



**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.

Apply online at

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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.

Apply online at

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**Foreman**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel. Performs administrative duties as required.

Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness.

Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

**Qualifications:**

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

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required.

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

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 Helper**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

### Job Description:

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

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

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

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

### Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training.

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

Must successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

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

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### **Operation Administrator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

#### Job Description:

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

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

#### Qualifications:

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

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

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

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

Apply online at

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### **Senior Accountant**

Location: Arlington Heights

Office: Internal Services

Department: Treasury & Revenue Accounting

#### **Job Description:**

Under the direction of the Section Manager, Treasury and Revenue Accounting, the Senior Accountant will be responsible for analyzing and accurately recording revenues received from Paces Ventra Settlement Account and related fees charged by Paces contractor.

This position will develop and utilize existing reports from the Ventra system for financial reporting purposes.

Responsibilities include ensuring revenue accounting compliance with the Ventra contract, Ventra System business rules and the related intergovernmental agreement with the CTA.

This position will also be responsible for coordinating, reviewing and recording activities performed by Paces armored car services provider.

#### **Qualifications:**

Qualified candidate must have a Bachelors Degree in Accounting and a CPA certification is preferred.

Five years of experience in the accounting field as well as strong verbal and written communication skills are required.

The candidate must be accurate, detail oriented and have a good work history.

The candidate must have an intermediate to advance knowledge of Excel and a report writer program. Experience with an automated accounting system, such as, Oracle is preferred.

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**Job Title Electrical Worker**

Location Skokie, IL, US

Job Type Full - Time Permanent

Department Bus/Rail Maintenance

**Position Summary**

**SALARY TARGET: \$41.80 PER HOUR**

THIS IS A FULL-TIME TEMPORARY POSITION WITH AN ANTICIPATED END DATE AT ANYTIME. Performs various duties relative to the repair of electrical and electronic components in buses and rail vehicle equipment.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Must pass applicable tests. Must pass a physical examination and perform the physical activities associated with this position. Minimum of five years of verifiable work experience in a recognized shop, inspecting, testing, repairing and rebuilding electrical and/or electronic components and equipment.

**PHYSICAL REQUIREMENTS**

Required to lift, carry and maneuver material weighing up to 50 pounds. Must have good eyesight and distinguish colors.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must be familiar with the correct tools and machinery used in the repair and maintenance of rail vehicle cars and buses. Required to be competent in the use of small hand and power operated tools and proficient in the use of electrical testing and measuring equipment such as oscilloscopes, function generators, frequency counters and digital multimeters. Must possess a thorough knowledge of electrical and electronic theory.

This is a bargained for position and is not subject to CTA's residency ordinance. CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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**Job Title Project Consultant - Vehicle Engineering**

Location Skokie, IL, US

Job Type Full - Time Permanent

Department Bus and Rail Maintenance

**Position Summary**

**SALARY TARGET: \$85,000 - \$95,000**

Provides project oversight and technical support for CTA Bus and/or Rail capital vehicle programs.

**Qualifications**

Bachelor's degree in Mechanical or Electrical Engineering plus seven (7) years of experience, or an equivalent combination of education and experience related to the position.

Experience managing large-scale vehicle procurement, maintenance, and overhaul projects is preferred.

**PHYSICAL DEMANDS**

Requires sitting for extended periods of time, standing, visual acumen, and manual dexterity for working with computer key boards.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Reporting Analyst**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Safety & Risk Management

**EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's degree in Safety, Statistics, Mathematics, Business, or a related field, plus one (1) year of experience using analytical methods and/or maintaining databases and records, or a combination of education and experience relating to this position.

Experience in the safety field preferred.

Experience conducting analysis in a regulatory environment preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of the procedures and processes in conducting analysis in a regulatory environment desired. Working knowledge of the methods and techniques of accurate record keeping and tracking. Working knowledge of the principles and methods of data analysis. Working knowledge of the principles and methods of incident reporting and creating case summaries. Strong organizational and time-management skills. Strong oral and written communication skills. Good report making and presentation skills. Ability to manage large amounts of information and keep track of emerging details. Ability to comprehend diverse, sometimes conflicting information, research and resolve discrepancies or escalate them appropriately. Ability to establish and maintain cooperative working relationships. Ability to work independently. Ability to analyze facts and statements, and summarize findings. Ability to maintain detailed and accurate records, and efficiently track information about the status of records or projects, is required. Summarizing salient and required details. Determining the relevance of information. Maintaining productive relationships with information-owners in other departments.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Rail Customer Service Representative / Security Controller**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Control Center

SALARY TARGET: \$35.95 PER HOUR

**EDUCATION/EXPERIENCE REQUIREMENTS:** Required to possess a combination of education and experience relating to this position. Must currently be employed in either Bus/Rail Operations as a supervisor or instructor and possess a minimum of three (3) years' experience as an operating employee (unless the applicant possesses the necessary education or experience in a related field or industry). Required to submit to and pass drug and alcohol testing. Required to pass certification/re-certification test(s).

**KNOWLEDGE, SKILLS, AND ABILITIES:** Must possess a thorough knowledge of bus and/or rail operations. Must possess a general knowledge of bus and rail operations equipment. Must possess a general knowledge of ADA and paratransit policies and procedures. Must possess a thorough knowledge of the Authority's fare structure and regulations and the equipment associated with the Automated Fare Collection system, along with a thorough knowledge of the Authority's refund policy. Must possess the knowledge and skills necessary to competently operate personal computer systems to develop and maintain business applications using standard software, such as Windows, Microsoft Word, Excel, Access, etc. Required to be knowledgeable of the duties, responsibilities and performance requirements for operating, station and non-operating Transit Operations positions. Must possess a comprehensive knowledge of the rules, regulations and procedures governing operating and non-operating employees. Must have a temperament suitable for responding to calls and emergency incidents in a calm and professional manner. Must possess communication skills suitable for providing clear and concise radio communication and public address announcements. Must be able to write and express oneself in a clear, logical and comprehensive manner. Required to develop and maintain effective working relationships with Authority personnel and outside agencies.

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**Job Title Rail Controller**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Control Center

SALARY TARGET: \$39.70 PER HOUR

**EDUCATION/EXPERIENCE REQUIREMENTS**

Must possess a Bachelor's Degree or combination of education and experience relating to this position. Proof of education must be provided at time of application. Required to work a minimum of two (2) years as a Controller to be considered for field operations management positions. Must be qualified Rapid Transit Operator with a satisfactory work record and maintain certification and qualification. Must currently be employed in rail operations (with a minimum of three (3) years experience including supervision qualification) or Communication/Power Control unless the applicant possesses the necessary education or experience in a related field or industry. Required to submit to and pass drug and alcohol testing. Required to pass certification/re-certification test(s).

**KNOWLEDGE, SKILLS, AND ABILITIES**

Required to possess knowledge of rail system function, routes, rail patterns, operating regulations and scheduling techniques. Must be able to read and interpret all scheduling related materials. Must possess a comprehensive knowledge of the various types of revenue equipment. Must possess a general knowledge of rail operations equipment. Must possess a thorough knowledge of the Authority's fare structure. Required to be knowledgeable in proper service restoration techniques. Must possess communication skills suitable for providing clear and concise radio communication and public address announcements. Must be able to write and express oneself in a clear, logical and comprehensive manner. Must be able to document occurrences or events in a chronological order. Required to develop and maintain effective working relationships with Authority personnel and outside agencies. Must also possess a thorough knowledge of bus and rail operations.

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Location Chicago, IL, US

Job Type Full - Time Permanent

Department Control Center

SALARY TARGET: \$35.95 PER HOUR

**EDUCATION/EXPERIENCE REQUIREMENTS:** Required to possess a combination of education and experience relating to this position. Must currently be employed in either Bus/Rail Operations as a supervisor or instructor and possess a minimum of three (3) years' experience as an operating employee (unless the applicant possesses the necessary education or experience in a related field or industry). Required to submit to and pass drug and alcohol testing. Required to pass certification/re-certification test(s).

**KNOWLEDGE, SKILLS, AND ABILITIES:** Must possess a thorough knowledge of bus and/or rail operations. Must possess a general knowledge of bus and rail operations equipment. Must possess a general knowledge of ADA and paratransit policies and procedures. Must possess a thorough knowledge of the Authority's fare structure and regulations and the equipment associated with the Automated Fare Collection system, along with a thorough knowledge of the Authority's refund policy. Must possess the knowledge and skills necessary to competently operate personal computer systems to develop and maintain business applications using standard software, such as Windows, Microsoft Word, Excel, Access, etc. Required to be knowledgeable of the duties, responsibilities and performance requirements for operating, station and non-operating Transit Operations positions. Must possess a comprehensive knowledge of the rules, regulations and procedures governing operating and non-operating employees. Must have a temperament suitable for responding to calls and emergency incidents in a calm and professional manner. Must possess communication skills suitable for providing clear and concise radio communication and public address announcements. Must be able to write and express oneself in a clear, logical and comprehensive manner. Required to develop and maintain effective working relationships with Authority personnel and outside agencies.

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**Certified Nursing Assistant ICU-1405041547**

Job: Nursing  
Primary Location: IL-Oak Park  
Hospital/Facility: West Suburban Medical Center  
Job Type: Full-time  
Shift Type: Rotating

**Description:**

The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills.

Qualifications: High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester of clinical completed in an RN program accepted in its place of CNA certification.

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

**Certified Occupational Therapy Assistant (Cota)-1405041486**

Job: Therapy and Rehabilitation  
Primary Location: IL-Oak Park  
Hospital/Facility: West Suburban Medical Center  
Job Type: PT2Y  
Shift Type: Days

Description: Under supervision of the Occupational Therapist, is responsible for the treatment of clients in Hand Therapy. Providing manual therapy and instruction of home exercise programs. Responsible for re-evaluating the patient's progress and determining when the patient is appropriate for discharge. Instructs patients in general pain management and injury prevention techniques and monitors their application of these techniques during work simulated activities.

**Qualifications:**

Associate Degree as an Occupational Therapy Assistant from an accredited college. Licensed as a Certified Occupational Therapy Assistant in the State of Illinois. One to three years of professional occupational therapy work experience in hand therapy.

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**Certified Pharmacy Tech-FT Days-1505005139**

Job: Pharmacy  
Primary Location: IL-Oak Park  
Hospital/Facility: West Suburban Medical Center  
Job Type: Full-time  
Shift Type: 8 Hour Day

Description: Under direct supervision, assists Registered Pharmacists to fill prescriptions by preparing, stocking and delivering drugs, intravenous solutions and pharmaceutical supplies.

Qualifications:

Level of knowledge normally acquired through the completion of high school. Three to six months on-the-job training in order to become familiar with the internal operation of the Pharmacy. Basic typing skills. Good mathematical skills and an understanding of metric conversion and apothecary weights and measures. The ability to understand and record factual information, i.e., taking phone requests.

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**Clinical Coordinator- Ortho-1405041492**

Job: Nursing  
Primary Location: IL-Oak Park  
Hospital/Facility: West Suburban Medical Center  
Job Type: Full-time  
Shift Type: Days

Description:

The Clinical Coordinator is a nurse with expertise in oncology who acts as clinician, care coordinator, educator, advocate, counselor and consultant to achieve optimal outcomes. The position address patient needs throughout the continuum to reduce gaps in the care process and provide education (Diagnostic Phase); improve timeliness of care and coordinate complex care processes (Multidisciplinary Care); and develop plans for long term and survivorship care (Post Treatment Phase).

Qualifications: Must have current RN License in Illinois.

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**Dietary Attendant I Registry-1405041617**

Job: Maintenance, Food Service, Housekeeping and Security  
Primary Location: IL-Oak Park  
Hospital/Facility: West Suburban Medical Center  
Job Type: PT2Y  
Shift Type: Rotating

Description: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS: Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

**ENV SERVICES AIDE I / Part Time-1505001609**

Job: Maintenance, Food Service, Housekeeping and Security  
Primary Location: IL-Oak Park  
Hospital/Facility: West Suburban Medical Center  
Job Type: PT1  
Shift Type: 8 Hour Day

Description:  
Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties. Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS: Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas. A High School Diploma or it's equivalent is preferred. The ability to communicate effectively both verbally and written in English. The ability to complete written forms and reports as required. Previous experience in a hospital environment desirable.

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
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## **Social Media Lounge Ambassador - Day of Game**

US Cellular Field

### Job Responsibilities:

Assist with the day-to-day execution of social media promotions in the #SoxSocial Lounges

Take photos of various promotions, events and fans to be used in various social media channels

Work with Sox Pride Crew to execute pre-game and in-game promotions  
Work directly and indirectly with fans to assist with requests and answer questions  
Other duties as assigned

### Qualifications and Requirements:

Knowledge of existing social platforms and emerging social channels required

Excellent communication skills, both written and verbal

Excellent organizational and customer service skills

Knowledge of social media monitoring software and technology a plus

Knowledge of baseball and the Chicago White Sox is preferred

Opportunity to work 81 home games -- 70% night games/ 30% day games (Assistants are not required to work all home games, schedule is based on availability)

### Job posting info:

Candidates interested in applying for this position should e-mail a resume to:

[jobs@chisox.com](mailto:jobs@chisox.com)

Please insert Social Media Lounge Ambassador as your subject line.

Deadline: Friday, February 20, 2015

NO PHONE CALLS PLEASE

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**Fantrak - Day of Game**  
US Cellular Field

Overview:

Fantrak representatives are responsible for the in-park research/collection of data at White Sox home games.

Fantrak research will be conducted at approximately 50 games during the 2015 Season.

Fantrak representatives are responsible for selecting participants on a random basis, and asking them to complete a 3-5 minute survey.

Typically, FanTrakers are required to complete 35 surveys per game.

Qualifications and Requirements:

Applicant must be comfortable with technology

Excellent communication skills, must be comfortable approaching people and speaking directly with fans

Excellent customer service skills

Compensation: \$50/per game

Job posting info:

Candidates interested in applying for this position should e-mail a resume to:  
[jobs@chisox.com](mailto:jobs@chisox.com)

Please insert Fantrak as your subject line.

Deadline: Friday, February 20, 2015

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**Day of Game Emcee**  
US Cellular Field

**Job Description:**

The Chicago White Sox seek an energetic and outgoing individual who can Emcee select features and/or promotions during the 2015 season. Candidate must have strong communication skills and a proven ability to multi-task and meet deadlines. Ideal candidate is self-motivated, takes initiative and has a positive attitude.

**Job Responsibilities:**

Speaking live on microphone during promotions held in the ballpark  
Memorize copy and adlib when necessary  
Ability to engage with our fans and help in the planning and execution of partner promotions. Create positive energy using both voice and body language  
Must be comfortable working with every level of personnel, including day of game staff and management. Other duties as assigned

**Qualifications and Requirements:**

Minimum of 1-2 years hosting/Emcee experience required  
Experience and confidence speaking in front of large audiences  
Highly motivated and enthusiastic with strong interpersonal skills  
Strong communication skills with the ability to project your voice  
Creative and innovative personality  
Strong organizational skills and attention to detail  
Ability to take direction and feedback  
Exceptional customer service and professionalism  
Show initiative and be a self-starter  
Excel in high pressure situations  
Ability to adjust and adapt quickly to situations  
Working knowledge of baseball rules and regulations  
Production/broadcast experience preferred  
Must be 18 years of age or older to apply  
Must be available to work 2 hours prior to all 81 games as the home baseball schedule dictates

Job posting info: Candidates interested in applying for this position should e-mail their headshot, 2-3 minute demo reel, and resume to: [asheridan@chisox.com](mailto:asheridan@chisox.com)

Please insert 2015 Emcee as your subject line.

Deadline: Friday, February 20, 2015  
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