



## **Assistant Safety & Training Manager**

Location: Markham

Office: Revenue Services

Department: Safety

### Job Description:

Under the direction of the Safety & Training Manager or designate, assists in administration of safety and training programs for all personnel authorized to drive any company vehicle.

Duties include: accident investigations including reports and preventability assessments of all accidents; monitors DOT annual physical compliance; drug and alcohol compliance; building safety inspections; administration of training programs; safety counseling and training; safety inspections; safety meetings; worker's compensation claims and disability program. Requests and maintains information from various camera systems. Other duties as assigned or required.

### Qualifications:

Qualified candidate must be at least 21 years of age and have a minimum of five (5) years experience in transportation or related experience, including a thorough knowledge of safety, training, and operations inclusive of standard operating procedures and defensive bus driving.

Must be proficient with various computer software programs, i.e. Microsoft Word, Outlook, Excel, WordPerfect and Jupitor. Have good human relationship skills dealing under a union environment. Must possess, or be able to obtain, a valid Class A Commercial Drivers License.

Must demonstrate: excellent written and verbal communication skills; problem solving skills; public relations expertise; mathematical proficiency; quick, accurate decision making skills; supervision skills. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Must have no preventable accidents 24 months preceding bid application and up until time of job placement. Previous experience in safety and/or training and knowledge of service area is preferred. Must have a good work history.

Apply online at

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**Body Person**

Location: Melrose Park  
Office: Revenue Services  
Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment. Performs welding on various metals. Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations.

Maintains necessary paperwork required for tracking paint and solvent usage. 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 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment.

Qualified candidate must have the necessary tools to perform the duties of the position. Must be able to work independently with little or no supervision. The performance of these duties may be required at any time of day and night, any night and day of the week. Qualified candidate must have a good work history.

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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 at

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**Coordinator of Public Outreach**

Location: Arlington Heights

Office: External Relations

Department: Marketing & Communications

**Job Description:**

Under the direction of the Department Manager, Marketing, or designate, responsible for the coordination and implementation of Pace's customer-facing outreach.

Sets up speaking engagements with organizations across the six-county region.

Develops and executes messaging and presentations.

Coordinates production and delivery of promotional materials.

Liases with Pace's outreach contractors. Other duties as assigned.

**Qualifications:**

Qualified candidate must have a Bachelor's Degree or equivalent and a minimum of two years' experience in customer service or external outreach.

Understanding of northeastern Illinois' public transit system a plus.

Computer skills including Microsoft Office required.

Must possess excellent organization skills including writing, oral and interpersonal skills.

Must have a good work history and a valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=710](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=710)

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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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## **Inventory Controller II**

Location: Waukegan

Office: Internal Services

Department: Materials Management

### Job Description:

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings, maintaining a clean and organized stockroom, developing and maintaining good written and verbal communications and good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for traveling to various locations for parts pick up on an as needed basis and other duties as assigned.

### Qualifications:

Qualified candidate must possess typing/word processing skills equivalent to the level of an Inventory Controller.

One (1) to two (2) years progressively responsible transit experience is required. Having stockroom operations experience is helpful.

Experienced with the Oracle system and proficient in personal computer, word processing and spreadsheets are preferred.

Good verbal and written communications skills are required. Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification.

Must be at least twenty-one (21) years old and possess a valid Illinois Drivers License.

Must be able to work independently and maintain a high level of confidentiality. Qualified candidate must have a good work history.

Apply online at

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## **Mechanic**

Location: Bridgeview  
Office: Revenue Services  
Department: Maintenance

### Job Description:

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

Removes and replaces all units and rebuilds small components.

Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

Must be able to work independently and may perform Foreman's duties as needed. 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 three (3) years previous diesel/gas experience and/or technical training. Must be at least 21 years of age and have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also 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. This is a safety sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=258](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=258)

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## **Mechanic Helper**

Location: Evanston

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.

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) year previous diesel/gas experience and/or technical training, and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be at least 21 years of age and 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.

Apply online at

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### **Part-time Bus Operators**

Location: Markham

Office: Revenue Services

Department: Bus Operations

#### Job Description:

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

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers. Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary.

Other duties assigned or required.

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

#### Qualifications:

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

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program.

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

Apply online at

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## **Receptionist**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

### Job Description:

Under the direction of the Department Manager, Human Resources, the Front Desk Receptionist fills a critical gatekeeper role for Pace Headquarters.

The position requires communication skills to serve Pace customers in a courteous and professional manner.

Duties include greeting customers, job applicants, vendors, and other visitors; answering in-coming calls and directing them to the appropriate individual/department; receiving and directing clients, mail and packages to appropriate individual/department; selling Ventra passes and maintaining proper accounting of transactions; handling reduced fare card applications, taking customer pictures, and mailing all information to the RTA.

Provide route schedules as requested.

Other duties as assigned.

### Qualifications:

Qualified candidate must possess excellent communication and interpersonal skills, 3-5 years experience in customer service as a switchboard operator or in a call center environment is preferred.

Must display professional demeanor at all times.

Qualified candidate must have a good work history.

Apply online at

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**Vanpool Part-time**

Location: Arlington Heights  
Office: Revenue Services  
Department: Vanpool Program

**Job Description:**

Under the direction of the Vanpool Division Manager or designate, responsible for the day-to-day operational support for the Vanpool Program.

Responsibilities include, but are not limited to: reviewing, entering, sorting and filing reports.

Data entry and oversight of various data collection.

Assist with van movements, vehicle site inspections and compliance reminders.

Other projects and duties as assigned.

**Qualifications:**

Qualified candidate must be at least 21 years of age, have excellent written/verbal communication skills and strong organizational skills.

Must have good computer skills primarily Word and Excel.

Must have a valid driver's license, with good driving record.

Previous customer service experience preferred.

May be subject to working outdoors year round.

Apply online at

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### **Temporary Sign & Shelter Technician**

Location: Melrose Park  
Office: External Relations  
Department: Sign & Shelter

#### **Job Description:**

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing.

Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting. Must be able to keep good records of work performed and complete work orders.

Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends. Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

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## **Supervisor/Dispatcher**

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Regional Manager, or designate, performs road supervisor and/or dispatcher duties. Supervision encompasses all field operations including: investigating accidents; passenger incidents; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompassing IBS supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Operates Bus in emergencies and/or times of staffing shortage. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Answers ADA calls and assists as needed. Provides field supervision of Pace Paratransit services, special events and activities. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must be at least 21 years of age and have, or be able to obtain a valid Class "B" Commercial Driver's License with passenger endorsement.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Skills: proficient Computer skills preferred; Microsoft Outlook, Word, Excel and PowerPoint. Management experience preferred. Qualified candidate must have a good work and attendance history.

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### **Senior Contract Administrator**

Location: Arlington Heights

Office: Internal Services

Department: Information/Technology

#### Job Description:

Reporting directly to the Chief Information Officer, the role of the Senior Contract Administrator (SCA) is to ensure all future contracts are administered appropriately. The SCA is responsible for preparing, examining, analyzing, conveying, and revising contracts that involve the purchase or sale of goods such as Information Technology (IT) equipment, materials, supplies, or products and professional IT services. Handles a variety of tasks to ensure successful contract completion, including conducting performance assessments and evaluating budgets or bids. Is familiar with the ins and outs of a contract and ensures all sides adhere to its specific terms, conditions, rights, and obligations. Keeps a record of contract deadlines, estimates and any extensions or changes made to the contract terms. Coordinates any changes that may transpire, and makes sure that those changes are agreed upon by all involved. Ensures, when necessary, that all FTA guidelines are met through the review of expenditures and auditing contractor payroll.

When the contract has been fulfilled, completes a closeout process to ensure that the contract has been ended in an appropriate manner. Oversees the specific mandates in a contract and makes sure that all parties involved fulfill obligations to which they agreed.

#### Qualifications:

Qualified candidate must have bachelor's degree with emphasis in business, finance, mathematics and computer science; or a comparable combination of education, experience and training. Candidate should have experience in contract preparation and administration and involvement in reviewing expenditures of administrative costs for information technology. Candidate must demonstrate a good knowledge of information technology terminology. Good analytical, organizational, project management and time management skills. Good written and verbal communication skills are important. Good service-oriented interpersonal skills. Ability to work with top level management, including executive staff. Ability to handle multiple assignments and to work with minimal supervision. Ability to respond quickly within a dynamic environment with tight deadlines. Qualified candidate must have a good work history.

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**Job Title: Office Administrator**

Agency: Illinois Power Agency

Closing Date/Time: Wed. 09/30/15 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 16-001

Summary: Reporting to the Agency CFO, the Office Administrator will coordinate and manage the day-to-day activities related to recordkeeping, billing, personnel, contract administration and logistics within the Agency.

**Minimum Requirements:**

**Education:**

- Bachelor's degree, preferably with courses in Business or Public Administration.

**Experience and desired qualifications:**

- At least (3) to five (5) years of related Office Administrator experience. · State Government experience strongly preferred. · Proficiency with Microsoft Word and Excel.
- Experience with QuickBooks or other accounting software preferred. · Prior experience with state government contract administration (preferred). · Strong organizational skills.
- Excellent written/oral communication skills and interpersonal skills. · Ability to establish and maintain effective internal and external working relationships including Agency third-party contract entities, employees in other State agencies, departments, and commissions. · Knowledge of the energy/utility industry desirable but not required.
- Quick learner with the ability to adapt to changing priorities in a dynamic entrepreneurial office environment. · Stable work history.

**Work Hours & Location/Agency Contact:**

Work Hours: 37 1/2 hours per week during normal business hours.

Work Location: Illinois Power Agency

160 North LaSalle Street, Suite C-504. Chicago, Illinois 60601

How to Apply: To apply, please send a cover letter, resume, salary history, and three professional references to:

Anthony Star, Director

Illinois Power Agency, 160 North LaSalle Street, Suite C-504 ,Chicago, Illinois 60601

[Anthony.Star@Illinois.gov](mailto:Anthony.Star@Illinois.gov)

**No phone calls please.**

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**Mechanic - Production Maintenance - FT/Rotating Shifts\***

Chicago, IL

Engineering, Manufacturing, Utilities

Position is responsible for repairing and installing production/manufacturing equipment. Inspects equipment for proper functioning and performs preventative maintenance duties per manufacturer's specifications. Diagnoses equipment malfunctions and makes repairs or adjustments as needed. Must have own hand tools. This position requires continuous work near heat, noise, gas, and chemicals. The position requires frequent lifting, climbing, standing, walking, crouching, squatting, bending and kneeling. The position may require weekend and/or holiday work.

**BASIC QUALIFICATIONS:**

- 18 years or older
- Pass the drug test; Pass the background check
- Pass technical assessment; Knowledge of hydraulics, pneumatics, and power transmission

**HELPFUL EXPERIENCE:**

- Experience with pneumatics/air compression (e.g., valves, cylinders, etc.).
- Experience with hydraulics/liquid compression (e.g., valves, cylinders, etc.).
- Experience with basic electrical systems (e.g., starters, fuses, contacts, relays).
- Experience with mechanical systems (e.g., gear boxes, chains, sprockets, motors, seals, bearings, etc.).
- Experience with kinematics (e.g., line speed/socket size ratios, etc.).
- Experience with PLC (e.g., industrial maintenance, computer control systems, etc.).
- Experience with electronics (e.g., level probes, flow meters, drives/VFDs, etc.).
- Experience with SERVO (e.g., intelligent/robotic motors, in-coders, etc.).
- Experience with troubleshooting (e.g., diagnostics, problem solving, etc.)
- Experience with schematics (e.g., electrical blueprints with switches, starters, maps, relays, fuses, etc.).
- Experience with product manuals (e.g., reading and applying knowledge to make repairs).
- Experience with compressors/ammonia systems (e.g., refrigeration systems).
- Experience with pumps (e.g., troubleshooting, replacing seals/motors, understanding specs, etc.).
- Experience with GOOD MANUFACTURING PRACTICES (e.g., procedures, safety, national standards such as lock-out/tag-out).
- Experience with welding (e.g., stainless/mild steel, sanitary welding).
- Experience with packaging/high speed production (e.g., bottling, consumer products, etc.).
- 

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**Job Title: PSA, Option 1, Dir Human Resources MERIT COMP**

Agency: Human Services

Closing Date/Time: Tue. 09/29/15 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: BB-00 Bid ID#: 10-70-15-0046

Description of Duties/Essential Functions Benefits Supplemental Questions  
Functions as Human Resources Director. Assumes responsibility for direct supervision of staff performing personnel duties, and oversees Labor Relations staff. Provides interpretations and advice to facility staff regarding regulations affecting employees. Provides guidance and training to assigned staff, counsels staff regarding work performance; establishes goals and objectives; monitors all approved personnel transactions; notifies payroll of transaction changes. Responds to payroll discrepancies. Monitors and directs maintenance of personnel files and confidential records related to Human Resources. Verifies guidelines, rules, regulations are followed according to State of Illinois rules and regulations, in areas of postings, filling vacancies, processing requisitions, and working eligible lists. Confirms strict adherence to procedures determined by Department of Central Management and Department of Human Services Central Office. Confirms classification of position plans; consults with administrative staff on classification issues; writes new positions; reviews and clarifies existing positions. Serves as member of Executive Committee; provides interpretation regarding Personnel Rules, Pay Plan, and other regulations affecting employees.

Minimum Requirements: REQUIRES KNOWLEDGE, SKILL AND MENTAL DEVELOPMENT EQUIVALENT TO COMPLETION OF FOUR YEARS COLLEGE PREFERABLY WITH COURSES IN BUSINESS OR PUBLIC ADMINISTRATION, SUPPLEMENTED BY A MINIMUM OF THREE (3) YEARS OF PROFESSIONAL PUBLIC PERSONNEL EXPERIENCE.

STATE OF ILLINOIS HUMAN RESOURCES EXPERIENCE A PLUS.

Work Hours & Location/Agency Contact: ANN M. KILEY CENTER,  
1401 W. DUGDALE ROAD, WAUKEGAN, IL 60085 FAX : 1-847-249-0722

HOURS AND DAYS: MONDAY - FRIDAY, 8:00 AM - 4:30PM

How to Apply: PLEASE NOTE: THIS IS A MERIT COMPENSATION POSITION.

If currently a state employee, FAX CMS100B application to 847-249-0722, prior to end of posting with a Bid Form. Also submit a copy of your application to CMS (address on application) to obtain a qualifying grade for this position.

Non-State employees, FAX a CMS100 application to 847-249-0722 prior to end of posting and also submit an application to CMS (address on application) in Springfield to determine if you obtain a qualifying grade.

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

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Job Title: Public Service Administrator - Opt 8N  
Agency: Human Services  
Closing Date/Time: Tue. 09/29/15 4:59 PM Central Time  
Salary: \$3,116.00 - \$8,301.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 10/79-88489

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direction of the Associate Director of Nursing conforms with professional standards and practices, hospital and DHS policies and procedures, JCAHO and CMS standards. Serves as a working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day to day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in a bachelor's degree in nursing, current licensure as a Registered Nurse in the State of Illinois and three years of progressively responsible administrative experience in a public psychiatric hospital or private hospital.

Work Hours & Location/Agency Contact: Days with Rotating days off

CONTACT INFORMATION: Summer Doxie  
Human Resource Office  
Chicago Read Mental Health Center  
4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 8N - Nurse Registered II**

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**Job Title: Senior Public Service Administrator - Opt 8L**

Agency: Human Rights Commission

Closing Date/Time: Wed. 09/30/15 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000 Bid ID#: TIRC40070B

Description of Duties/Essential Functions Benefits Supplemental Questions  
Serves as Executive Director for the Torture Inquiry and Relief Commission. Performs full range of highly responsible administrative functions. Exercises full authority and determines Commission policy, rules and standards in cooperation with the Chairperson of the Commission. Develops and controls the overall budget; forecasts spending needs and determines staffing levels. Serves as spokesperson for the Commission. Provides legal advise, guidance and counsel to the Commission. Serves as full line supervisor to staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in business or public administration. Requires possession of a license to practice law in Illinois plus four years progressively responsible administrative and professional experience in the practice of law. Requires thorough knowledge of judicial an quasi-judicial procedures at all levels. Requires experience working in the area of victim's rights and allegations of torture and abuse.

**Work Hours & Location/Agency Contact:**

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

Work Location: IL Torture Inquiry and Relief Commission

James R. Thompson Center, 100 W Randolph Street, Suite 10-300, Chicago IL 60601

Agency Contact: Dr. Ewa Ewa, Personnel Officer 312-814-6269

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 8L - Law License Illinois**

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**Job Title: Staff Development Specialist I**

Agency: Human Services

Closing Date/Time: Thu. 09/24/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-93191

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, serves as program trainer in a local office of Family & Community Services. Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees; implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional, division and agency level in integration of training goals. Requires travel in performance of duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Southeast FCRC, 8001 S. Cottage Grove Ave., Chicago, IL 60619  
Please submit applications to: Bureau of Employee Services  
Lisa Horsley, 100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762  
FAX: 217-524-2116

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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