



Job Title: Temporary Executive Assistant to the Dean - College of Nursing
Department: TASC/Administrative Assistant
Shift: 1st
Full/Part: Type 4 (Temporary)
Specialty: Customer Service
Job Number: 2013-1641

Position Duties: Ensures attention to and follow through on all matters in the absence of the Dean. Manages the Dean's calendar; scheduling meetings, phone calls and travel with multiple participants. Manages inbound and outbound telephone calls and correspondence on behalf of the Executive. Regularly interacts with Senior Executives, Board members, high level administrators, internal and external constituents and government officials. Demonstrates sound judgment and initiative required to support the Dean. Prepares, submits and tracks accounting transactions; assists with budget preparation and maintenance. Researches and recommends purchase of office equipment (computers, furniture, etc.) as necessary. Processes termination/new hires with Human Resources. Compiles and maintains confidential personnel files. Maintains proficiency in technology and software needed to support the Dean's responsibilities. Interacts in a professional, diplomatic and courteous manner with internal and external stakeholders

Knowledge, Skills and Abilities: High school diploma required; Bachelors degree preferred. At least 5 years executive administrative experience. Proficiency with WordPerfect, Word, PowerPoint, Excel and Outlook; ability to quickly gain proficiency with other computer applications utilized by department. Excellent verbal and written communication skills, including letter composition, grammar, and punctuation. Ability to assist quickly on urgent and time-sensitive matters of significance. Must be able to work under pressure; be flexible; a self-starter; have a professional and courteous nature; be a team player; and maintain a high degree of confidentiality. Must be able to make decisions independently, escalating complex issues to management. Must be comfortable with latitude for resolving exceptions.

Preferred Skills and Experience: Experience in a post-secondary academic environment a plus. Experience providing C-level administrative support within an academic environment preferred.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131126171355&

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Billing Processor

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:

Organize in-patient and out-patient claims for electronic or hard copy mail and forward to appropriate third party payers.

Review claims to make sure that payer specific billing requirements are met, follow-up on billing, determine and apply appropriate adjustments, answer inquires, and update accounts as necessary.

Requirements:

High school diploma or GED

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Minimum of 2 years of billing and/or patient account experience in a hospital setting required.

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

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

For information about our special incentive program for RN staff, call Patient Care Services at (773) 962-4075.

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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day. Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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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Front Desk Dental Clinic Receptionist

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Description:

The Front Desk Dental Clinic Receptionist is the initial point of contact with patients and is the clerical support person for the dental clinic.

This position is the liaison between clinic staff and patients and is responsible for being able to effectively and professionally communicate with all parties.

Responsibilities include answering phones, scheduling and confirming appointments, greeting patients, verifying and processing insurance, collecting copays, overseeing accounts payable and receivables, and conducting basic accounting duties.

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Requirements:

High school diploma or GED

Minimum of 5 years of experience as a Front Desk Dental Receptionist.

Experience with insurance billing. Strong accounting skills.

Strong computer skills. Knowledge of Softdent program is a plus.

Ability to type 50 wpm.

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

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In-Patient Coder

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Description: Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

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Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification. Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

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

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

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Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.
Hospital assignment background is a major plus.
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.

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Mental Health Worker

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Description:

Establish a therapeutic relationship with assigned patients.

Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit.

Take vital signs, weigh patients and collect routine specimens.

EOE

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Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

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

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

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Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

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

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Manager of Pediatrics Mobile Unit

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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

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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.

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Mail: Human Resources Department

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Registered Nurse

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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

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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.

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Social Worker

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Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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

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Adjunctive Therapist

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Description:

This position plans and conducts individualized therapy programs to help patients develop, regain, or maintain their ability to perform daily activities.

S/he teaches patients skills/techniques and how to use adaptive equipment for participating in activities.

The Adjunctive Therapist studies, evaluates, and records patients' activities and progress.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in the area of Therapy specialty or related field required.

Registered Therapist in state of Illinois

Minimum of 2 years of Therapist experience in acute care setting.

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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Fax: (773) 962-0034

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Job Title: Human Services Caseworker

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$4,059.00 - \$5,503.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Assistant - Opt 1
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:
Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

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

Contact:
Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 – General

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Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: G-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:
Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 35 WPM.

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

Contact:
Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

How to Apply:
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Additional Documentation for Office Assistant:

Option 2 – Typing

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Job Title: Plumber

Agency: Central Management Services
Closing Date/Time: Tue. 12/10/13 5:00 PM Central Time
Salary: \$47.89 - \$47.89 hourly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: PR000
Bid ID#: CMS 7984

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs journeyman work in the installation, maintenance and repair of sanitary fixtures, fluid transmission system and sewage systems.

Minimum Requirements: Requires no formal education. Requires experience necessary to qualify as a journeyman plumber. Requires possession of a valid certificate of license as a journeyman plumber.

Work Hours & Location/Agency Contact:

Work Hours: 7:00 a.m. – 3:30 p.m. Monday-Friday (1/2 hour unpaid lunch)

Work Location:

Central Management Services/Property Management/Facilities Chicago/Northern
DHS Chicago Read Mental Health Center 4200 N Oak Park Ave Chicago, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
Phone: 217-558-0962, FAX: 217-782-9925

All Interested Applicants: Current State Employees AND Applicants who are NOT Currently Employed by the State of Illinois: Submit a CMS 100 - Employment Application to the Agency Contact above. Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on Employment Application - CMS-100

Print the application

Complete the application in full (Box 1 is: Plumber - CMS 7984)

Sign the application

Fax the application to: 217-782-9925

OR mail it to the Agency Contact address:

A & R Shared Services Center, 101 W Jefferson, Springfield, IL 62702

You will be contacted if chosen for an interview.

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Merchandiser - Chicago North Suburbs-1306511

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Position Responsibilities

Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned.

Available to work weekends and holidays.

- \$12.85/hr - 6:00am to 2:30pm

- Must be available 7 days week, 1- 2 days off weekly based on work schedule.

Weekends required.

- Route will be contained within some of the below zip code areas:

60601	60621	60640
60602	60622	60644
60603	60623	60647
60604	60624	60651
60607	60625	60653
60612	60629	60657
60613	60630	
60614	60636	
60615	60637	
60618	60639	

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer.

Apply online at

<https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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A Greyhound Professional Motorcoach Operator

"Making enjoyable travel possible for everyone." is our mission. As a professional Motorcoach operator, you will safely transport our customers and packages nationwide.

Greyhound Driver Benefits

Offering major medical plans, dental, vision, free travel, 401K with company match and more. Click here for more information.

Qualifications: To qualify, you must:

- Be at least 22 years of age
- Pass a DOT physical, criminal background check and drug screening
- Have a valid driver's license
- Have an good driving record
- Must be able to obtain a passport to cross the Canadian border
- Successfully complete Greyhound's driver training program

Standards are high at Greyhound and safety is our number one value.

If you cannot do it safely, don't do it!

Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training. Click here for more information.

Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

Apply online at <http://www.greyhound.com/en/drivingcareers.aspx>

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Sr Sales Consultant - Orland Park

Location: Orland Park, IL, USA

Area of Talent: Sales

Job Type: full time

Req. Number: 15681

Business Unit: Retail/Counter Sales and Cashier

Job Specification:

- High School Degree or Equivalent - Generally requires 1-3 years related experience

***The future of Awesome is here, and this is an exciting retail opportunity to illustrate "Awesome" directly with Comcast customers. If you have an appreciation for retail, a passion to work with customers, a love of new technologies and a winning sales drive, then this opportunity may be for you!

Educating and energizing customers on features, benefits and use of all Comcast products and services has never been more fun. Comcast will provide the tools, and they need you to provide the Awesome. Ultimately, you will recommend and sell the perfect solution for the customer.

In this role, you will work directly with customers in a retail location and review all of the products and services that Comcast has to offer a customer, based on the customer's needs. You will help the customer understand more of what Xfinity is about.

Additionally, you will also be responsible for helping existing customers on interpreting and clarifying their account statements and paying their bills in the store. You will be able to answer any questions they have on current or new services, make changes to account data, upgrade or downgrade levels of service, and process all general service requests.

Other responsibilities include helping customers with any concerns they may have with their products or services. These concerns may include, but are not limited to, billing discrepancies, service disruptions, and general service inquiries. Comcast realizes that sometimes things aren't perfect; however you will be able to resolve these issues first-hand, and help the customer leave the store much happier than when they arrived.

Apply online at <http://jobs.comcast.com/jobs/descriptions/sr-sales-consultant-orland-park-orland-park-illinois-job-1-4112418>

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Maintenance Mechanic - Northlake - Illinois (Variable Shifts)-1310611

Description

The Maintenance Mechanic is responsible for troubleshooting, repairing, and maintaining machinery and mechanical/electrical equipment such as motors, conveyor systems, pneumatic and hydraulic systems, production machines, HVAC systems, boilers, pumps, liquid fillers, packaging equipment, material handling equipment, bulk delivery equipment, and blending/mixing systems.

Shift and Schedule: This is a full time permanent position and will need to be flexible to work variable shifts based on business needs. Our 2nd shift runs from 1:00pm to 9:30pm and our 3rd shift runs from 9:00pm to 5:30am.

Salary: The pay rate for this position is \$20.05 per hour.

Position Responsibilities

Analyze mechanical, pneumatic, hydraulic or electrical problems and make repairs through adjustments, defective parts replacement, or fabrication. Wire moderately complex control circuits. Fabricate, repair, and install hangers and all types of piping including hot/cold water, steam, process and condensate, utilizing formulas for all phases. Weld various types of metals. Machine most metals, plastics, and composites. Fabricate or replicate minor pieces for the repair or replacement of parts on equipment. Complete size changeovers, make adjustments, and trouble shoot liquid fillers and packaging equipment.

Identify problems and completes repairs, with minimal downtime or supervision.

Qualifications

High school diploma or general equivalency diploma (GED)

2 years of technical training OR 2 years related maintenance experience

Lift, push, and pull 50 pounds repeatedly, walking and standing for long period of time

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