



### **Temporary Sign & Shelter Technician**

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

#### **Job Description:**

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting.

Must be able to keep good records of work performed and complete work orders.

Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends. Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

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### **Part-time Retirement Benefits Assistant**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### **Job Description:**

Under the direction of the Department Manager, Human Resources, assists in the administration of union and non-bargained for retirement plans with approximately 1,600 active and retired participants; enrolls eligible union and non-bargained-for employees into respective 401(k) plans; researches and resolves participants account issues; processes 401(k) plan loan payoffs and final distributions; reconciles monthly 401(k) loan reports between payroll and service provider records; reconciles payroll contribution records and trustees participant allocation reports; coordinates activities related to the external audits of the union retirement plans; performs administrative duties during absence of Human Resources Assistant; and performs reception desk duties during the absence of the Receptionist. Other HR duties as assigned.

Qualifications: Qualified candidate must have a High School Diploma and 1-2 years prior office experience. Preferred Candidate will have a College Degree and prior Retirement/Benefits Administration experience. Candidate must be detail-oriented, have excellent organizational skills, and be able to communicate effectively both verbally and in writing.

Apply online at

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### **CALL CENTER OPERATOR**

Facility Presence Health - Corporate Office

Department CALL CENTERS

Schedule Part-time (benefits eligible)

Shift Day shift -Hours 7:30-4:00 4 day variable per week

Req Number 132138

Job Details An effective Call Center Operator must have prior experience in handling telephones, and must be competent in handling normal phone answering services (main line and operator assist). They will be trained on handling Emergency Codes, Physician Express and Answering Service functions and will be called upon to handle these calls periodically.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=451334>

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### **ACTIVITIES ASST SR SERV**

Facility Presence Resurrection Life Center

Department ACTIVITIES

Schedule Full-time

Shift 8 hour shifts-Hours 10:45 am-7:00 p.m. Mon-Fri; 7:15 am-3:45 pm (Sat. & Sun.)

Req Number 134371

Job Details Assist the Director and/or the Activities Coordinator to plan, organize, develop and direct the overall operation of the Activity Department in accordance with current Federal, State and local standards and as may be directed by the Executive Director to assure that an on-going program of activities is delivered. The program will respond to the interests of the facility residents and enhance their physical, mental, social and psychological well being and be presented in a manner which embodies the mission and core values. HS diploma or equivalent. Prior experience in working with the elderly preferred. Excellent communication skills and basic computer skills preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=169610>

### **Human Resources Generalist**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description: Under the direction of the Department Manager, Human Resources, performs basic and often confidential Human Resources functions and assists in Human Resources, with an emphasis on the recruitment process and record keeping. Performs preliminary screening, interviewing, testing and other related activities. Handles employee relations. May handle releases of information and/or wage deductions, verifications, and references. Other duties as assigned or required.

Qualifications: Qualified candidate must have at least three to five years Human Resources experience in addition to a Bachelor's degree or equivalent in business or related field. Excellent written and verbal communication skills and data entry/wordprocessing skills required. Recruitment and employee relations experience preferred. Qualified candidate must have a good work history.

Apply online at

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## **Operations Administrator II**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:** Under the direction of the Paratransit Division Manager 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 Bachelors 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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### **Part-time Bus Operators**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

#### **Job Description:**

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

#### **Qualifications:**

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

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### **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.

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**Mechanic**

Location: Melrose Park  
Office: Revenue Services  
Department: Maintenance

**Job Description:**

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

Removes and replaces all units and rebuilds small components.

Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

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

**Qualifications:**

Qualified candidate must be 21 years of age and must possess at least three (3) years previous diesel/gas experience and/or technical training.

Must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment.

Knowledge of the service area and the ability to operate all company equipment is also required.

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

Qualified candidate must have a good work history.

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### **Administrative Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

#### Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

#### Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

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## **CASHIER**

Facility Presence Resurrection Medical Center

Department FOOD SERVICES

Location Chicago, IL

Req Number 134875

Status: Part-Time, benefits eligible

Shift: Day shift

Weekends: Rotating

Work Hours: 4:00pm - 8:00pm

On Call: No

Location: Presence Resurrection Medical Center

7435 West Talcott Avenue

Chicago, IL 60631

### Summary:

Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift.

### Essential Duties include:

- Maintains knowledge of cash handling policies and adheres to them. Knows the price of food items and accurately rings up customers ensuring charges are reconciled to the appropriate department. Monitors the cash register and quickly rings up the customer. - Prepares, serves, and stores food in a safe and sanitary manner ensuring all sanitation policies and procedures are followed in accordance with the HACCP principles. - Restocks and cleans all items in their service area throughout the shift.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: - High School diploma or equivalent

- 1-3 years security communication or call center experience preferred

EOE of Minorities/Females/Vets/Disability

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### **Electronic Technician I**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### Job Description:

Under the direction of the Supervisor, Technical Services or designate, responsible for all field and in-house repair of electronic Automatic Passenger Counter System, electronic fare boxes, destination signs and Electro-Mechanical Revenue Collection Equipment which will be to component level. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have a degree from an accredited electronics school or its equivalent.

A solid digital background with good mechanical aptitude and knowledge of low power transmitters and receivers is essential.

Some related hands on experience preferred. The performance of these duties may be required at any time of the day and night, any day and night of the week. Candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=99](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=99)

### **Servers & Baristas**

Job ID: 9117841  
Job Type: Part Time  
Shift Type: Morning  
Compensation: N/A  
Experience: 1-3 Years  
References: Preferred  
Near North Side

#### Job Description

Coffee Shoppe and Breakfast Restaurant looking for experienced staff.  
Mostly weekends, early hours.

Apply in person to Sunny Side Up, 42 east Superior, Chgo, IL 60611

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**COOK**

Facility Presence Saint Joseph Hospital - Chicago  
Department FOOD SERVICES  
Schedule Full-time  
Shift Rotation  
Hours 5 am - 8 pm  
Location Chicago, IL  
Req Number 133593

*SAINT JOSEPH HOSPITAL- CHICAGO  
COOK  
FULL TIME 5AM-8PM*

Job Details

This position must be able to perform a variety of functions and tasks pertinent to the production, service, and distribution of foods to patients, employees, and catered services at the specified times.

Position will maintain high quality standards in all aspects of production and service.

Requirements:

+Illinois Department of Public Health Food Service Sanitation Certification required;  
City of Chicago certification required for all facilities located in Chicago.

+Certifications should be secured within six (6) months of hire.

+High school diploma or equivalent required.

+1 -3 years experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=260319>

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## **Electronic Technician II**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

### Job Description:

Under the direction of the Supervisor, Technical Services or designate, will be responsible for all field and in-house repair of Paces electronic fareboxes, electronic destination signs, electro-mechanical revenue collection equipment, bus ticket processing units, and their supporting data systems.

All diagnostic work and repairs will be performed down to component level.

Must maintain repair logs for all work performed and possess the ability to compose detailed reports and procedures.

Other duties as assigned or required.

### Qualifications:

Qualified candidate must be at least 21 years of age and have a degree from an accredited electronics school or its equivalent.

Must possess a strong background in varied fields of electronics with an exceptional ability to analyze problems and provide sound solutions in a timely manner.

Must be familiar with the use of all common electronics lab equipment.

Must be a self-starter in all areas of the position.

Strong mechanical aptitude, and knowledge of basic machine shop equipment and use of, is a definite plus.

The performance of these duties may be required at any time of the day or night, 24/7.

Qualified candidate must have a good work history and valid drivers license.

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## **DISTRIBUTION TECH I**

Facility Presence Health - Corporate Office  
Department SPD ADMINISTRATION - SMNHC  
Schedule Full-time  
Shift Day/Night rotation  
Hours 7am-3:30pm/11pm-7:30am  
Location Chicago, IL  
Req Number 132851

### Job Details SUMMARY

Stock supplies, pick orders, replenish par cart and areas, and distribute incoming supplies to departments.

Assist in receiving functions as applicable. Decontaminate, clean and distribute equipment.

Deliver/pick up mail, supplies, linen and equipment between off-site corporate facilities and outside businesses via company vehicles.

Perform all functions related to mail processing and distribution.

Complete all required computer transactions to maintain the inventory system, and the patient charge system for all functions listed as applicable.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Valid drivers license between 2 hospitals (Delivery supplies)

### Education and/or Experience

High School diploma or G.E.D. required, experience with inventory control in hospital/healthcare environment.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=514959>

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### **Building Maintenance Person**

Location: Melrose Park

Office: Revenue Services

Department: Maintenance

#### Job Description:

Under the direction of the Superintendent of Maintenance or his designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs, rebuilding and adjustments.

Work would be performed on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical, plumbing, lawn sprinklers, floor scrubbers, small gas powered engines and mechanical equipment.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have at least three (3) years experience in comparable field.

Must be at least 21 years of age and have or be able to obtain an "A" Commercial Driver's License, Air- Conditioning Certification and Underground Storage Tank certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position.

Must be capable of performing basic welding, read/follow blueprints, schematics, maintenance and parts manuals; and to operate test equipment. 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=514](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=514)

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

Location: Markham

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.

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## **Operations Administrator - Quality Assurance**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Division 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, ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. 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. The Operations Administrator processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues and identifies patterns. In addition, this position 1) assists with the development of the procedural manual (Pace Paratransit Operations Manual for Contractors) as it pertains to quality control; 2) assists the Quality Assurance and Compliance staff; 3) conducts customer service investigations including complaint resolution; 4) works with the Pace Legal Department regarding appeal hearings for passengers; 5) works with local advocacy groups to coordinate services and resolve issues with constituents; 6) provides support in Paratransit daily operations. This position is required to perform other duties as assigned to meet Pace department and agency goals.

**Qualifications:** Qualified candidates must have at least three (3) years operations experience in Transportation, Paratransit Operations, Mobility Management, Customer Service, Regulatory Compliance, or have relevant managerial or work experience. Transportation Regulatory Compliance experience and knowledge of FTA DOT ADA regulations are preferred qualifications or equivalent relevant work experience. A Bachelor's Degree, and prior demand response, advance reservation and dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid driver's license.

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### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

#### **Job Description:**

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

#### **Servers Needed**

Bullpen West Suburbs

West Chicago Area West Chicago, IL

Job ID: 9117131

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: 12

Experience: No Experience

No walkins or phone calls will be considered. Please apply online

#### **Job Description**

Bullpen is seeking multiple Servers for both full-time and part-time opportunities. Including opportunities on weekdays and weekends. Bullpen is a leading provider of hospitality and service industry jobs. Responsible for serving client customers in a professional manner. Must be able to work in a fast paced environment and follow all Food and Safety policies and regulations.

Apply online at <http://www.shiftgig.com/job/west-chicago/il/hosthostess-job-openings-at-bullpen-west-suburbs-9117131>

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**Mechanic**

Location: North Aurora  
Office: Revenue Services  
Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment. Removes and replaces all units and rebuilds small components.

Must make service calls, perform shift responsible duties as needed. Complete all required documents and must account for all materials used in accordance with the work order system.

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 be 21 years of age and must possess at least three (3) years previous diesel/gas experience and/or technical training.

Must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment.

Knowledge of the service area and the ability to operate all company equipment is also required.

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

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=304](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=304)

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## **Customer Service Coordinator**

Job ID: FRO019SD

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, USA

Full/Part Time: Full-time

Organization Hilton

A Coordinator with Hilton Hotels and Resorts is responsible for providing office support in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Coordinator, you would be responsible for providing office support in the hotels continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet and assist guests and respond to requests in a timely, friendly and efficient manner
- Perform word-processing, typing, e-mailing, data-entry, filing, faxing, copying, processing mail and taking notes and/or dictation
- Answer telephones, schedule team members, process payroll and conduct inventory
- Coordinate department projects, as needed
- Oversee maintenance of office equipment
- Track Guest Comment Cards and feedback
- Perform other general office duties and assist with special projects, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/customer-service-coordinator-job-chicago-illinois-4959036?cntry=united-states>

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### **Safety and Training Administrator**

Location: Arlington Heights

Office: Revenue Services

Department: Safety

#### Job Description:

Trains Pace and contract carrier employees on established bus operations, investigates accidents, and designs, develops and implements safety and training programs.

Provides both classroom and behind the wheel training/retraining of Pace's Standard Operating Procedures and Defensive Driving curriculum to Pace and contractor employees.

Conducts Accident/Incident investigations. Performs Property and vehicle Safety and Security inspections/audits. Develops and prepares reports tracking accident and incident trends, DOT and CDL requirements. Performs other duties as assigned.

#### Qualifications:

Associates Degree or equivalent experience preferred. Must have possessed at minimum an Illinois class B CDL with Passenger and Air Brakes endorsement for minimum of 1 year immediately prior to assignment. Must possess and maintain DOT Medical Examiner's certificate.

Must be capable of obtaining a CDL Driver's license and State of Illinois Third Party Certification Safety Officer License within 6 months of assignment. Must have a minimum of 5 years experience in public transit, including experience as a full-size Bus Operator. Instructor certification and/or degree in Instructional Design/Development and Accident Investigation preferred.

Experience in assessing and determining Preventability/Non-Preventability of accidents. Familiarity with Pace Safety, Training and Pace Fixed-Route and Paratransit operations and service area, OSHA Regulations, Pace Standard Operating Procedures, and ADA regulations as they apply to public transportation.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=563](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=563)

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