



EMPLOYMENT OPPORTUNITIES NEWSLETTER

April 2015



OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE

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[www.city.pittsburgh.pa.us/District6](http://www.city.pittsburgh.pa.us/District6)  
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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](http://www.city.pittsburgh.pa.us/pers-depo/Announcements/15.B010.htm)
- **Refuse Collection Driver**— Drives a solid waste truck, collects refuse (i.e., household, bulk or recycling) and empties containers on designated City routes. Carries, lifts and loads solid waste (weighing up to 75 to 100 lbs.) into truck daily . Apply at <https://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2163>
- **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](http://www.city.pittsburgh.pa.us/pers-depo/Announcements/FIREINSP15.htm)
- **Cashier**— Handles a large volume of routine transactions involving receiving, counting, settling, reporting, and accounting for cash and negotiable instruments; checks arithmetic computations on bills and taxes incidental to cashiering duties . Apply at <https://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2160>
- **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](http://www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2132)
- **Recreation Assistant (temp)** - Daily field preparations, responsible for scorekeeping and rule interpretations, light office work. Apply at <http://goo.gl/82SRAX>



## INSTITUTIONAL OPPORTUNITIES

- **Event Technician (Point Park University)** - Perform basic maintenance on audio/visual equipment. Set up and tear down of equipment for meetings and events. Must have expertise with digital cameras (still and video), LCD projectors, & other equipment. To apply, send resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu)
- **Driver (Point Park University)** - The driver is 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. Send resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu)
- **Library Stock Clerk (University of Pittsburgh)** - Responsible for retrieval and shelving of library material, pulling requests from several online sources and preparing them for shipment to various libraries, emailing patrons concerning problems with requests, or about special requests, receiving and shipping warehouse book trucks for transfers, measuring and sorting library materials by size, maintaining/updating records in Voyager, providing a circulation point for the Library Resource Center and answering phone call questions concerning the LCSU Apply at <https://www.pittsource.com/postings/93061>
- **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](http://www.pittsource.com/postings/89771)
- **Student Services 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/92908](http://www.pittsource.com/postings/92908)
- **Executive Assistant**—Position supports administrative and secretarial functions to the associate vice chancellor for academic affairs, health sciences. Requires an individual who is highly motivated and ultra-organized with a minimum five years experience in an administrative assistant/executive secretarial position. Apply at [www.pittsource.com/postings/89526](http://www.pittsource.com/postings/89526)
- **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](http://www.pittsource.com/postings/91847)
- **Secretary (Chatham University)** - he Secretary is a detail-oriented, organized, and technically proficient office professional who is responsible for assisting the Dean's Office by providing secretarial, reception, and general administrative support. To apply, visit <https://www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm> and select Secretary

## FOUND EMPLOYMENT OPPORTUNITIES

- **Data Entry Assistant**— A lampshade wholesaler is looking for individuals to assist with office support. Responsibilities include daily preparation of orders for the factory using Great Plains, MS Excel and Outlook software and customer interaction. Office is located in the Strip District. Apply at <http://pittsburgh.craigslist.org/ofc/4965811946.html>
- **Proofreader**— A creative agency located Downtown is seeking experienced proofreaders. Candidates Must have strong writing and editing skills. Proficient in catching typographical, spelling and grammatical errors and know AP Style Guidelines. Apply at <http://pittsburgh.craigslist.org/ofc/4965843469.html>
- **Personal Medical Assistant**—Private home in North Oakland seeking individual for help with care management of older man also helping with administration / Office work for a variety of needs from paying bills to helping with commercial real estate needs part time available can lead into full time. Apply at [pittsburgh.craigslist.org/ofc/4958926665.html](http://pittsburgh.craigslist.org/ofc/4958926665.html)
- **Truck Driver**—Responsibilities include loading and unloading delivery truck (heavy lifting) and cleaning equipment. Must have clean driving record. Apply at [pittsburgh.craigslist.org/fbh/4965811249.html](http://pittsburgh.craigslist.org/fbh/4965811249.html)
- **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](http://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/](http://coasttocoastcareerfairs.com/career_fairs/details/PA/Pittsburgh/April/7/2015/)
- **HACP Public Safety Career Fair | Monday April 13 from 6:00pm—8:00pm** - Located at the Glen Hazel Recreation Center, 895 Johnstown Avenue, Pittsburgh, PA 15207. Dress to impress and bring your resume! Contact Lloyd Wilson with questions 412-456-5000 ext. 1048
- **HACP Public Safety Career Fair | Tuesday April 14 from 1:00pm—3:00pm**— Located at the Homewood North FIC (management office) at 10 Albertrice Street, Pittsburgh, PA 15208. Dress to impress and bring your resume! Contact Lloyd Wilson with questions 412-456-5000 ext. 1048
- **HACP Public Safety Career Fair | Thursday April 16 from 5:30pm—7:30pm**— Located at the Northview Heights Gymnasium at 533 Mt. Pleasant Road, Pittsburgh PA 15214. Dress to impress and bring your resume! Contact Lloyd Wilson with questions 412-

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## LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

State Representative Ed Gainey's 1st Annual Veterans  
Resource Fair. Friday: May 1, 2015 (5:30pm-7:30pm)

Community Empowerment Association (CEA)

7120 Kelly Street Pittsburgh, Pa 15208



### 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](http://www.allegHENYcounty.us/job/administrative-services-coordinator-of-voting-machines.aspx)
- **Bookkeeper**—Bookkeeper performs accounting duties to facilitate the collection, recording of financial transactions, and disbursement of funds received by the Department of Court Records. The individual will receive general instruction at times and very detailed instruction at other times, depending on the circumstances, but often the individual will be able to exercise his/her own judgment in completing tasks. Apply at [www.allegHENYcounty.us/job/CourtRecBookkeeper.aspx](http://www.allegHENYcounty.us/job/CourtRecBookkeeper.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](http://www.allegHENYcounty.us/jobs/kanecook.aspx)
- **Laborer**—Performs maintenance and makes repairs in various County buildings and grounds. Performs maintenance and makes repairs to County roads, bridges, etc. Apply at <http://www.allegHENYcounty.us/job/pwlaborer05.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>