



## **Class A Driver Needed**

We're a local trucking company looking for hardworking drivers interested in dump truck and container work.

Containers are transported regionally and dump trucks haul construction materials around the Chicago land area. Driver must have over 2 years of experience and a clean MVR. Experience with dump and container/dry-van work a plus.

**\*You Are Guaranteed to be home EVERY NIGHT**

**\*Night and day shifts available**

**\*Paid every week**

**\*Willing to hire ex convicts and veterans**

If interested please submit resume and MVR to [Info@GWOTrucking.com](mailto:Info@GWOTrucking.com) or you can call 708 330 4425.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Machinist**

Agency: Central Management Services

Closing Date/Time: Thu. 10/09/14 5:00 PM Central Time

Salary: \$44.35 - \$46.12 hourly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: CMS 9316

Minimum Requirements: Requires no formal education. Requires experience necessary to qualify as a journeyman machinist. Requires working knowledge of the tools, materials, methods and standard practices of the trade. Requires ability to make simple arithmetical calculations, requires ability to perform precision work and work from plans or models. Requires elementary knowledge of the operation of a variety of power-driven appliances/tools of the trade. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance).

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.

Work Location: Central Management Services

Property Management/Facilities Chicago/Northern

DHS Elgin Mental Health Center 750 S. State St. Elgin, IL Kane County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 Fax

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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**Job Title: Office Assistant - Opt 2**

Agency: Revenue

Closing Date/Time: Thu. 10/09/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: DOR 9397

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alpha-numeric sequencing; requires working knowledge of office practices, procedures and programs; requires working knowledge of grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires ability to follow oral and/or written instructions; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance and requires the ability to type at 35 wpm.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Collection Bureau/Chicago Collection Enforcement

100 W Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center 101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0987 217-782-9925 Fax

**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 2 - Typing**

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## **Cook**

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:**

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](mailto: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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## Dental Clinic Front Desk Coordinator

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:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary.

The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling. Knowledgeable of Microsoft software products.

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

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

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## 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](mailto:employment@stbh.org)

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## Security Officer

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### Description:

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

EOE

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### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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

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## Dental Assistant

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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:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic. The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

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](mailto:employment@stbh.org)

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## **Mammography Technologist**

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:**

The Mammography Technologist produces breast radiographs to aid in the diagnosis and treatment of disease for both symptomatic and asymptomatic patients. S/he operates x-ray equipment and performs various mammography related procedures. The Mammography Technologist develops and evaluates the film for technical quality such as density contrast, definition, and distortion. S/he explains the procedures and educates women about the role of regular mammography in preventive breast health. Other responsibilities include preparing and maintaining patient records and files and cleaning and adjusting equipment as needed.

### **EOE**

"A Tradition of Caring" since 1904.

### **Requirements:**

Graduate from an AMA-approved school or the combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position. ARRT (American Registry of Radiologic Technologists) certificate in Diagnostic Mammography. Illinois Department of Nuclear Safety License. A minimum of three (3) years of experience as a Mammography/Radiological Technician. 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](mailto:employment@stbh.org)

Fax: (773) 962-0034

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## Registered Nurse

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### Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

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

EOE

"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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## **Patient Care Technician**

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### **Description:**

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

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

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

### **EOE**

"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](mailto:employment@stbh.org)

Fax: (773) 962-0034

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## **RN-Quality Management Coordinator**

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:**

The Quality Management Coordinator is responsible for monitoring and evaluation of hospital-wide quality improvement initiatives; process outcome quality assessment studies; conduct ongoing monitoring and collection of data; compile reports and present findings to medical staff, departments, and hospital committees; complete various statistical reports; and review clinical records and perform department/unit quality and safety surveys.

### **Requirements:**

Registered Nurse license in state of Illinois  
Minimum of two (2) years of clinical or hospital experience as a Registered Nurse.  
Knowledgeable in Meditech software program preferred.  
Working knowledge of Microsoft office programs.  
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](mailto:employment@stbh.org)

Fax: (773) 962-0034

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**Position Title: Geotechnical Field Engineer Supervisor**

Classification: Civil Engineer IV Salary Range: \$5,685 - \$9,045

Union Position: Yes No

Position Number: PW114-23-51-702-30-01 IPR#: 40153

Office/Central Bureau/District/Work Address:

Highways/District One/Bureau of Materials/201 W. Center Court, Schaumburg IL

**Description Of Duties:**

This position is responsible for planning, directing and supervising geotechnical activities for subgrades, embankments, structure foundations, topsoil and stabilized soil materials. This position also requires performing geotechnical field inspection. Additional duties include monitoring consultant activities, design plan reviews, sampling recycled materials produced on-site that are tested in the District Materials Laboratory.

**Special Qualifications:**

The following criteria is required:

- A current Illinois Professional Engineer license
- A valid Illinois driver's license
- Districtwide travel and occasional night and weekend work hours
- Successful completion of Level I QC/QA, S-15 Earth Excavation and S-33 Geotechnical Field Testing (within 1 year of being placed in this position)

The following criteria is desired:

- Knowledge in soil mechanics and foundation engineering including four years of supervisory responsibility of which three years should be in highway engineering functions
- Six years experience in subgrade and embankment construction
- Strong communication skills and leadership ability

Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday (30 minute lunch)

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Thursday, October 9, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



### **Human Resources Generalist**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### Job Description:

Under the direction of the Department Manager, Human Resources, performs basic and often confidential Human Resources functions and assists in Human Resources, with an emphasis on the recruitment process and record keeping. Performs preliminary screening, interviewing, testing and other related activities. Handles employee relations. May handle releases of information and/or wage deductions, verifications, and references. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have at least three to five years Human Resources experience in addition to a Bachelor's degree or equivalent in business or related field. Excellent written and verbal communication skills and data entry/wordprocessing skills required. Recruitment and employee relations experience preferred. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=540](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=540)

### **BARTENDERS AND KITCHEN HELP WANTED**

MT Barrels

1712 W Wise Rd Schaumburg, IL

Job ID: 8605245

Job Type: Part Time

Shift Type: Afternoon, Night

Compensation: Neg

Experience: 1-3 Years

#### Job Description

!!!!Looking for weekend help...(that's when you make \$\$\$\$!!!!)

#### Requirements & Skills

Looking for Saturday and Sunday Days, some nights

Apply online at [http://www.shiftgig.com/job/schaumburg/il/bartender-job-openings-at-  
mt-barrels-8605245](http://www.shiftgig.com/job/schaumburg/il/bartender-job-openings-at-mt-barrels-8605245)

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### **Part-time Retirement Benefits Assistant**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### Job Description:

Under the direction of the Department Manager, Human Resources, assists in the administration of union and non-bargained for retirement plans with approximately 1,600 active and retired participants; enrolls eligible union and non-bargained-for employees into respective 401(k) plans; researches and resolves participants account issues; processes 401(k) plan loan payoffs and final distributions; reconciles monthly 401(k) loan reports between payroll and service provider records; reconciles payroll contribution records and trustees participant allocation reports; coordinates activities related to the external audits of the union retirement plans; performs administrative duties during absence of Human Resources Assistant; and performs reception desk duties during the absence of the Receptionist. Other HR duties as assigned.

#### Qualifications:

Qualified candidate must have a High School Diploma and 1-2 years prior office experience. Preferred Candidate will have a College Degree and prior Retirement/Benefits Administration experience. Candidate must be detail-oriented, have excellent organizational skills, and be able to communicate effectively both verbally and in writing.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=689](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=689)

### **Carry Out Phone Order Cashier**

Graziano's Brick Oven Pizza  
5960 W Touhy Ave Niles, IL

#### Job Description

You must have previous experience working as an order taker in a fast paced carryout environment. Other responsibilities include Cashier, Front Desk and Host duties

#### Requirements & Skills

Must be at least 19. Some nights and weekends required

Apply online at <http://www.shiftgig.com/job/niles/il/cashier-job-openings-at-grazianos-brick-oven-pizza-8604931>

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### **Event and Marketing Manager**

Mad River Bar and Grille  
2909 N Sheffield Ave Chicago, IL  
Lakeview, Lincoln Park

#### Job Description

This is the perfect job for someone straight out of college.

Whether you're interested in marketing, sales, hospitality, and/or managing, this job has it all.

This position offers salary plus bonuses.

This is a full-time job with excellent hours. We are looking for someone who is driven, organized, and has a fun-energetic spirit.

#### Main Responsibilities:

Booking Events such as: Fundraisers, Birthday Parties, Bachelor/bachelorette parties,

Graduation parties, Holiday Parties, Corporate Events, Reunions, etc.

Building and Maintaining Relationships with Clients

Overseeing Events

Managing Staff

Researching and Seeking Out New Customers

Marketing: Social Media, website, etc.

#### Requirements & Skills

40 hours a week

Apply online at <http://www.shiftgig.com/job/chicago/il/event-manager-job-openings-at-mad-river-bar-and-grille-8605213>

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## **Safety and Training Coordinator**

Location: North Aurora

Office: Revenue Services

Department: Safety

### **Job Description:**

Under the direction of the Safety, Training and Security Department Manager provides training and retraining to new and veteran bus and paratransit operators and maintenance personnel, and emergency services personnel from outside agencies.

Duties include the following: assists in the design and preparation and implementation of safety and security procedures, programs, requirements, manuals and other training material; conducts property safety inspections; trains mechanics and shop personnel in proper safety procedures; performs ride checks to insure compliance with established operating guidelines and defensive driving techniques; assists in preparation and implementation of safety award programs, events and activities; works closely with operating division safety personnel; performs accident grading and assists in safety data entry and analysis. Other duties as assigned or required.

### **Qualifications:**

Qualified candidate must have a valid driver's license and the ability to obtain both a Class A CDL with passenger endorsement, and Illinois Third Party Certification and Safety Program License.

Must have mechanical aptitude and exhibit above-average organizational, oral, written, math and computer skills.

Ability to work flexible schedule as required. Candidate must not have incurred a preventable accident within the previous 24 months of job posting date.

Experience as instructor/teacher with thorough knowledge of Pace's rules, policies, procedures and guidelines related to vehicle operation and maintenance safety preferred.

Must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=501](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=501)

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### **Network Administrator**

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

#### **Job Description:**

Under the direction of the Section Manager, Systems Administration, this position is responsible for planning, configuring, installing and supporting wide and local area network systems and server equipment. Provides support in maintaining network and server hardware and software, analyzing problems, and monitoring the network to ensure availability and security to system users. Coordinates and provides expertise to outside agencies and vendors installing systems or connecting to the Pace network. Proactively monitors system event logs to optimize and prevent any emergencies. Writes network related Request for proposals and Task Requests. Reviews and evaluations of RFPs and proposals. Monitors and tests network and server software performance and provides statistics and reports.

#### **Qualifications:**

Qualified candidate must have a Bachelor's Degree in Computer Science, or it's equivalent, and have at least three years of actual intense work experience in Cisco, Windows, and/or Linux local area network environment, or equivalent work and academic experience. Qualified candidate must have proven experience and success with LAN and WAN design and implementations. Proven experience with network capacity planning, network security principles, and general network management best practices. Strong, hands-on technical knowledge of network and server operating systems, including Cisco, Windows, and Linux. Excellent hardware troubleshooting experience and network Performance Tuning. Extensive application support experience with troubleshooting performance related issues. Must be able to talk to customers over the phone, have a personable character. Ability to respond quickly within a dynamic environment with tight deadlines, and demonstrated interpersonal and written communication skills. Must have a good work history. Work is performed in a normal office and computer room environment. Lifting and transporting of moderately heavy objects, such as computers and peripherals. On-call availability for 24/7. Sitting for extended periods of time in a cubicle and standing for extended periods of time in a highly air conditioned computer room.

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## **Supervisor/Dispatcher**

Location: Joliet

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Division 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 encompass 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. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least three (3) years experience in transportation. Must have, or be able to obtain a valid Class B Commercial Driver's License.

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; Word, Excel. Relief Dispatcher experience desired. Management experience preferred.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=241](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=241)

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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.

Apply online at

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