



*Resumes are required and must be submitted with the application.
August 18, 2014 through August 29, 2014*

Engineering Bridge Inspection Engineer \$65,000.00 - \$85,000.00 (G-6)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION:

Requires a BSCE degree from an ABET accredited college or successful completion of the Engineer-In-Training examination in the State of Illinois.

EXPERIENCE:

One to two years' experience in Maintenance and /or Construction would be desirable.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- An emphasis in structures at the college level would be useful.
- Knowledge of computers is also desirable.
- Ability to climb and inspect various types of bridges is required.
- Good written and oral communication skills are required.
- A main function of this position is to conduct site inspections at various Tollway facilities/Roads during regular work hours as well as subject to being "on-call". This is accomplished by incumbent use of a vehicle to travel to and from respective sites. Additionally reports to Central Administration as necessary. Visits of Tollway facilities may include meeting with Tollway employees and/or contractors. Therefore, a Valid Drivers License is required

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- By mail: Send the completed application to:

Illinois Tollway – Human Resources
2700 Ogden Avenue
Downers Grove, IL 60515

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
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*The Human Resources Section will accept applications, with resumes from:
August 18, 2014 through August 29, 2014*

Engineering/ Roadway Maintenance District Manager \$88,000.00 - \$94,000.00 Roadway Maintenance (G-6)

JOB QUALIFICATIONS: To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: A high school diploma is required with post high school courses in engineering principals and/or management skills desirable.

EXPERIENCE:

Knowledge requirements for this position must be extensive in roadway maintenance with 4 to 6 years experience in Roadway Maintenance Supervisory capacity.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Strong background in all aspects of snow and ice control and incident management response and techniques is required.
- Supervisory experience with multi-crew activities is also necessary.
- General familiarity with construction plan review, maintenance of traffic plans, civil engineering principles, computerized maintenance management systems, scheduling systems and Microsoft Word and Excel programs are required.
- Strong knowledge inventory and ordering programs/systems are required.
- A valid Class "A" Commercial Drivers License (CDL) with endorsements of air brakes, combination vehicles and tank trucks is required at time of application.
- Must pass a written exam with a to qualify for an interview.

Ways to apply

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*Resumes are required and must be submitted with the application.
August 18, 2014 through August 29, 2014*

Engineering Maintenance Section Supervisor \$70,000.00 - \$75,000.00/Year (G-9)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: High-school graduate or equivalent is required.

EXPERIENCE: Proven knowledge & experience in snow & ice control operations is required.

Experience in roadway and appurtenance repair operations is required.

Management operations and budgeting and personnel (union environment) is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Must also have a valid Class "A" Commercial Driver's License (CDL) with endorsements of air brakes, combination vehicles, and tank truck at the time of application.
- Incumbent should be self-motivated and be able to motivate subordinates.
- Excellent interpersonal and organizational skills are required
- Good written and oral communication skills are required.
- Computerized Management Systems & inventory control procedures is desired.
- The incumbent will be required to pass a written examination in order to qualify for an interview.

Ways to apply

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In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

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Job Title: Paralegal Assistant

Agency: Children & Family Services

Closing Date/Time: Wed. 08/27/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1403015-033414

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a licensed attorney, receives and processes subpoenas for Cook County Division of Child Protection records; conducts legal pre-screenings and screenings; reviews documents; provides follow-up with caseworkers and supervisors; researches and retrieves case files; responds to inquiries regarding requested documents; maintains daily log of subpoenas and requests for records; travels in the performance of duties.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; preferably requires a paralegal certificate; requires travel.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30AM - 5:00PM

Work Location: 160 N. LaSalle, Chicago, IL 60601

Lorne Garrett

Office of Legal Services 2245 W. Ogden, 3rd Fl. Chicago, IL 60612

Phone: 312-633-3406 Fax: 312-633-3965

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: Security Therapy Aide Trainee

Agency: Human Services

Closing Date/Time: Mon. 08/25/14 4:00 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 20

Plan/BU: RC009

Bid ID#: EMHC-14-2018

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center - Training - Forensic Treatment Program

CONTACT INFORMATION:

Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above and take the written test. Non-State Applicants must 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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Job Title: Support Service Worker

Agency: Human Services

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 12

Plan/BU: RC009

Bid ID#: EMHC-14-2105

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is responsible for the preparation of patient trays, nourishment and snacks, putting away/rotating foods and supplies, cleaning/sanitizing of utensils, dishes, trays, pots/pans, cooking equipment, food service equipment and the main kitchen. Responsible for delivering the food trays to the patient units.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center; Dietary Dept.

Contact:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

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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Permits Coordinator (M) REPOST Job ID: 1674

Closing Date: 08/26/2014

Administrative/Permits Coordinator

Date Posted: 8/12/2014

Location: Central Administration - REVENUE

Permits Coordinator (Monthly)

CHARACTERISTICS OF THE CLASS:

Under general supervision, controls permit issuance to external concerns for special events, tournaments, festivals, etc. on Chicago Park District property.

EXAMPLES OF DUTIES: Ensures that all necessary requirements are met prior to issuance of permits for external users of Chicago Park District property. Ascertains the nature of proposed event and ensures that party is advised of procedures as well as cost, Chicago Park District rules and insurance requirements. Obtains all necessary clearances and signatures prior to request for formal approval by the Board of Commissioners. Makes the Park Users Manual available to those seeking special permits. Analyzes event proposal and available information on sponsor in order to ascertain the need for liability insurance covering property damage, product liability, etc. Coordinates vendor activities through the appropriate channels when necessary. Ensures that all required payments are made in a timely manner. Coordinates event scheduling through all affected departments. Arranges for formal presentations when necessary including public hearings and alerts staff of the need for presentations. Arranges for physical changes through the work order system. Keeps abreast of progress and ensures that all agreed to Chicago Park District obligations are fulfilled prior to event. Issues permits to all parties that have satisfactorily met requirements. Responds to verbal and written complaints concerning the issuance of permits.

DESIRABLE MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field. Experience that involved compliancy and/or coordination activities is also desirable. Equivalent combinations of education and experience may also qualify for this position.

Knowledge, Skills and Abilities: Knowledge of Chicago Park District rules and regulations for facility and property use; Skill in writing permits and correspondence of both a technical and sensitive nature; Good coordination skills; Ability to communicate permit requirements, rules and regulations in both written and verbal forms.

SALARY: \$40,000 per year

Apply online by clicking

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Attendant Part-time Job ID: 1675

Closing Date: 08/31/2014
Custodial/Attendant (H)
Date Posted: 8/18/2014
Location: Hamlin Park
Region: North
Up to 25 hours per week

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt

Salary: \$13.61 per hour

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Recreation Leader (H) YEAR ROUND Job ID: 1676

Closing Date: 08/31/2014

Recreation/Recreation Leader

Date Posted: 8/18/2014

Location: Kosciuszko Park

Region: North

(YEAR ROUND POSITION) up to 15 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.17 per hour

Apply online by clicking

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

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

Qualifications:

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

Apply online by clicking

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Administrative Secretary/Receptionist

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for all administrative related functions, Receptionist, Dial-A-Ride/Paratransit administration and back up to payroll. Is responsible for the tracking of leave time (including availability) for all employees; handles bargained for uniform reconciliation; will serve as cash and check receipts custodian, back up payroll, back up Dial-A-Ride Dispatch, Maintenance and Safety Sections and perform secretarial functions as necessary. Will assist with a variety of projects including filing, preparing presentations, data entry, typing and other administrative functions, and will serve as backup to Elgin Terminal Clerks. Will be assigned Revenue Services projects and assigned other duties as needed.

Qualifications:

Qualified candidate must possess secretarial, Microsoft Excel skills including typing/word processing skills equivalent to the level of Administrative Secretary.

Cash and check receipts experience or equivalent and good demonstrable math and problem-solving skills are required.

Proficiency in use of other office machines including calculator and computer is also required, MSWord and Excel.

Qualified candidate must possess good organizational and communication skills, adaptability, flexibility and exercise sound, independent judgment while always maintaining confidentiality.

Ability to handle cash and check receipts, understand payroll practices. Knowledge of the Elgin, Illinois area and Associate or Bachelor Degree preferred. Qualified candidate must have a good work and attendance history.

Apply online by clicking

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Building Maintenance Person

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; HVAC; electrical and mechanical systems.

Routine cleaning of: maintenance area; minor lawn care and snow removal.

May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors.

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

Qualifications:

Qualified candidate must be at least 21 years of age and must have at least 3 years experience in comparable field, basic administrative experience and must pass Building Maintenance examination.

Must have, or be able to obtain HVAC certification, as well as, a valid class "B" Commercial Driver's License.

Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

Apply online by clicking

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=281

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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.

Apply online by clicking

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388

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Community Relations Representative

Location: Arlington Heights

Office: External Relations

Department: Government Affairs

Job Description:

Develops and maintains positive relationships within The City of Chicago and the Latino Community region wide. Acts as liaison for Pace with External stake holders including communities, businesses, local elected officials, staff and community organizations to market Pace services, foster good will and convey information on Pace initiatives.

Executes local outreach campaigns for promotion of Pace related programs and services. Works closely with Pace staff. Conducts or represents agency at formal or informal hearings.

Knowledge of complex activities and operations of local government. Assess and implement programs as it pertains to geographic territory. Negotiate very complex and sensitive issues. Effectively advocate the Pace agenda.

Manage and direct numerous and various complex issues simultaneously. Develop effective advocacy networks and build effective coalitions. Performs other duties of similar nature and level as assigned.

Qualifications:

Bachelor's degree in Business Administration, Political Science, Public Administration or related field. Minimum two years of experience in government affairs. Equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above.

Transit or government related experience is desirable. Excellent verbal and written communication skills. Experience in tracking and managing multiple projects, writing, research and community relations. Intermediate to advanced MS Windows applications is required. Strong customer service skills are essential and frequent travel, early morning, evening and weekend hours may be required. Fluent in Spanish - both verbally and writing skills.

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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 by clicking

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=156

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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. 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.

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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Mechanic Helper

Location: Joliet

Office: Revenue Services

Department: Maintenance

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 shift responsible duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

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

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

Qualifications:

Qualified candidate must be at least 21 years of age and possess at least one (1) year previous diesel/gas experience and/or technical training, and must attend and meet the criteria of Pace's Mechanic Training Program.

Must have, or be able to obtain, an "A" Commercial Driver's License, 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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http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=343

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Part-time Bus Operators

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

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

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

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

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

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

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

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

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Part-Time Facilities Maintenance Assistant

Location: Arlington Heights
Office: Internal Services
Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required.

Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

Qualifications:

Must have a valid Driver's license and have a high school diploma. Associate's Degree preferred. 1 to 2 years in facilities maintenance desired.

Work is performed in normal office environment.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

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Payroll Accountant II

Location: Arlington Heights

Office: Internal Services

Department: Accounting

Job Description:

Under the direction of the Payroll Supervisor, the Payroll Accountant II is responsible for the coordination and preparation of payroll for 350 employees that includes the Headquarters location and the Board of Directors. The Payroll Accountant II also serves as a key contact and support person to the nine operating division locations.

Current job responsibilities include collection and review of timesheets, entry of payroll data into automated payroll system, coordination of new hires and terminations with Human Resources, benefit deductions and 401K changes, preparation of wage deduction payments, tracking and reporting of employee vacation, sick and leave time, processing of the general ledger interface, journal entry preparation and account analysis and preparation of payroll reporting.

This position will also be involved in the implementation of the Oracle Time and Labor system. They will serve as a point person to headquarters staff and the division payroll administrators regarding questions regarding this new module.

Qualifications:

Qualified candidate must be accurate and detail oriented. Must be comfortable using a computer and have knowledge of Excel.

Five years of experience with automated payroll processing as well as strong verbal and written communication skills are required. Experience with automated time and attendance systems is preferred. General knowledge of a report writer such as Crystal Reports is also preferred.

The person in this position will be privy to confidential information so it is essential that they are discreet and trustworthy. Qualified candidate must have a good work history and be willing to work during holiday weeks.

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