



EMPLOYMENT OPPORTUNITIES NEWSLETTER

(November 2014)



OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE

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## CITY OPPORTUNITIES

- **Electrician**– Installs, repairs, maintains and modifies all lighting and power circuits, fixtures, controls, motors, pumps and equipment that is operated from all voltage levels. Performs electrical inspections for preventive maintenance. Applicants must be residents of the City of Pittsburgh and hold a high school diploma or GED. For more information on qualifications and completing the application please visit [www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2046](http://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2046) or contact the City Jobline at 412-255-2388.
- **Paramedic** – Duties include but are not limited to driving or accompanying driver in emergency medical vehicle to site of emergency and providing rescue, basic, and advanced life support or other emergency medical care as needed. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Please visit [www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=1888](http://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=1888) or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Project Architect (Landscape)**– Supervises the planning for the design and construction management of complex multi-disciplined Capital projects in various areas including parks, swimming pools, recreation centers, public safety facilities. Prepares RFP's for consultant services and bid documents, ordinances, resolutions, deed searches, etc., for the full implementation of the City's Capital projects. Salary is \$60,204 per year. For more information on qualifications and completing the application please visit [www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2045](http://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2045) or contact the City Jobline at 412-255-2388.
- **Tree Pruner**– Performs tree care maintenance such as pruning, removal, planting, mulching, staking, fertilizing and watering. Operates heavy equipment (e.g., aerial portion of the bucket truck, chipper truck, chipper, etc.) utilized to prune and remove trees. Please visit [www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2037](http://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2037) or contact the City Jobline at 412-255-2388 for more information on qualifications, salary, certifications, and completing the application.



## INSTITUTIONAL OPPORTUNITIES

- **Sales Associate (University of Pittsburgh)** - This is a Retail sales associate/key holder for University Stores: Maggie and Stella's and the University Store on Fifth. Service desk responsibilities in the University Store on Fifth. Candidate will open and/or close stores. Position requires excellent customer service skills. Cash register, cash handling and basic computer data entry skills are necessary. Employee will receive, stock and merchandise product daily. HS Diploma required. To apply, please visit [www.pittsource.com/postings/87057](http://www.pittsource.com/postings/87057).
- **Shuttle/Escort Driver (Carnegie Mellon University)** - Responsible for providing a safe, secure and dependable transportation service for the campus community. Must be able to pass pre-employment/pre-placement drug and alcohol test. Must have a driving record free of violations and crashes. Must have high school diploma and PA Commercial Driver's License (CDL) with "p" (passenger) endorsement. To apply, please visit [cmu.taleo.net/careersection/2/jobdetail.ftl?job=101180](http://cmu.taleo.net/careersection/2/jobdetail.ftl?job=101180).
- **Office Assistant II (Duquesne University)** - Ensures the safety of all residents. Monitors the identification of all residents and guests entering the building. Facilitates the guest sign-in policy. Enforces visitation and alcohol policies. Receives, screens and refers telephone calls and visitors. Alerts Residence Life staff of any unusual circumstances. Answers inquiries from the campus and general community. Performs related duties as assigned. Must have a high school diploma or equivalent and will preferably have related work experience. Salary is \$15 per hour. To apply, please send your resume to [Careers@duq.edu](mailto:Careers@duq.edu).
- **Driver (Point Park University)** - Provide safe and courteous service via transporting students, faculty, and staff. Perform pre-trip and post-trip inspections of the vehicles. Routinely check the vehicle for fluids, tire pressure, tire tread, belts, oil, brakes and all other areas of concern as required via the Driver's Vehicle Inspection Report. Applicant must be 21, possess a valid Commercial Driver's License and have at least 2 years worth of driving experience. To apply, please send your resume and cover letter to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Archivist and Public Services Librarian (Chatham University)** - Responsible for the managing all aspects of the Chatham University Archives and Special Collections. This includes providing reference service for the collections as well as acquiring, cataloging, describing and preserving the contents of these collections. Also responsible for participation in the library's liaison program and staffing the reference desk. Applicant must have Masters Degree in Library Science from an ALA accredited institution with coursework in archives, special collections, and preservation. To apply, please visit [www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm?jbaction=JobProfile&Job\\_Id=10125&esid=az](http://www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10125&esid=az)
- **Admissions Counselor (Carlow University)** - Meet specific goals in the recruitment of transfers, certification, readmits, and guest students to the University. Manage funnel to qualify and grade inquiries, set appointments, encourage applications, recommend admission, and facilitate registrations of new students. Provide assistance with in all aspects of the financial aid process, class registration and other concerns that arise during the enrollment process. A Bachelor's degree is required and at least two years admissions experience. Previous experience in admissions or sales is required. To apply, please send letter of interest to [HR1@carlow.edu](mailto:HR1@carlow.edu).



## FOUND EMPLOYMENT OPPORTUNITIES

- **Marketing Representative (SMGI)** - Work hand in hand with our client to implement promotional campaigns. Learn to implement sales and direct marketing tactics to increase brand awareness. Develop and manage relationships with our client's customers. Represent and market companies that are leaders of their respective industries. Must have high energy and charismatic personality and experience working in a fast paced environment. To apply, please visit [pittsburgh.craigslist.org/ret/4742001612.html](http://pittsburgh.craigslist.org/ret/4742001612.html).
- **Licensed Nail Technician (XpresSpa)**- XpresSpa located at the Pittsburgh International Airport is seeking an energetic and enthusiastic Nail Technician with natural-nail care passion. Job responsibilities include consulting with customers, determining their needs and providing class service. Applicants must be licensed. To apply, send resume to [info@xpresspa.com](mailto:info@xpresspa.com) with "PIT NT" as the subject line.
- **Branch Manager (Roto-Rooter)**- Lead sales team and direct daily activities to ensure goals are met. Increase market presence through innovative sales techniques. Direct day to day branch activity. Coach and mentor team of service professionals to provide quality in-home service. Review and analyze branch financials Applicants must have three to five years' General Management experience in a service-related industry that may include pest control, courier/package delivery, uniform, lawn care, security/protective service, car rental and other related fields is desired. A minimum Associates' Degree in business or related field is strongly preferred. To apply, please visit [roto-rooter.secure.force.com/hr/fRecruit\\_ApplyJob?vacancyNo=VN409](http://roto-rooter.secure.force.com/hr/fRecruit_ApplyJob?vacancyNo=VN409).

## EMPLOYMENT EVENTS & RESOURCES

- **Nursing Career Fair| Thursday, November 6, 2014 from 7:30 am—3:00 pm** This career fair will be held at the Hilton Garden Inn Room Forbes A located at 3454 Forbes Avenue, Pittsburgh, PA.
- **Veterans Job Fair| Wednesday, November 19, 2014 from 9:30 am—4:00 pm** This career fair will be held at Heinz Field located at 100 Art Rooney Avenue, Pittsburgh, PA 15212.

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## LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Energy Innovation Center**– 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: [sand-box.winnets.com/lmch/](http://sand-box.winnets.com/lmch/).

## EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Purchasing Agent**- Develops and maintains an understanding of suppliers and market for assigned commodities. Works closely with County departments and purchasing partners to understand their needs. Prepares solicitations (RFPs and IFBs), consults with County departments to seek additional information when preparing specifications in order to issue well-written invitations for bid, and analyzes responses to determine the lowest responsible bidder meeting specifications. Must have a related Bachelor's degree AND two (2) years of purchasing experience. An equivalent combination of education and experience may be substituted. Salary is \$3,466.14 per month. To apply, please visit [www.allegHENYcounty.us/jobs/dearapp.aspx](http://www.allegHENYcounty.us/jobs/dearapp.aspx) or contact the Department of Human Resources at 412-350-6830.
- **Correctional Officer (Part Time)**– Supervises all functions within a housing pod in accordance with the basic rules and principles of direct supervision. Coordinates all inmate movement in-house to include utilization of the recreation yard and the visiting booths. Enforces rules of conduct, security and work assignments in accordance with appropriate interpersonal communication practices and makes verbal and written reports of significant violation or irregularities to supervisory staff. Must have high school diploma. Wage is \$14.57 per hour. To apply, please visit [www.allegHENYcounty.us/jobs/dearapp.aspx](http://www.allegHENYcounty.us/jobs/dearapp.aspx) or contact the Department of Human Resources at 412-350-6830.
- **Stationary Engineer**– Checks boilers and related machinery for proper operation, making necessary adjustments or repairs. Keeps logs of boiler room operations, records data, e.g., fuel consumed, temperature and pressure, etc. Installs, maintains and repairs laundry equipment, kitchen equipment and steam boilers, etc. Must have completed a stationary engineer's apprenticeship program AND Four (4) years of experience OR a HS Diploma and Six (6) years of experience. Salary is \$3,676.66 per month. To learn more about qualifications and apply, please visit [www.allegHENYcounty.us/jobs/dearapp.aspx](http://www.allegHENYcounty.us/jobs/dearapp.aspx) or contact the Department of Human Resources at 412-350-6830.