



Job Title: Conservation/Historic Preservation Worker

Agency: Agriculture

Salary: \$8.25 - \$17.00 hourly

Job Type: Temporary

Location: Sangamon County, Illinois

Number of Vacancies: 400

Bid ID#: 11-10-IDOA-224

Description of Duties/Essential Functions Benefits Supplemental Questions
TEMPORARY EMPLOYMENT ONLY for the IL State Fair staff and the Division of Promotional Services. Performs a variety of unskilled manual labor and/or simple clerical duties at the IL State Fairgrounds. Involves responsibility only for performing work promptly and efficiently.

Minimum Requirements:

Knowledge, skill and mental development equivalent to the completion of eight years of elementary school; elementary knowledge of materials, tools, equipment and practices essential to ground and building maintenance; ability to understand and follow simple oral and written instructions; ability to maintain satisfactory working relationship with other employees and the general public.

Work Hours & Location/Agency Contact: 8a-4p, Monday through Friday
Extended hours and weekends mandatory during the Illinois State Fair

IL Dept of Agriculture
Bureau of Human Resources, IL State Fairgrounds, Springfield, IL 62794
(217) 785-5099

How to Apply:

Submit IDOA 2015 Summer Employment Application to:

IL Dept of Agriculture

Bureau of Human Resources, IL State Fairgrounds, Springfield, IL 62794

Applications are available at www.agr.state.il.us

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Classification Title: Program Assistant

Posting Number: 0600912

Working Title: Financial Aid

Position Type: Hourly

Department: Enrollment Services

Job Summary/Basic Function:

Will support the daily functions of the Financial Aid Office by providing excellent customer service to students and guests.

In addition, the position will help support other office personnel and administrative functions in the area.

Minimum Qualifications:

Education:

1. High School Diploma or equivalent

Experience:

1. Previous work experience in an office environment

Preferred Qualifications:

Posting Date: 04-21-2015

Closing Date: Open Until Filled

Special Instructions to Applicants:

1. \$11.50 per hour, maximum 28 hours per week

2. Triton College is an AA/EOE

Apply online at

<https://jobopenings.triton.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1430329372081>

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Clinical Dietitian

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:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian 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:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Cook

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Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service 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:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Custodian

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Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures. S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods.

The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

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

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Fax: (773) 962-0034

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Food Service Worker

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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:

Email: employment@stbh.org

Fax: (773) 962-0034

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Cook

Garrett Popcorn Shops - Chicago, IL

Summary:

Our cooks turn each of our ingredients into something uniquely delicious. They take great pride in consistently producing top quality Garrett Popcorn each day and help maintain stock levels to ensure a steady supply of Garrett Popcorn for each guest. If you think you could help continue the Garrett tradition of handcrafted popcorn made in small batches our night cook role may be right for you. Apply today and be proud of where you work.

Responsibilities and Duties

Smile, have fun and maintain a positive, upbeat attitude!

Follow all recipes with no variation to ensure Garrett Popcorn Shops® is always serving the highest quality products.

Ensure product quality, freshness, and presentation meets the Garrett Popcorn Shops® standards.

Ensure that health and safety guidelines are met, including the proper function of store equipment.

Store Maintenance

Every Garrett Popcorn Shops® team member is responsible for ensuring that their store is clean, presentable to customers and full stocked at all times. This includes sharing the responsibilities of cleaning.

Depending on the needs of the shop, this person may complete other duties as assigned to advance a particular project.

Qualifications

Must be at least 18 years of age

Must be able to work through the night/ weekends/ holidays

Ability to communicate clearly and concisely, both verbally and in writing.

Experience with food preparation in a fast-paced environment.

Excellent professional references.

Passion for excellent food and customer service.

Physical Demands

Standing a minimum of 4 hours per day.

Must occasionally be able to lift 50lbs.

Apply online at <http://www.indeed.com/job/cook-43a37bc36451c5f1>

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Ramp Agent/Baggage Handler
Aviation Port Services - Chicago, IL

Experience Preferred

Objective: Airline service provider seeking courteous, self-motivated and highly dependable individuals capable of providing a SAFE and SECURE work environment under stressful situations and rigid time constraints.

Description: Airport Baggage Handlers also referred to as Ramp Agents are responsible for the SAFE and SECURE direction of all arriving and departing aircraft to and away from the gate. Ramp Agents are also responsible for the loading, unloading and transport of customer baggage and freight, the servicing of aircraft, the proper use and maintenance of ground service equipment and other duties as assigned.

Location: Chicago International Airport (ORD)

Minimum Qualifications:

High School Graduate or Equivalent

Be at least 18 years of age

Possess a valid driver's license

Able to read, write and speak the English language effectively

Successfully complete a ten (10) year background investigation including criminal history, FBI fingerprinting and pre-employment drug screening

Authorized to work in the U.S. as defined in the Immigration Act of 1986

Job Requirements:

Required to work flexible shifts, weekends and holidays

Able to lift, push and pull 70 pounds(70lbs) comfortably

Capable of climbing, bending, kneeling, crawling, and stooping often

Able to work in various weather conditions

Able to work independently and within a team environment

Effective communication skills

Friendly and courteous demeanor

Able to operate within expected timelines

Benefits: Competitive Wages; Uniforms provided; Paid Training

Pay starts at \$10.50 per hour after introductory/probationary period is complete.

Please submit a cover letter and resume for employment consideration. Enter "ORD Airport Baggage Handler" in email subject. Salary: \$10.00 /hour

Apply online at <http://www.indeed.com/cmp/Aviation-Port-Services/jobs/Ramp-Agent-Baggage-Handler-9c95aad461822578>

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HR Assistant

SmithAmundsen LLC - Chicago, IL

Chief responsibilities will include payroll administration (using Paycom), benefits administration, preparation of reports, updating of website data, monthly employee newsletter, filing for the department, etc.

Excellent attention to detail and proofreading your own work is essential in this role.

Must be able to communicate professionally and with diplomacy.

4-year college degree required.

Apply online at <http://www.indeed.com/cmp/SmithAmundsen,-St.-Louis/jobs/Human-Resource-Assistant-00ac043d967f14a8>

Groundskeeper

FENWICK HIGH SCHOOL - Oak Park, IL

As groundskeeper, qualified candidates must be able to cut and maintain lawns on athletic fields as well as maintain grounds in all seasons.

Must have experience with lawn mowers and cutting equipment.

Please apply only if you have previous grounds keeping experience.

Salary: \$12.50 /hour

Required experience:

Demonstrated Groundskeeping experience: 2 years

Apply online at <http://www.indeed.com/cmp/FENWICK-HIGH-SCHOOL/jobs/Groundskeeper-f538a63687b745d5>

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Utility Worker Internship

Peoples Gas Light & Coke Co - Chicago, IL

People's Gas, a subsidiary of Integrys Energy Group, is currently recruiting for its Utility Worker Internship for our locations in the Chicago, IL area. The Utility Worker Internship offers student's an opportunity to learn the Utility Worker function by performing entry level labor intensive tasks under the mentorship and guidance of experience utility leaders.

The Intern will spend 4 weeks learning to:

- Inspect, adjust and service domestic and commercial natural gas appliance
- Install, maintain, remove, and read natural gas meters, metering devices, valves, and regulators
- Survey for natural gas leaks
- Verify natural gas "turn-off" orders

Minimum Qualifications

- High School Diploma, HSED, or GED in High School Diploma, HSED or GED
- 1+ years - Experience in using hand tools, power tools, air tools, or small heavy equipment
- 1+ years - Experience performing manual labor that requires several steps, phases or detailed procedures
- 1+ years - Basic computer proficiency (MS Office)
- Valid drivers license

Preferred Qualifications

- Participation in the Power 4 America (UWUA) Utility Worker Training Program

Employee Value Proposition

Integrys Energy Group offers a competitive salary and a comprehensive benefits package. Interested candidates must apply online no later than the Removal Date indicated below. Integrys reserves the right to modify the application deadline or discontinue accepting applications for any position if deemed necessary.

Apply online at

<http://www.indeed.com/viewjob?jk=51e251b98774116f&tk=19k3brfv25u8teq0&from=recommendedjobs>

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Human Resources Representative

Adler Planetarium - Chicago, IL

The Adler Planetarium is seeking a Human Resources Representative who will be responsible for processing and maintaining essential employee information in our HRIS system, supervising internal and external hiring, and facilitating the onboarding of new employees.

Responsibilities include:

Process and update employee personnel information in HRIS system. Develop work audit procedures and coordinate the share of data with payroll in order to maintain accurate information between departments. Coordinate employee benefits tracking and maintenance within HR and vendor software systems for enrollment, changes, terminations, and reporting requirements.

Supervise full cycle recruiting including training hiring managers and planning and conducting onboarding program.

Serve as a resource to managers and staff regarding human resources processes and support. Participate in special projects and initiatives to support human resources department goals.

Qualifications:

Bachelor's Degree and at least 3 years of experience in human resources is required.

Demonstrated proficiency with HR, benefits, and recruiting processes.

Experience with applicant tracking systems, recruiting, and onboarding processes.

Involvement with affirmative action reporting preferred.

Must relate well to others, project a friendly demeanor, be welcoming and supportive, and communicate well and appropriately with a variety of people.

Demonstrated ability to maintain strictest confidentiality and ethical standards.

Qualifications:

Bachelor's Degree and at least 3 years of experience in human resources is required.

Demonstrated proficiency with HR, benefits, and recruiting processes.

Experience with applicant tracking systems, recruiting, and onboarding processes.

Involvement with affirmative action reporting preferred.

Must relate well to others, project a friendly demeanor, be welcoming and supportive, and communicate well and appropriately with a variety of people.

Demonstrated ability to maintain strictest confidentiality and ethical standards.

Apply online at

<http://www.indeed.com/viewjob?jk=7751b9ce0ab1e17a&tk=19k3brfv25u8teq0&from=recommendedjobs>

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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

"A Tradition of Caring" since 1904.

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.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Patient Care Technician

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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:

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

"A Tradition of Caring" since 1904.

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.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

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Registered Nurse

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

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

Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

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

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

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Fax: (773) 962-0034

Mail:

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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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RN-UR Clinical Case Manager

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Description:

This position is responsible for coordinating the continuum of care activities for our patients from admission to discharge as well as reviewing for optimum utilization of resources.

Efficient collaboration and communication with physicians, nurses, and other members of the health care team will be used to achieve desired patient outcomes.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Registered Nurse license in state of Illinois

Minimum of 2 years of clinical utilization review 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:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

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Ultrasound Technologist

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Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data. S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

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

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Job Title: Human Services Caseworker

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 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

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).

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Posting Title: Customer Pickup Coordinator

Auto req ID 61754BR

Position Type Full Time

FLSA Status Nonexempt

Job Summary: Serves as a "customer advocate" by improving new customer activation, pickup performance and responsiveness to customer issue resolution at assigned station(s). Communicates with various internal and external resources, responding to requests and issues to ensure a positive pickup experience and improved service quality index (SQI). Supports ongoing implementation of new and enhanced Customer Pickup Coordination (CPC) processes with various stakeholder audiences by providing information and updates.

Minimum Education • High school diploma or GED required; Bachelor's degree in Business, Logistics, Communications or related area preferred

Minimum Experience • One (1) year customer service, transportation sales, pickup and delivery administration or management, transportation dispatch or directly related experience required. Bachelor's degree in Business, Logistics, Communications or related area is accepted in lieu of required experience

Required Skills, Abilities and / or Licensure • Verbal and written communication skills necessary to effectively explain various information and data to a variety of audiences • Customer service skills necessary to effectively and professionally respond to requests; demonstrated customer issue resolution experience required, via phone preferred • Ability to build collaborative working relationships; experience working in a team environment to accomplish goals preferred • Ability to influence others without authority • Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals • Ability to compile data to support service improvement and cost reduction recommendations • Software skills, including use of Microsoft Office software and web-based applications • Ability to successfully complete required CPC new hire and recurrence technical training

% of Travel for the Position 0%-25%

Address: 6833 West 75th Street, Bedford Park, Illinois, 60638

Search Engine Description Operations Domicile Location P604

EEO Statement: FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=88167>

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Posting Title: Maintenance Tech I - IV (Specialist)

Auto req ID 52904BR

Position Type Full Time

FLSA Status Nonexempt

Job Summary

Supports the FedEx Ground Facility maintenance effort by performing standard preventative maintenance procedures through the application of basic maintenance processes and techniques used to diagnose and repair electrical, electronic, mechanical, and control systems.

Minimum Experience

• No experience required, 1 year of light industrial maintenance experience preferred.

Required Skills, Abilities and / or Licensure • Software skills, including use of Microsoft Office software and web-based applications.

• Ability to follow detailed instructions to complete routine procedures and/or operate standard equipment.

• Verbal and written communication skills necessary to communicate with immediate management.

• Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals.

• Developing knowledge of motors and motor control methods.

• Developing skills in electrical and mechanical troubleshooting techniques.

• Developing the ability to weld, burn, and solder.

• Develop ability to read electrical and mechanical schematic diagrams.

Address 3901 Dawes Road

City Rockford

State Illinois

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Search Engine Description Maintenance

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EEO Statement

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