



EMPLOYMENT OPPORTUNITIES NEWSLETTER

December 2012



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

Proudly Serving:

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- California-Kirkbride
- Central Business District
- Central Northside
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- Manchester
- Mexican War Streets
- North Shore
- Parts of Fineview
- Parts of Oakland
- Perry Hilltop
- Strip District
- Uptown

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 510 City-County Building
 Pittsburgh, PA 15219
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 412-255-0737 fax
www.city.pittsburgh.pa.us/District6
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CITY OPPORTUNITIES

- **Chief, Bureau of Building Inspection**– Plans, manages, directs, and coordinates a staff of employees in the interpretation and enforcement of BOCA codes, Zoning Ordinances, Land Operations and all related Codes. Also proposes Building Code revisions, and secures bids and contracts for the purpose of demolition. To apply, please contact the City Jobline at 412-255-2388.
- **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. Applicants must have completed. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Network Analyst** – Duties include, but are not limited to implementing, installing, monitoring and documenting city wide area networks while also providing support and maintaining city wide servers. Applicant must effectively ensure the security and integrity of microcomputer systems and networks. To apply, please contact the City Jobline at 412-255-2388.
- **Truck Driver** – Primary duties are driving a heavy truck and/or a large van, transporting crews or materials. Other duties include operating equipment, inspects mechanical conditions of vehicles and large trucks, and able to drive in heavy traffic and adverse weather conditions. To apply, please contact the City Jobline at 412-255-2388.
- **Land Survey Rod Specialist** – Holds rod and reflector plumb for the surveying party; measures and marks distances and elevations in surveys of streets, playgrounds, new construction; and checks for survey monuments, cross-cuts and property markers at the survey site. Must have some knowledge in the mathematics in surveying, using surveying instruments and techniques, and reading and interpreting plans. To apply, please contact the City Jobline at 412-255-2388
- **Client Application Developer (Oracle Programmer)**– Writes, tests, designs and debug complex programs and applications. Also responsible for troubleshooting; researching; and evaluating current and new programs, databases and servers. Must be a current city resident to be eligible. To apply, please contact the City Jobline at 412-255-2388.



INSTITUTIONAL OPPORTUNITIES

- **Secretary III (SEIU, Local 32BJ) (Point Park University)** - Perform a variety of clerical and secretarial duties in support of the Physical Plant Department; responsibilities require a thorough knowledge of department services and functions; administer and make decisions regarding the work order dispatch systems. Associate's degree or equivalent college credits, technical school training in secretarial and/or computer background or equivalent experience. Must be able to type 50 WPM minimum. To apply, please send your resume to HROffice@pointpark.edu.
- **Stationary Engineer (Union Local-95) (Point Park University)** - Responsible for the daily operation, preventative maintenance, predicative maintenance, reactive maintenance, and repairs to a multiple building, higher education complex's HVAC/R, mechanical Systems, plumbing, electrical, roofs, windows, and all other building systems and components. Recognize, respond, and remediate quickly building conditions that are out of the ordinary. This position is the "first responder" to most calls for building service, as you work independently during your work shift. To apply, please send your resume to HROffice@pointpark.edu.
- **Driver, Part-Time (Point Park University)** - Responsible for the transportation of students, faculty and staff to the Pittsburgh Playhouse, Film Makers and other locations in a safe and customer-service oriented manner. The driver must have the ability and required qualifications to drive any and all of the University Fleet Vehicles which include 24/25 passenger, truck and others To apply, please send your resume to HROffice@pointpark.edu.
- **Human Resources Specialist (Point Park University)** - Administer and coordinate multiple functions in the Human Resources Office with emphasis on employment, employee benefits, internal fact finding investigations, training coordination, and payroll related data entry. Perform a variety of human resources functions, projects, report creation, internet/intranet postings, new hire orientations, and miscellaneous duties for the Human Resources Office. To apply, please send your resume to HROffice@pointpark.edu.
- **Office Assistant II - Residence Life (Duquesne University)** - This is moderate to complex office work in the Office of Residence Life requiring considerable independent judgment, the ability to be highly organized and excellent interpersonal skills. Duties include, but are not limited to ensuring the safety of all residents; receiving, screening and referring telephone calls and visitors; and monitoring the identification of all residents and guests entering the building . To apply, please send your resume to careers@duq.edu.
- **Administrative Assistant (Duquesne University)** - This is administrative work requiring the exercise of considerable initiative, independent judgment, and the maintenance of confidential and sensitive information. This individual will be responsible for the performance of advance assignments and special projects in support of the Registrar and will support the office through various administrative functions. To apply, please send your resume to careers@duq.edu.
- **Faculty Positions - Tenure Track, Nursing (Carlow University)** Job responsibilities include teaching and advising students, maintain clinical practice and/or scholarship agenda, participate in university and school of nursing committees, support nursing undergraduate and graduate programs as needed. To apply, please send your resume to HR4@carlow.edu.

FOUND EMPLOYMENT OPPORTUNITIES

- **Environmental Scientist** - Neumeyer Environmental Services, Inc. is seeking an Environmental Scientist in Pittsburgh, PA office to both support current business activities & expand markets. Must have Bachelor's degree in science-related field + 2 yrs experience performing environmental remediation field work (including 1 year doing proposal & report writing). Fluency in Portuguese & periodic trips to meet w/prospective clients in Brazil required. Send resume with cover letter to info@neumeyerenvironmental.com.
- **Physician, Hospice & Palliative Care (UPMC)**- University of Pittsburgh Physicians seeks a Physician – Hospice and Palliative Care in Pittsburgh, PA to specialize in symptom management, relief of suffering, and end-of-life care. Requirements: Must have medical degree; completion of Internal Medicine residency and Hospice and Palliative Medicine fellowship; and a valid PA medical license. Apply at www.upmc.com.
- **Legal Assistant, Office of the Public Defender**- Primary duties are performing legal research; preparing accurate and timely materials, reports, memoranda, pleadings and briefs, and training materials; assists with law office duties; participates actively in staff meetings and training as required; and maintains contacts with internal or external parties and agencies to facilitate the work of the OPD division. Send applications via mail or in person to 102 County Office Building, 542 Forbes Avenue, Pittsburgh, PA 15219. Applications can be accessed online at www.alleghenycounty.us/jobs.
- **Physician, Family Medicine (UPMC)**– UPMC Community Medicine, Inc. seeks a Family Medicine Physician in Allegheny County, PA to treat inpatients and outpatients by diagnosing and treating patient illnesses, provide preventative care, and provide guidance and instruction to Medical Residents and Fellows in the diagnosis, treatment, and care of patients. Requirements: Must have a medical degree; completion of Family Medicine residency; and a valid PA medical license and DEA license. Apply at www.upmc.com.

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Job Fair | Monday, January 14, 2013 from 11:00 am - 2:00 pm**; This employment fair will be held at the Holiday Inn Pittsburgh North, located at 4859 McKnight Road, Pittsburgh, PA 15237.
- **PA CareerLink Pittsburgh/Allegheny County** | PA CareerLink offers specialized services to those job searching in the city of Pittsburgh and Allegheny County. CareerLink provides free job counseling, training referrals, job fair information, on-the-job training, and apprenticeship information. Located at Regional Enterprise Tower, 425 6th Ave., 22nd Floor Pittsburgh, PA 15219, contact 412-522-7100. For more information and other locations, visit their website at www.careerlinkpittsburgh.com.
- **Pittsburgh CONNECTS | The Hilltop Computer Center** | The Hilltop Computer Center is a large community center equipped not only with computers, printing, and Wi-Fi Internet, but also with ample space for community events like classes and workshops. Resume Help workshop is held on Mondays at 10am and a Job Search Help workshop on Wednesdays at 11am. The center is located at 500 Brownsville Road, Pittsburgh, PA 15210. The computer center can be reached by phone at 412-223-6851.

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Pittsburgh, PA 15219



LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Oakland Planning & Development Corp. - JobLinks** is a community-based, job readiness, healthcare employment and CPR certification and training center. Contact JobLinks at 412-621-3821 or visit their office at 294 Semple Street, Pittsburgh, PA 15213.
- **Pittsburgh Job Corps Center** — At the Pittsburgh Job Corps Center, students receive the skills needed to succeed in today's workforce - **at no cost** to them or their families. For more information, call 412-441-8700 or visit their website at www.pittsburgh.jobcorps.gov.

EMPLOYMENT OPPORTUNITIES

- **Employment Outreach Coordinator (Eastside Neighborhood Employment Center)**- The role of the Outreach Coordinator is to provide daily assistance with clients utilizing the drop-in lab around employment resources and computer literacy; assist clients with resume building, online job search and online applications; network with regional leaders and local businesses to secure new employment opportunities; and utilize and update their powerful database system for clients and employers. To apply, please send a cover letter and resume to Rflanag@aol.com.
- **Afterschool Site Coordinator, Part-time (Bloomfield Garfield Corporation)**- Primary responsibilities include supervising staff, ensuring appropriate practices in child guidance, supervision and teaching; implement afterschool lessons plans aligned with school day; develop and maintain relations with school principal/teachers; ensure continuity between school and program; develop weekly program schedule, including enrichment activities; monitor and report on overall program performance; and play an active role in promoting parental engagement. To apply, please send a cover letter and resume to Rflanag@aol.com.
- **Afterschool Program Support Staff, Part-time (Bloomfield Garfield Corporation)**- Job responsibilities include assisting in delivery of reading, math and character education for kindergarten through fifth grade students; helping Pittsburgh LEARNS participants improve their grades and become proficient in reading and math; understanding and supporting school day curriculum; and continuously attending to children's academic and social needs during scheduled work hours. To apply, please send a cover letter and resume to Rflanag@aol.com.
- **Case Manager (Port Authority)**- Port Authority is seeking an experienced Case Manager to provide medical case management for injuries/disabilities from initial contact through the resolution of the claim. Primary job responsibilities are to collect and compile information from internal and external sources concerning injuries/disabilities. Interested candidates should forward a cover letter (with salary requirements) and resume to Missy Ramsey at MRamsey@portauthority.org.