



EMPLOYMENT OPPORTUNITIES NEWSLETTER

February



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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- California-Kirkbride
- Central Business District
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 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

- **311 Response Center Assistant Supervisor**— Assists in supervising and directing the work of assigned customer service personnel in the acceptance of questions and complaints from the public regarding City services. Provides information or data to Mayor’s Office and other City departments. The application must clearly show 1 year of full-time experience as a Mayor’s 311 Response Line Representative. Apply at www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2107
- **Animal Care Assistant Supervisor**—Assists supervisor in the operations of the Bureau of Animal Care & Control in the Department of Public Safety. Acts as liaison between City and animal care agencies (e.g., Humane Society) and is available for emergency calls 24 hours a day. The application must clearly show 3 years of full-time experience in animal control or related duties including experience in euthanization and 6 months of full-time experience directing the work of others. Apply at www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2099
- **Park Keeper**—Plans, coordinates and participates in comprehensive Park Keeper program including all City parks, trails and recreation facilities. Assists in the planning, execution and oversight of special events sponsored or co-sponsored by the Department of Parks and Recreation. The applicant must have 1-3 years of experience in Park Keeper operations and hold a bachelor’s degree. Apply at www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2106
- **Inspector**— Inspects construction work from start to completion to determine if it meets contract requirements, plans and specifications. Issues permits related to the Department of Public Works monitored activity when assigned. The applicant must have 1 year of full-time experience in construction inspection, building inspection, or as an engineering technician or in a related area. Apply at www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2104
- **Lifeguards**—Citiparks is looking for lifeguards who are at least 16 years of age. Training courses are held throughout March, April, and May. Course fee is \$70. Please call the aquatics division at 412-323-7928 to register or for more information. Starting wage is \$8.82/



INSTITUTIONAL OPPORTUNITIES

- **Desktop Support Technician (Point Park University)** - Create and modify Active Directory user accounts and Microsoft Exchange mailboxes. Troubleshoot, upgrade, service, and repair university-owned computers. Bachelors Degree or equivalent work experience in the IT field. To apply, please send your resume to HROffice@pointpark.edu.
- **Part-time Student Records Clerk (Point Park University)** - Perform a variety of administrative functions in support of the student records function of the Office of the University Registrar. There is a minimum two years related work experience, preferably in higher education. To apply, forward a cover letter and resume via email to HROffice@pointpark.edu.
- **Part-time Driver (Point Park University)** - Applicants must have a Commercial Driving License with Passenger Endorsement and be at least 21 years of age. 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. To apply, forward a cover letter and resume via email to HROffice@pointpark.edu.
- **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/90755
- **Data Entry Specialist (University of Pittsburgh)** - Data Management Position: Collection, entry and validation of data housed within a centralized research awards database. Creation, updating and performing quality control procedures required to ensure data integrity. To apply, visit <https://www.pittsource.com/postings/89482>
- **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
- **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
- **Housekeeper (Chatham University)** - Position will be under the daily supervision of the Manager of Facilities Services and responsible for maintaining the cleanliness of assigned buildings and areas. Must have high school diploma. To apply, visit <https://www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm> and select Housekeeper.

FOUND EMPLOYMENT OPPORTUNITIES

- **Customer Service and Marketing**— Iron City Executives is an aggressive marketing and advertising firm looking for outgoing individuals to fill entry level sales & marketing positions. No experience necessary. Send resumes to IronCityExecutives@hrdept.org
- **Legal Secretary**— Well- established civil defense firm seeks full-time secretary to handle busy insurance defense and workers' compensation practice. Candidate must have at least three years experience. Competitive salary and benefit package. Visit pittsburgh.craigslist.org/ogl/4870722843.html
- **Customer Service Office Property Management**—Growing Shadyside based Property Management Company seeks responsible person with good communicating and computer skills to coordinate and accommodate customer requests. \$12/hr to start, plus paid vacations and holidays after 6 months. Visit pittsburgh.craigslist.org/ofc/4873814171.html
- **Warehouser (UPMC)** - Receive, inspect, and verify the accuracy of all inbound freight. Load and unload delivery vehicles at specified locations throughout the UPMC Health System. 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 2065794 in the job opening ID field.
- **Dishwasher (UPMC)** - General food preparation and dining room organization and clean-up. Bus of soiled service ware throughout each meal and operating the dish machine in accordance with the Dietary Guidelines manual. 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 2059554 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/
- **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/.

Office of City Councilman
R. Daniel Lavelle
510 City-County Building
414 Grant Street
Pittsburgh, PA 15219



LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

14th Annual Conference for Minority, Women and Disadvantaged Business Enterprises

Thursday March 5, 2015 at the IBEW Conference Center. Call or email to register or for more information.

Phone: 412-402-2460

Email: mwdbegovpgh@gmail.com

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/jobs/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/jobs/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/jobs/fmplumber.aspx
- **Unit Clerk**—Records medical and administrative information in accordance with established policies and procedures. Records and/or transcribes appropriate resident identification data on designated medical records, wristbands, ID Cards, requisitions and physician orders to care plans. To apply visit <http://www.allegHENYcounty.us/jobs/kaneunit.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/jobs/BuildingGuard.aspx>