physical Job Functions during the interview process.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=980975](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=980975)

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### **Transporter**

West Suburban Medical Center, Oak Park, IL  
Department: Transportation Services  
Schedule: Registry  
Shift: Rotation

#### Job Details:

Responsible for the safe, courteous movement of people and equipment within the hospital.

#### JOB QUALIFICATIONS

1. High school diploma preferred.
2. One year experience in patient contact in a hospital and/or healthcare facility.
3. Ability to read, write, and speak English.
4. Knowledge of personal computers

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=902885](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=902885)

### **Unit Secretary**

MacNeal Hospital, Berwyn, IL  
Department: TRANSITIONAL CARE  
Schedule: Full Time  
Shift: Days

Job Details: The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=108785](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=108785)

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## **Supervisor, Technical Support**

Location: South Holland

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Regional Manager, or designate, responsible for supervising the daily activities of the Technical Services Department. This is a hands-on supervisory position which requires knowledge and expertise in the repair and maintenance of electronic and mechanical equipment.

Responsible for scheduling daily assignments, training technicians, developing procedures, planning projects and overseeing the projects which involve Technical Services.

Participate in project meetings, contract preparation, writing the scope of work for contracts, and review contract adherence of contractors work. Other duties as assigned.

### Qualifications:

Qualified candidate must have at least 10 years experience in the repair and maintenance of electronic and electro-mechanical equipment with proven instructional performance. Candidate should be well versed in all areas of equipment repair, and have a sound knowledge of test equipment development and fabrication.

Must possess; good written and verbal communication skills, have extensive knowledge of electronics across all platforms with strong mechanical aptitude and abilities, supervisory ability, excellent interpersonal skills, ability to make sound, accurate decisions when diagnosing problems.

Must possess excellent knowledge of computers, networking, and be proficient in Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous supervisory experience preferred. Qualified candidate must have a good work history. Must possess a valid Class "D" Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=651](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=651)

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## **Supervisor/Dispatcher**

Location: Markham

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Regional 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 fields calls. Answer ADA calls and assist ADA as needed. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must be at least 21 years of age and 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.

Must possess a general knowledge of computer systems with an emphasis on Microsoft Windows applications. 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=85](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=85)

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**Center Consultant**  
IL-Chicago

The Center Consultant consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. This customer service focused team member is knowledgeable in all areas of the Center's business, including print, signs & graphics, and shipping. They will be responsible for taking orders, coordinating activities in the Center, providing pricing and product information, and recommending appropriate FedEx Office products and services. The Center Consultant will operate and maintain a wide variety of equipment, move boxes and equipment, stock materials, manage the production queue and output, manage complex projects, manage retail supply, and complete assigned tasks based on priority.

Responsibilities: (This is a representative list of the general duties the position may be asked to perform, and is not intended to be all-inclusive)

Service •Demonstrates consultative behaviors in a retail environment to understand each customer's individualized need •Provides customer expertise in printing, signs and graphics and shipping product lines and can recommend appropriate FedEx Office products and services •Provides an outstanding customer service experience by using consultative skills to anticipate customer needs, suggest alternatives, and find solutions to meet customer needs •Ensures all customer problems are resolved quickly and to the satisfaction of the customer •Takes complex customer orders using order systems and provides accurate pricing information •Assembles parcels and prepares goods for shipping by wrapping items in insulation, inserting items into shipping containers, weighing packages, and affixing labels to parcels •Sets up and operates printing, binding, and other related equipment using customer supplied original media and documents •Maintains a safe, clean and orderly retail Center

**MINIMUM QUALIFICATIONS AND REQUIREMENTS:**

- High School diploma or equivalent education
- 6+ months of specialized experience
- Excellent verbal and written communication skills
- For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check
- For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

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## **Dockworker Part-time**

IL-Summit

This is a part time position.

Transport freight across dock area to/from trailers for loading to trailers.

Position Information:

- Perform freight handling using appropriate motorized and manual equipment, including but not limited to: forklift, pallet jack and hand truck
- Verify documentation matches freight description (e.g. type, weight, hazardous materials), using current electronic or manual system
- Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope)
- Recoup/repair damaged freight when necessary
- Verify and complete required documentation and reports
- Assist customers with freight and freight documentation as needed
- Comply with all applicable laws/regulations, as well as company policies/procedures
- Perform other duties as required

Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Qualifications:

- High school diploma or equivalent, preferred
- Must be at least 18 years of age
- Prior experience in warehousing, freight handling and/or fork lift operations preferred
- If hostler/yard mule duties required, experience preferred
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to lift/carry hand freight of varying weights several times a week, to lift dock plates weighing approximately 100 pounds, and to open trailer doors requiring approximately 75 pounds of lift force, up to several times per day or more
- Ability to bend, twist, squat, pushing/pulling freight throughout shift
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member
- Previous dock/warehouse experience preferred

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**Handler (Non-DOT) - PM Shift**

IL, NORTHBROOK

To provide movement of packages, documents, dangerous goods and/or supply support in a timely, safe and efficient manner through effective scan/load methods.

**Duties:**

Ensures the use of safety procedures when handling packages. Load/unload aircraft containers and company vehicles in a safe and efficient manner. Ensures all cargo is properly secured. Locates sorting information on packages. Using phasar/cosmos trackers, scans and sorts packages according to service type and destination, in compliance with established procedures. Scans packages according to prescribed procedures. Remains current on phasar/cosmos tracking methods and shipping requirements as needed. Completes systematic transactions such as: stocking, receiving, transfers, returns, etc. when assigned to stock supply area. When in stock supply: maintains inventory of personal uniforms and safety equipment in accordance with corporate standards. Scans materials for system records match, packaging and obvious physical damage/defects, following established policies/procedures for disposition if required. Performs inventory stock audits when assigned to stock supply area. Manual secondary: manually sorts packages/documents to appropriate slide, line, belt and/or container for final distribution. Cleans company vehicles, repair and paint drop boxes to ensure compliance with corporate appearance standards.

**Requirements:**

Able to lift 75lbs. Able to maneuver packages of any weight above 75lbs with appropriate equipment and/or assistance from another person.

Able to successfully complete all basic and re-currency training.

The ability to communicate both timely and effectively, in a noisy operations environment, is required.

**Note:**

There are specific requirements for any employee that operates a company vehicle. Please refer to policy 4-48 for exact job requirements.

Fingerprinting may be required for positions that have access to the U.S. Mail and SIDA Smoking (including electronic cigarettes) is prohibited in all FedEx Express buildings, facilities, and vehicles.

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## **Retail Center Manager - Bench**

IL-Chicago

The Center Manager, Development is responsible for managing the overall center operation, including supervision of team members and the administration of center sales performance and profitability objectives.

### Responsibilities:

(This is a representative list of the general duties the position may be asked to perform, and is not intended to be all-inclusive) •Contribute to center network objectives for sales and profit performance •Direct supervision of team members, including responsibility for: ◦Hiring of all team members and monitoring new hire orientation procedures ◦Train and evaluate the efficiency and productivity of team members by managing to established performance standards and objectives; conducting regular Operations Reviews and Performance Appraisals and making recommendations to Hub center manager for wage increases and promotions, when applicable ◦Initiate disciplinary procedures with guidance from Hub center manager, for team members, up to and including termination of employment ◦Participate in the Complaint Review process as immediate supervisor of team members •Assist Hub manager with the maintenance of fiscal reporting procedures within center, including accounts receivables, inventory reports, daily sales recaps, and daily bank deposits in full compliance with established company policies •Monitor marketing activities within center to contribute to pre-established center network sales objectives including monthly marketing calendars, specialized sales, in-store signage, etc. •Recommend the purchase and installation of equipment and machinery required for efficient production operations and for monitoring inventory levels of supplies and materials •Ensure Federal/State Law safety requirements are established within center. In addition, may be required to perform quarterly safety inspections of center •Ensure team members within center are consistently applying FedEx Office Policies and Procedures •All other duties as needed or required

### Qualifications:

•Bachelor's degree or equivalent experience •1+ year of related experience, prior supervisory experience preferred •Advanced level of reading, writing and mathematical ability •Proven ability to communicate effectively with team members and customers •Proven ability to lead, direct and supervise •For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check •For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

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