



EMPLOYMENT OPPORTUNITIES NEWSLETTER

(October 2014)



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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414 Grant Street
 510 City-County Building
 Pittsburgh, PA 15219
 412-255-2134 ph
 412-255-0737 fax
www.city.pittsburgh.pa.us/District6
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CITY OPPORTUNITIES

- **Heavy Equipment Operator**– Operates heavy construction equipment. Assists in construction and maintenance of City property, providing such tasks as excavating and backfilling for but not limited to landslides, and street failures, road construction, road repair, plowing snow, sewer construction. Applicants must be residents of the City of Pittsburgh and hold a commercial B Driver’s License. For more information on qualifications and completing the application please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2027 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 or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Budget Analyst**– Applicants must be a city resident and must present a valid drivers license. Assists in preparing the Mayor’s Budget by performing administrative and research work. Develops, compiles and analyzes information on City operations and budget implementation and performs policy analyses. Monitors City fiscal operations. Salary is \$53,261-\$60,204 per year. For more information on qualifications and completing the application please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2028 or contact the City Jobline at 412-255-2388.
- **Animal Care and Control Supervisor**– The Department of Public Safety is currently seeking an animal care and control supervisor. Applicants must be a city resident, possess and valid driver’s license, and current Human Society of the United States Certification. Salary is \$55,560 per year. Please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2003 or contact the City Jobline at 412-255-2388 for more information on qualifications, certifications, and completing the application.



INSTITUTIONAL OPPORTUNITIES

- **Administrative Assistant (University of Pittsburgh)** - Provides a variety of administrative functions for IA, including reception duties, facilities and event coordination, software application technical assistance, preparation of disbursements, purchase orders, and requisitions. The Administrative Assistant serves as the IA Coordinator for the Pitt License Plate program and will provide administrative support for the Pitt United Way campaign. Associate's degree required. To apply, please visit www.pittsource.com/postings/85983.
- **Dispatcher (Carnegie Mellon University)** - Operate warewashing and pot scrubbing equipment; scrape all food residue from items, stack dishes and load dishwasher; notify the responsible manager of any equipment malfunctions. Supply service area with clean and sanitary dishes and silverware; scrub heavily soiled pots/pans. Must have high school diploma. To apply, please visit cmu.taleo.net/careersection/2/jobdetail.ftl?job=101123.
- **Computer Support Specialist II (Duquesne University)** - Provides support, service and preventative maintenance for university owned laser jet printers. Provides support and service for privately owned computer hardware and software. Coordinates with external vendors for hardware and software service. Must have a two-year technical degree (or its equivalent) in electronics or a related field from an accredited institution and have at least two years of experience in a service position, or any equivalent combination of experience and training. Wages are \$15 to \$17.57 per hour. To apply, please send your resume to 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.
- **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
- **Housekeeper (Carlow University)** - Responsibilities include custodial work required for cleaning and upkeep of buildings, thoroughness and attention to detail, operating within policies, procedures and the University's mission. Qualifications include high school graduate or GED and knowledge of OSHA regulations for chemicals and materials used in housekeeping operations. Previous institutional housekeeping experience is desirable. Ability to communicate effectively in person is essential. Ability to walk or stand 95% of the time is required. Applicant must complete criminal background check, physical exam and drug test. To apply, please send letter of interest to HR1@carlow.edu.



FOUND EMPLOYMENT OPPORTUNITIES

- **Accounts Receivable Specialist (Brightside Academy)** - Collects and bill subsidized child care clients. Liaison between academies and CCIS offices. Reviews past due accounts and develop and execute a collection action plan. Reports problem cases to Collection Supervisor. Maintains client information via a Collections System Must have good understanding of collections and account management. Must have an Associates or Bachelor's degree from an accredited college or university or a minimum of two years related experience To apply, please visit brightsideacademy.hodesiq.com/jobs/default.aspx?jobid=4797158
- **Licensed Massage Specialist (XpresSpa)** - XpresSpa located at the Pittsburgh International Airport is seeking an energetic and enthusiastic Massage Specialist. Job responsibilities include consulting with customers, determining their needs and providing class service. Applicants must be licensed in PA. To apply, send resume to info@xpresspa.com with "PIT Massage Therapist" as the subject line.
- **Medical Assistant (UPMC)** - Collect patient information/history; taking vitals, performing screenings per provider guidelines. Relay instructions to patients/families. Answering calls and providing pertinent information including patient education as directed. Perform phlebotomy, EKG's, and level one labs. Perform clinic procedures according to policy and procedure. Applicants must have high school diploma or equivalent is required. Successful completion of Medical Assistant program preferred or equivalent hospital program or minimum of one year of direct patient care experience. To apply, please visit jobsupmc.upmc.com/psp/extapp/EMPLOYEE/EXTRN_APP/c/HRS_HRAM.HRS_CE_GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=2062968&SiteId=2&PostingSeq=1

EMPLOYMENT EVENTS & RESOURCES

- **Coast to Coast Career Fairs| Tuesday, October 14, 2014 from 11:00 am—2:00 pm** This national career fair will be held at La Quinta Inn & Suites located at 4859 McKnight Road, Pittsburgh, PA 15237.
- **CCAC Job Fair| Wednesday, October 22, 2014 from 9:30 am—1:30 pm** This career fair will be held at CCAC Allegheny Campus located at 808 Ridge Avenue, Pittsburgh, PA.
- **Pittsburgh Area Job Fair| Friday, October 31, 2014 from 9 am—1 pm** This is one of the larger job fairs in the area and will be held at Pittsburgh Regional North Chamber Four Points by Sheraton North located at 910 Sheraton Drive, Mars, PA.

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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/.

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Administrative Assistant**- Performs secretarial and administrative tasks for the Assistant Director, Development. Assists the Business Development, Development, and Special Projects and Finance Divisions. Sets up and types a variety of reports, correspondence, and other documentary materials for copy, rough draft, or general instruction, including the assembly of information, its input, and proofreading. A related Associate's degree AND two (2) years of full-time clerical experience, to include the use of Microsoft Office products. Candidates with government office experience preferred. An equivalent combination of education and experience may be substituted. Salary is \$2,666.67 per month. To apply, please visit 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 or contact the Department of Human Resources at 412-350-6830.
- **Carpenter**– Performs general carpentry work in a variety of County buildings by removing, replacing and repairing floors, roofs, ceiling tile, stairways, partitions; hangs pictures, doors; fits windows. Performs skilled bench work in carpenter shop, operating power equipment such as saws, joiners, lathes, planers and drills; repairs office furniture, tables and builds benches, cupboards and other wood fixtures. Must have completed a carpenter's apprenticeship program AND Four (4) years of experience as a carpenter OR Six (6) years of experience as a carpenter. Salary is \$4,017.26 per month. To learn more about qualifications and apply, please visit www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.