



EMPLOYMENT OPPORTUNITIES NEWSLETTER

March 2015



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
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CITY OPPORTUNITIES

- **Truck Driver**— Drives a heavy truck (e.g., dump truck, concrete mixer, etc.) and/or large vans (e.g., box van, cargo van, etc.); operates equipment at job site (e.g., compressor, generator, snow plow, pumps, etc.). Applicants must be employed by the City of Pittsburgh at time of bidding and remain continuously employed through the awarding of this bid. Salary is \$20.49 per hour. Apply at www.city.pittsburgh.pa.us/pers-depo/Announcements/15.B010.htm
- **Electrical Wiring Inspector**— Inspects electrical wiring installed in all construction projects for compliance with approved plans. Investigates complaints and alleged violations of electrical wiring standards in existing structures. Issues approved letters of violations to property owners and/or contractors. Apply at www.city.pittsburgh.pa.us/pers-depo/Announcements/ELECTWIRINSP1.HTM
- **Fire Inspector**— Inspects existing buildings within assigned area to determine that fire safety of building elements and life safety systems have been maintained in accordance with the International Fire Prevention Code and International Property Maintenance Code. Reads and inspects from approved fire protection plans, specifications and reports. The application must show two years of full-time experience in the field of fire prevention enforcement. Apply at www.city.pittsburgh.pa.us/pers-depo/Announcements/FIREINSP15.htm
- **Transportation Planner**— Assists in planning transportation programs to enhance access and improve safety. Suggests goals, policies, best practices and priorities for transportation, land use planning, projects and management. The application must show two years of full-time experience in transportation planning, urban planning or a related field . Apply at www.city.pittsburgh.pa.us/pers-depo/Announcements/PLAN2TRANS15.htm
- **Police Officer**— Applicants must become residents of the City of Pittsburgh and have a current, valid Pennsylvania Motor Vehicle Operator’s License. 30 semester credits of completed coursework at an accredited university or technical/trade school. Official Education/ Training transcripts must be submitted at the time of filing application or no later than June 6, 2015. The deadline to apply for this position is May 11, 2015. Apply at www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2132



INSTITUTIONAL OPPORTUNITIES

- **Faculty Secretary (University of Pittsburgh)** - Individual provides secretarial support to multiple faculty members. The position requires excellent computer skills, and some knowledge of technical mathematical equations. Ability to organize and prioritize workload is essential. Must have high school diploma or GED. To apply, visit www.pittsource.com/postings/92454
- **Sales/Stock Coordinator (University of Pittsburgh)** - The retail merchandise sales coordinator for The University Store on Fifth. Duties include providing excellent customer service, merchandising, recording information, restocking, researching and processing special orders, and cashiering. Candidate will assist with physical inventory and facilitate timely/accurate product return. Apply at www.pittsource.com/postings/92380
- **Receptionist (University of Pittsburgh)**- Under the general supervision of the Administrative Director, the candidate greets patients and visitors, answers telephones, schedules patient appointments, and provides general information for patients and visitors. To apply, visit www.pittsource.com/postings/89771
- **Administrative Secretary (University of Pittsburgh)** - This position provides primary administrative support for department activities. Experience in Microsoft Office Suite and knowledge of the internet is essential. To apply, visit www.pittsource.com/postings/90433
- **Legal Secretary**—The Office of General Counsel is currently seeking a highly skilled legal secretary for University attorneys. This position encompasses all aspects of general secretarial work in a legal office setting. The selected candidate must be proficient using Microsoft Office applications . Applicants should have 3-5 years experience and at least a high school diploma or GED. Apply at www.pittsource.com/postings/92020
- **Sales Associate**—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. Apply at www.pittsource.com/postings/91847
- **Police Officer (Carlow University)** - Individual will patrol assigned areas of property used, owned or occupied by Carlow University and the Sisters of Mercy. This position requires a working knowledge of Pennsylvania law and the physical ability to carry out vigorous patrol of the assigned area. High school diploma required. To apply, send resume and cover letter to HR4@carlow.edu
- **Admissions Data Specialist (Chatham University)** - Applicants must be able to perform technical duties including data analysis, decision-making skills, and utilization of mainframe computers. Other duties include data entry of admissions applications and evaluations of transcripts. To apply, visit <https://www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm> and select Admissions Data Specialist

FOUND EMPLOYMENT OPPORTUNITIES

- **Salon Receptionist** — Whitehouse Salon in Shadyside is looking for a full time receptionist. Days of work would be Tuesday to Saturday. We are looking for someone who is fashion forward, organized, can multi-task, meet and greet clients pleasantly, book appointments and a pleasant phone voice is a must. Apply at pittsburgh.craigslist.org/ofc/4937076833.html
- **Dental Office Receptionist** — A Dental Office in Shadyside is seeking a friendly, warm, and energetic individual to work phones and reception area. Full time position available - includes evening hours and Saturdays. Apply at <http://pittsburgh.craigslist.org/ofc/4936752465.html>
- **Research/Fact Checking** — Full-time verification researcher wanted for the Pittsburgh branch of BackTrack Reports in East Liberty. This position involves verifying the education and employment histories of executives through online public records research, telephone calls and email. Starting salary is \$35,000 with opportunities for advancement. Apply at <http://pittsburgh.craigslist.org/ofc/4934907049.html>
- **Cook** — Omni William Penn Hotel is looking for a cook to focus on In Room Dining and new Restaurant menu. Responsible for control quality and consistency of all food served. Insure station is set for service 15 minutes prior to service and all food supplies necessary for service are in appropriate supply on a timely basis. Apply at www.omnihotels.com/careers
- **Administrative Assistant (UPMC)** - Under direct supervision, provides general administrative support to a department or group of professionals. Performs routine clerical functions, such as copying, sorting, filing, and typing. Sets up and maintains varied office files, logs, and records office activities. Apply at www.upmc.com by following these steps; click Careers at UPMC, Start My Job Search, and follow the link to continue to search and apply for openings. Select Advanced Search and enter 2066958 in the job opening ID field.

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Job Fair | Tuesday, April 7, 2015 from 11:00 am - 2:00 pm** - This employment fair will be held at the La Quinta Inn & Suites, located at 4859 McKnight Road, Pittsburgh, PA 15237. Register at coasttocoastcareerfairs.com/career_fairs/details/PA/Pittsburgh/April/7/2015/

Office of City Councilman
R. Daniel Lavelle
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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: sandbox.winnets.com/lmch/.

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Coordinator of Voting Machines**— Duties include programming voting machines, performing lead technician duties which include overseeing work in an assigned zone, and visiting voting districts to ensure the delivery of voting machines. Must have high school diploma and knowledge of Microsoft Office. To apply visit www.alleghenycounty.us/job/administrative-services-coordinator-of-voting-machines.aspx
- **Electrician**—Performs electrical work including maintaining and repairing a wide variety of electrical equipment and fixtures and installs conduit and wiring systems for power and lighting units, computers, and cable television. Applicants must have completion of an electrician's apprenticeship program and four (4) years experience as an electrician. To apply visit, www.alleghenycounty.us/job/fmelectrician.aspx
- **Cook**— Reviews menus prior to preparation of food. Utilizes standard recipes to prepare, cook, and bake foods in accordance with planned menus and therapeutic diets and in accordance with sanitary regulations and established policies and procedures. Applicants must have high school diploma or its equivalent **AND** One year of cooking experience. To apply visit, www.alleghenycounty.us/jobs/kanecook.aspx
- **Plumber**—Maintains plumbing fixtures and accessories in good working order, installs, maintains, and repairs valves, faucets, traps and other fixtures, opens clogged drains and sewers, replaces/repairs leaking pipes and plumbing fixtures . To apply visit www.alleghenycounty.us/job/fmplumber.aspx
- **Quality Assurance Coordinator**—Implements quality assurance of all operational aspects of the work processes of the Division of Real Estate. Ensures the efficient completed work product of every divisional sub-section. Apply at www.alleghenycounty.us/job/RE_QualityAssuranceCoordinator.aspx
- **Building Guard**—Provides security for county buildings and property, to include buildings, grounds, and parking areas; assures that areas are locked or unlocked as appropriate. To apply visit <http://www.alleghenycounty.us/job/BuildingGuard.aspx>