



EMPLOYMENT OPPORTUNITIES NEWSLETTER

January 2016



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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CITY OPPORTUNITIES

- **Police Officer** – The Bureau of Police is currently recruiting for police officers. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **School Cross Guard, As Needed** — The Department of Public Safety, The Bureau of Police, and School Crossing Guard Section are seeking a School Crossing Guard. Applicants must be at least 18-years old at the time of filing application. **No work experience or education/training is required.** Applicants must have a current, valid Pennsylvania Motor Vehicle Operator’s License is required. **NOTE:** School Crossing Guards are employed on an “on call” basis and must be able to fill vacancies at various school crossings throughout the city. For more information, visit: <https://www.city.pittsburgh.pa.us/pers-depo/Announcements/SCHOOLGUARD2016.htm>. Apply online at <https://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2299>.
- **Refuse Collection Driver** — The Department of Public Works is looking for a waste truck driver to collect and empty containers on designated City routes. No prior experience required. Must have the ability to lift 75 to 100 pounds. More information can be found online <https://www.city.pittsburgh.pa.us/pers-depo/Announcements/REFUSE16.HTM>.
- **Mayor’s 311 Response Line Representative** — The Mayor’s Office and Department of Innovation & Performance are looking for a part-time 311 Line Representative. Applicants must be City of Pittsburgh residents. A High School Diploma or GED equivalency and one-year of customer service equivalency is required. Apply online: <https://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2301>.
- **Parking Enforcement Officer (Part-Time)** — The Pittsburgh Parking Authority is looking for a part-time parking officer to tag illegally parked vehicles and complete parking enforcement ticket writing at scheduled routes. Applicants must be a City of Pittsburgh resident, possess proficient driving skills, and successfully complete an Office of Municipal Investigation (OMI) background check. Applications can be obtained in person at the Pittsburgh Parking Authority’s main office located at 232 Blvd. of the Allies, Pittsburgh, PA 15222 or downloaded from their website at www.pittsburghparking.com.



INSTITUTIONAL OPPORTUNITIES

- **Technical Support Specialist (Point Park University)** - Responsible for technical support for online registration process. Maintenance and utilization for various student software systems. Knowledge of SQL, Infomaker reporting, and student software systems. To apply, please send your resume to HROffice@pointpark.edu.
- **Security Guard, University Police (Carnegie Mellon University)** - Carnegie Mellon University is seeking applicants for a University Security Guard position. Responsibilities include ensuring the safety and security of the campus, remain calm in difficult or dangerous situations, and perform foot patrol on campus grounds in all weather conditions. High school diploma or GED required is required. Apply online and see this link for more information: <https://cmu.taleo.net/careersection/2/jobdetail.ftl?job=2002445&src=JB-10246>
- **Window Washer (University of Pittsburgh)** - University of Pittsburgh Facilities Management Department is seeking a Window Washer responsible for cleaning windows and entrance glass. A High School Diploma or GED equivalent and 1-2 years of professional cleaning experience is preferred. Apply online: <https://www.pittsource.com/postings/110568>.
- **Cagewasher (University of Pittsburgh)** - The Division of Laboratory Animal Resources (DLAR) is looking for a cagewasher to perform equipment maintenance, laundry, and janitorial duties. Must be available to work weekends and holidays and lift heavy (50 lbs.) equipment. High School Diploma or GED equivalent. No experience necessary. Must be able to work efficiently in a fast paced environment. Apply online: <https://www.pittsource.com/postings/103547>.
- **Custodial Worker (CCAC) — Part-Time position.** Responsible for custodial duties, general maintenance, and grounds keeping on the North Campus of CCAC. Up to 25 hours/week. 1st position: Monday - Thursday 7:00 pm to 12:00 am (midnight), Saturday 9:00 am - 2:00 pm. 2nd position: Monday - Friday 7:00 pm - 12:00 am (midnight). Link to apply: www.ccacjobs.com/applicants/Central?quickFind=171528.
- **Part-Time Administrative Assistant (Duquesne University)** — The School of Nursing is looking for a part-time administrative assistant to manage student applications, sort and scan documents, and communicate with current students, alumni, and applicants. Successful candidates will have earned a High School Diploma or GED Equivalent and be comfortable working with PC or Microsoft Office software. To apply, submit a cover letter to: <http://apply.interfolio.com/33630>.
- **Police Officer (Carlow University)** - Carlow University is looking for a campus Police Officer to patrol campus areas and ensure the safety of students, staff, and faculty. A High School Diploma or equivalent combination of training and experience and Act 120 certification is necessary. To apply for the position, email: HR4@carlow.edu. Visit this website for more information: <http://www.carlow.edu/11104.aspx>.



FOUND EMPLOYMENT OPPORTUNITIES

- **Adult Library Assistant (part time)** — The Carnegie Library of Pittsburgh—Hill district is currently seeking a tech-savvy individual to serve as a part-time Adult Library Assistant. Applicants must have a bachelor's degree and excellent verbal and written communication skills. Apply online: <http://chc.tbe.taleo.net/chc04/ats/careers/requisition.jsp?org=CARNEGIELIBRARY&cws=1&rid=652>.
- **Senior Accountant (Pittsburgh Penguins)** - The Pittsburgh Penguins are looking for a Senior Accountant responsible for many facets in the accounting department, day-to-day transactional processing, 401(k) audit preparation, and budget and forecasting duties. Qualifications include a four-year degree in accounting and CPA preferred, and at least five years accounting experience. Interested applicants should send a resume, cover letter, and salary requirements to accounting2@pittsburghpenguins.com by January 31, 2016.
- **East Commons Janitorial/Maintenance Worker—North Side (Pittsburgh Mercy Health System)** - PMHS is looking for a Maintenance and Custodial Worker responsible for maintaining the cleanliness and appearance of the program space. Must possess basic knowledge of building repair (drwall, basic plumbing, and electricity). High School Diploma or GED. Apply online: <https://careers.pmhs.org/careers>.
- **Retail Service & Sales Associate (UPMC, Downtown)** - The Department of Retail Innovation at UPMC is looking to hire a Retail Service & Sales Associate to answer customer questions on healthcare plans, laws, and create a positive customer experience. High School Diploma or GED required and a Bachelor's degree is preferred. Apply online: <http://careers.upmc.com/jobs/4772818-retail-service-sales-associate>.

EMPLOYMENT EVENTS & RESOURCES

- **Amazon Recruitment Event | Monday, January 25, 2016 from 12 p.m. to 2 p.m.**— This is a recruitment event for part-time package sorters. 304 Wood St. Pittsburgh, PA 15222. For more information: <http://careerlinkpittsburgh.com/recruitments-calendar/amazon-recruitment-event>.
- **BAYER Healthcare Entry-Level Assembler Recruitment Event | Wednesday, January 27, 2016 from 10 a.m. to 1 p.m.**— This recruitment event is for full-time assemblers for Bayer Healthcare, a medical device company in the Pittsburgh/Harmerville, PA.
- **Pennsylvania CareerLink:** <http://careerlinkpittsburgh.com/jobgateway/>
- **For Resume Workshops, Career Services, Employment Assistance, find more information on this events calendar:** <http://careerlinkpittsburgh.com/workshops-calendar/?view=calendar&month=January-2016>
- **Resumes for Beginners | Friday, January 29, 2016 from 9 am to 10 am**— PA CareerLink Allegheny East, 2040 Ardmore Boulevard, Pittsburgh, PA, 15221.

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LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Breaking the Chains of Poverty** – A training program that helps people gain the skills and knowledge to enter the construction field. Students must be 18 years old, have a high school diploma or GED, as well as being drug free. Students will go through an eight week certification course and receive stipend throughout the duration of the program. To register, Call **Donel S. Durham 412-325-1565 ext. 26**, or register online at: sandbox.winnets.com/lmch/

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Mail Processor (Administrative Services)** - The Administrative Services Department of Allegheny County is looking for a Mail Processor. Prior work experience in the field of mailing is preferred with a High School Diploma or GED. Knowledge of mailing services and ability to lift 50 to 100 lbs. is beneficial. Apply online: <http://www.alleghenycounty.us/Careers/Administrative-Services/Mail-Processor.aspx>.
- **Chief Information Officer**- The Chief Information Officer reports to the Director of Administrative Services and directs the day-to-day Information Technology operations, manages information systems staff, and is responsible for the design, procurement, maintenance, and delivery of County of Allegheny Information Technology Services. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **For more opportunities in Allegheny County, please search online at PA Career-Links:** <http://careerlinkpittsburgh.com/>