



Dir., Electrical Engineering

Summary of Duties

Reporting directly to the Senior Director, Capital Projects, plan, direct and control electrical and mechanical design, construction and maintenance activities on all eleven Metra Commuter Rail lines including yards, shops, railroad facilities, administrative buildings, and Metra headquarter building at 547 West Jackson Boulevard plans. Performs other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

Must have a Bachelor's Degree in Electrical or Mechanical Engineering. In addition to #1, must have a minimum of ten (10) years of experience as a senior Electrical or senior Mechanical Engineer level in the design, construction, and maintenance of electrical and mechanical systems such as power, lighting, HVAC, compressed air, fueling, industrial controls, and other miscellaneous electrical and mechanical systems. Of the ten (10) years of experience, must have a minimum of five (5) years working in a railroad environment or related industry. Must have previous experience in substation design. Supervisory experience in a railroad environment or related industry is required. Must have knowledge of local electrical and NFPA70/NEC Codes. Must have strong knowledge of AC/DC traction power distribution systems. Must be knowledgeable about Switchgears, rectifiers, SCADA and PLC systems. Must have a working knowledge of HVAC system design. Must be proficient in Microsoft Office Suite with emphasis in Word and Excel. Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Only qualified applicants will receive consideration. Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required.

Parks and spots equipment as directed. Accurately records fuel and oil dispensed at service island and bus cleaning.

Custodial and other duties as assigned or required.

Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

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

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

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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.

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Capital Construction Project Manager

Location: Arlington Heights

Office: Internal Services

Department: Capital Financing & Infrastructure

Job Description:

Under the direction of the Section Manager, Design and Construction, responsibilities include managing architectural and engineering professional services contracts and construction contracts.

Writing task order project scopes for solicitation of architectural and engineering professional services, reviewing and negotiating professional services fee proposals. Managing project documentation and contractual responsibilities during pre-design, design, construction and warranty periods.

Performing quality assurance/quality control reviews for architectural and engineering design submittals. Writing construction documents for bid letting for construction. Inspecting construction contract work in the field, ensuring that project is constructed in accordance with detailed plans and specifications.

Reviewing and negotiating contractor change order proposals. Performing all close-out tasks associated with the completion of all architectural and engineering services and construction contract work on projects assigned.

Qualifications:

Qualified candidate must have a Bachelors Degree in Engineering and must be a licensed Professional Engineer with 10-15 years of design and construction inspection experience, including industrial maintenance, fueling, and storage facilities.

Must be proficient in Word, Excel, and AutoCAD2013. Specific experience in HVAC and building automation systems, design-build project implementation, and LEED Certification is a plus.

Most work is performed in normal office environment, but must have the ability to maneuver on a construction site.

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

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

Assigns work to employees utilizing Oracle.

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

Other duties as assigned or required.

Qualifications:

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

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

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

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

This is a safety sensitive position. Qualified candidate must have a good work history.

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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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Microcomputer Specialist

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, IT Operations/Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations and maintains an inventory of IT equipment and software.

Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations.

Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 50 pounds or more and move heavy PCs, servers, monitors, and data equipment as required.

Must have experience in microcomputer application programming. Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

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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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Principal Budget Analyst

Location: Arlington Heights

Office: Internal Services

Department: Budget Planning & Analysis

Job Description:

Under the general direction of the Department Manager, the Principal Budget Analyst performs complex budgeting functions in the development of the Agency's annual budget. The position is responsible for coordinating the development of budgets for specifically assigned internal and external clients.

The position is responsible for preparing complex budget and financial reports, including preparation of the annual budget document and financial statements. The position completes complex accounting functions related to loading the budget information into the Oracle GL system.

The position is responsible for maintaining communications with all clients regarding budget/financial matters. The position conducts financial, statistical, and analytical studies, and drafts professional reports and correspondence that convey the findings. The position writes and interprets policies, procedures, and regulations; reviews contracts for adherence to budgets; and trains, coordinates, and/or reviews the work of staff.

Qualifications:

Bachelor's Degree in Finance and/or Accounting or related discipline or equivalent work experience.

Three to five years of budget planning experience with increasing responsibility in budgetary analysis and complex accounting procedures, preferably in a public sector environment.

Must be highly proficient in the use of computer software; specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software and report writing software(Crystal Reports). Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job.

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Senior Staff Attorney

Location: Arlington Heights

Office: Office of Executive Director

Department: Staff Counsel

Job Description:

Under the direction of the General Counsel, provides legal services for collective bargaining for Pace and advises and assists with labor issues, labor litigation, and grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues and labor disputes/actions.

Advises and assists in negotiating collective bargaining agreements; defends Pace in labor litigation in all venues; represents Pace in mediation and/or interest arbitration; advises and assists in grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues; performs other duties as assigned.

Qualifications:

Qualified candidate must have at least six or more years experience in labor/employment law including litigation and collective bargaining.

Bachelor's Degree and Juris Doctor and be licensed to practice law in Illinois is required. Public sector experience preferred.

Work is primarily performed in normal office environment but travel to Pace divisions and as necessary for collective bargaining, mediation, arbitration, and related hearings is required.

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

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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.

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Food Service Worker

Location: IL - Chicago

Job Type: Restaurant - Food Service Government

Base Pay:\$28,795 /Year

Required Education: High School

Required Experience: Not Specified

Required Travel: None

Employee Type: Full-Time

Relocation Covered: Not Specified

Industry: Restaurant, Food, Government - Civil Service

Job ID: 2131 - Food Service Worker

Description

Cook County is currently looking for a Food Service Worker to work at the JTDC facility. The high-volume kitchen operation prepares breakfast, lunch, and dinner for residents and serves between 1500 – 2000 meals daily.

Under general supervision, the Food Service Worker is responsible for tasks associated with the preparation and delivery of food to residents and staff in a safe, efficient, sanitary manner consistent with procedures regarding proper food handling, sanitation, safety, and cleaning schedules.

Requirements

The Food Service Worker should meet the following requirements:

High School Diploma or GED required. Previous high-volume institutional or commercial food service experience strongly preferred. Skilled in the safe, sanitary, and effective handling of food, cooking utensils, and food processing equipment. Ability to lift, push, pull, and otherwise move objects weighing up to 50 pounds. Ability to stand and/or walk for long periods of time and adapt to a large kitchen environment with varying temperatures (-8 to 80 degrees Fahrenheit). Highly accountable, reliable, and prompt, with a strong work ethic. Flexible and effective under pressure in a fast-paced environment. Must have knowledge of basic arithmetic and the ability to effectively understand and communicate in English (verbally and in writing). Open daily availability including weekends and holidays for any of two standard shifts that may be subject to change (5:30 am – 1:30 pm, 10:30 am – 6:30 pm) with 2 consecutive days off. 21 years of age or older at the time of application submission. Pass a pre-employment drug screen and criminal background check. A result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry.

Apply online at

http://www.careerbuilder.com/Jobs/Cookcountyjuviledetentioncenter/Food_Sp_Servi ce_Sp_Worker/JHQ2DY6NJ1N4JM2283P

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Recreation Specialist

Location: IL - Chicago

Base Pay: \$42,775 /Year

Required Education: 4 Year Degree

Required Experience: At least 1 year(s)

Employee Type: Full-Time Relocation Covered: No

Industry Government - Civil Service, Law Enforcement, Recreation

Job ID: 1624 - Recreation Specialist

Description

Cook County is currently looking for a Recreation Specialist to work in the JTDC Facility. Under the direction of the Team Leader, the Recreation Specialist ensures the well-being and safety of juveniles in custody at the JTDC, and provides them with organized, supervised, and varied recreational and related educational activities along with guidance and care. The Recreation Worker will be a part of a Residential Unit comprised of thirty-two (32) staff members and forty-eight (48) to fifty-four (54) residents.

The Recreation Specialist should meet the following requirements:

A Bachelor's Degree in Physical Education, Recreation, or related field, and at least one (1) year full-time experience working with adolescents in connection with organized sporting or recreational activities strongly preferred; Knowledge of rules, regulations, and characteristics of various group sports, games, and activities required; Ability to recognize abnormal behaviors and adverse health conditions in juveniles and follow proper medical reporting procedures; Ability to give and follow instructions and demonstrate leadership, authority, fairness, cooperation, and organizational skills in interactive group situations; Ability to successfully learn and apply CPR and other first-aid techniques as required; Knowledge of and sensitivity to cultural diversity
Highly accountable, reliable, and prompt, with a strong work ethic; Flexible, creative, proactive, and effective under pressure in a fast-paced environment; Ability to effectively understand and communicate in English (verbally and in writing) with both juveniles and staff members; Open availability including weekends and holidays
Must be a resident of the State of Illinois within 90 days of date of hire
Must be a citizen of the United States; Must have reached 21 years of age or older at the time of application submission; Pass a pre-employment drug screen and background check including but not limited to LEADS, CANTS, and professional references; Selected candidates must also 1) meet additional minimum requirements for eligibility established by the Administrative Office of the Illinois Courts (AOIC), and 2) pass a required and nationally recognized written examination for direct care positions

Apply online at

http://www.careerbuilder.com/Jobs/Cookcountyjuviledetentioncenter/Recreation_Sp_Specialist/JHV6GP5YD3SDTH30C2Y

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Youth Development Specialist

Location: IL - Chicago

Job Type: Government Nonprofit - Social Services

Base Pay: \$46,267 /Year

Required Education: 4 Year Degree

Required Experience: Not Specified

Required Travel: Not Specified

Employee Type: Full-Time Relocation Covered: No

Industry Government - Civil Service, Law Enforcement, Security

Job ID: 1592 Counselor

Job Summary

Under the supervision of the Deputy Executive Director, Team Leader or Assistant Team Leader provides for the safety, security, and well-being of residents, visitors, and staff within the detention facility. Supervises, guides, and counsels residents through daily activities within the JTDC's vision, mission and goals of the residential and educational programs.

Minimum Qualifications

Minimum of a Bachelor's Degree from an accredited college; preferably in Counseling, Social Work, Criminal Justice, Psychology, or other related Social Services

At least one year of proven experience in a secured facility is strongly preferred

Must possess general computer skills, including word processing and database creation and maintenance. Must be a resident of the State of Illinois within 90 days of date of hire. Must be a citizen of the United States. Must have reached 21 years of age or older at the time of application submission. Must pass a pre-employment drug screen and criminal background check. Must obtain a result of negative from the Illinois

Department of Children and Family Services (DCFS) Child Abuse Registry

Must also 1) meet additional minimum requirements for eligibility established by the Administrative Office of the Illinois Courts (AOIC), and 2) pass required and nationally recognized written examination(s) for direct care positions

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Apply online at

http://www.careerbuilder.com/Jobs/Cookcountyjuviledetentioncenter/Youth_Sp_Development_Sp_Specialist/JHV2F66VQKQDXPM0FPY

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Temporary Custodial Worker

Location: IL - Chicago

Job Type: General Labor Facilities

Base Pay: \$34,342 /Year

Required Education: High School

Required Experience: At least 3 year(s)

Required Travel: Not Specified

Employee Type: Full-Time Relocation Covered: Not Specified

Industry Government - Civil Service, Other

Job ID: JTDC: Custodial Worker II

Minimum Qualifications

High School Diploma or GED required

3 years previous experience in a custodial capacity and knowledge of cleaning methods; institutional, correctional, or governmental experience strongly preferred
The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Knowledge, Skills, Abilities and Other Characteristics

Highly accountable, reliable, prompt, with a strong work ethic and the ability to function independently in meeting high standards of cleanliness in assigned building area

Flexible and effective under pressure in a fast-paced environment

Ability to: lift, push, pull, and otherwise move objects weighing up to 50 pounds; stand and/or walk for long periods of time; and exercise safety and care in cleaning to avoid injuries or breakage

Ability to work with cleaning compounds, solvents, and chemicals

Ability to effectively understand, communicate, and follow instructions in English (verbally and written)

Open daily availability for days, evenings, weekends, and holidays (shifts subject to change)

21 years of age or older at the time of application submission

Pass a pre-employment drug screen and criminal background check

A result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry

Apply online at

http://www.careerbuilder.com/Jobs/Cookcountyjuviledetentioncenter/Temporary_Sp_Custodial_Sp_Worker/JHP5FQ6BQWTQ3RYMLD3

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Commissary Coordinator

Location: IL - Chicago

Job Type: Other

Base Pay: \$43,338 /Year

Required Education: High School

Required Experience: At least 2 year(s)

Required Travel: Not Specified

Employee Type: Full-Time Relocation Covered: Not Specified

Industry Food, Government - Civil Service

Job Summary; Under general direction of the Deputy Executive Director (DED) of Programs and Professional Services, the Commissary Coordinator is responsible for coordinating the activities of the JTDC Commissary.

Minimum Qualifications

High School Diploma or GED required and A.A. degree in Culinary Arts or related field strongly preferred; 2 to 3 years prior experience in a food service environment required (institutional or commercial experience preferred); Skilled in the safe, sanitary, and effective handling of food, cooking utensils, and food processing equipment

Ability to acquire a Food Service Sanitation Manager Certification recognized by the state of Illinois and City of Chicago within 90 days from date of hire

Ability to lift, push, pull, and otherwise move objects weighing up to 50 pounds.

Ability to stand and/or walk for long periods of time and adapt to a large kitchen environment with varying temperatures (-8 to 80 degrees Fahrenheit)

Ability to effectively communicate verbally and in writing with other staff

Highly accountable, reliable, and prompt, with a strong work ethic

Flexible, creative, proactive, and effective under pressure in a fast-paced environment

Must be a resident of the State of Illinois within 90 days of date of hire.

Must be a citizen of the United States. Must have reached 21 years of age or older at the time of application submission. Must pass a pre-employment drug screen and criminal background check. Must obtain a result of negative from the Illinois

Department of Children and Family Services (DCFS) Child Abuse Registry. Must pass required and nationally recognized written examination(s) for direct care positions.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description.

Apply online at

http://www.careerbuilder.com/Jobs/Cookcountyjuviledetentioncenter/Commissary_Sup_Coordinator/JHP5Q86N1HCT119MWHN

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Administrative Assistant II (CEP)

Requisition ID: 00115225

Organization: Forest Preserve District

Work Locations: 536 N. Harlem

Job Posting: Dec 9, 2013, 12:00:00 AM Closing Date: Dec 22, 2013, 11:59:00 PM

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$40,760 Annually

Forest Preserve District of Cook County

Minimum Qualifications: Must possess a high school diploma, GED, or higher. Must possess four (4) or more years of full-time work experience as an administrative assistant or substantially similar position. Must possess three (3) or more years of full-time work experience using Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook. Must possess a current valid driver's license. Possession of a bachelor's degree or higher in business administration, public administration or other substantially similar area from an accredited college or university. Possession of two (2) or more years of full-time work experience organizing logistics for recreational and/or educational events.

Knowledge, Skills, Abilities and Other Characteristics

Good interpersonal relation skills. Ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations. High level of accuracy and proficiency in the use of a computer and software programs to manage and generate information, reports, letters, etc. Basic knowledge of the purpose and goals of the District. Thorough knowledge of specialized principles and techniques regarding office practices and procedures. Knowledge of good office management principles. Skills and accuracy in the control, organization and maintenance of files and records. Knowledge of Microsoft Office applications that may be applied to the position and its duties. Ability to work cooperatively with administrative, supervisory and professional personnel in maintaining adequate services. Ability to work a flexible schedule as needed, including weekends, evenings and holidays. Ability to drive to various locations throughout the District

The Forest Preserve District of Cook County is an equal opportunity employer and prohibits discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, gender identity, or any other legally protected status. The Forest Preserve District of Cook County complies with its legal obligations regarding political hiring, and no employment action affecting this position shall be influenced by political reasons or factors.

Apply online at <https://cookcountyil.taleo.net/careersection/400/jobdetail.ftl>

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Project Manager (Part-Time)

Requisition ID: 00115233

Organization: Forest Preserve District

Work Locations: 536 N. Harlem

Job Posting: Dec 9, 2013, 12:00:00 AM Closing Date: Dec 22, 2013, 11:59:00 PM

Full-time A.M. P.M

Posting Salary: \$27.04

Forest Preserve District of Cook County

Minimum Qualifications

Must possess a bachelor's degree or higher in architecture, engineering or construction management from an accredited college or university and one (1) or more years of professional work experience managing construction projects; OR must possess a high school diploma or GED and four (4) or more years of professional work experience managing construction projects. Must possess a current valid driver's license.

Knowledge, Skills, Abilities and Other Characteristics

Thorough and comprehensive knowledge of the principles and practices of engineering and architectural design and construction methods; General working knowledge of building and development codes; Ability to learn and understand the needs, services and operations of the District as they apply to buildings and facilities, and public access areas. Ability to understand, interpret and evaluate working drawings, contract specifications and building management plans; ability to monitor the work of others so engaged. Ability to communicate effectively both orally and in writing, coordinate planning and permitting activities with other District staff, departments, outside consultants and other agencies. Ability to manage multiple projects effectively at one time, and shift priorities as necessary. Ability to operate a car for purposes of traveling to various sites, climb a ladder for purposes of inspecting buildings or access construction sites as required. The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

General District Employment Requirements

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Apply online at <https://cookcountyil.taleo.net/careersection/400/jobdetail.ftl>

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

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Seasonal Lifeguard I

Requisition ID: 00115226

Organization: Forest Preserve District

Work Locations: 536 N. Harlem

Job Posting: Dec 9, 2013, 12:00:00 AM Closing Date: Jan 8, 2014, 11:59:00 PM

Full-time A.M. P.M.

Posting Salary: \$12.00 Hourly

Forest Preserve District of Cook County

Job Summary

Under designated supervision, this person is responsible for the safety District swimming pool patrons: supervising the pool area; insuring observance of all pool rules and regulations; performing pool and facility cleaning and maintenance as needed in accordance with District procedures and pertinent sanitation codes. Conducts continuous surveillance of assigned pool area for signs of swimmers in trouble and for violations of pool and safety regulations and performs water rescue of pool patrons as needed. Administers first aid to victims of near-drowning or related mishaps; responds to and reports emergencies to appropriate officials. Ensures compliance with and enforces pool ordinances and rules. Maintains, repairs and takes inventory of first aid and lifesaving equipment.

Typical Duties

Administers life-saving assistance when necessary; maintains life guard stations as directed. Ensures the safety of District swimming pool patrons; promptly reports any work-related or patron injuries to supervisor. Cautions swimmers regarding unsafe activities and enforces facility rules. Rescues swimmers in danger of drowning and administers first aid. Supervises the pool area and insures the observance of all pool rules and regulations.

Minimum Qualifications

Must be at least sixteen (16) years of age at time of application. Must possess current certifications in Life Guarding, Basic Life Saving C.P.R., and First Aid, and AED. (All certifications must cover the time period of May through September of the current application filing year.) Must be willing to work entirety of pool season (available mid-May through mid-September). Must be a current Cook County resident.

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PHYSICIAN ASSISTANT I - SPECIALTY CARE CLINIC (SCC)

SHIFT: 8:00 AM - 4:00 PM

Job Number: 00115219

Job Posting: Dec 5, 2013, 2:09:15 PM Closing Date: Jan 5, 2014, 11:59:00 PM

Full-time

Shift Start Time: 8:00 A.M. Shift End Time: 4:00 P.M.

SEIU 73

Posting Salary: \$37.602 - HOURLY

Organization: Health and Hospital Systems

JOB SUMMARY

Provides diagnostic and therapeutic services to patients under the supervision of a Licensed Physician as deemed appropriate to the normal scope and characteristics of the practice of the supervising physician and in compliance with the Illinois Physician Assistance Practice Act. Clinical privileges and evaluation procedures are reviewed annually.

MINIMUM QUALIFICATIONS

Graduation from a Physician Assistant Program approved by the National Commission on the Certification of Physician Assistant (NCCPA) is required.

(Must provide original college/university transcript at time of interview)

Must be licensed as a Physician Assistant in good standing in the State of Illinois.

(Must provide license at time of interview)

Current certification from the National Commission on Certification of Physician Assistants is required. (Must provide proof of certification at time of interview)

Active BLS and ACLS certification is required. (Must provide proof at time of interview)

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

Employment contingent on successful credentialing through the medical staffs of the Cook County Health and Hospitals System.

COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

00114128

Apply online at <https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl>

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