



EMPLOYMENT OPPORTUNITIES NEWSLETTER

June 2014



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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CITY OPPORTUNITIES

- Lifeguard (Parks and Recreation)**– Rescues swimmers in distress and administers artificial respiration, cardio-pulmonary resuscitation (CPR) and/or automated external defibrillator (AED) as required. Requirements included ability to lift 0-20 pounds and rarely 21-40 pounds. Hourly wages begin at \$8/86 an hour. Must be a City of Pittsburgh residents to apply. For more information to apply, visit:
www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=1902
- Recreation Assistant (Parks and Recreation)**– Interact with the public in a courteous and polite manner. Establish and maintain effective working relationships with supervisors, co-workers and the public. Arrive to work on time for each assigned shift. Work evenings and weekends, 30-40 hours per week. Carry 50 to 80 pounds of equipment. Wages begin at \$7.65-\$8.59 per hour. For more info call **(412-255-2712)**.
- Administrative Assistant (City Council)**– Applicants must be a City of Pittsburgh resident throughout employment. Job duties include organizing community meetings to resolve issues, prepare council member for meetings, hearings and events. Applicants must have the ability to multitask and prioritize, manage social media sites, as well as provide advanced analytical analysis. Salary ranges from \$26,000 to \$34,000 per year. For more information and to apply, visit:
www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=1951
- Site Monitor—Summer Food Service (Parks and Recreation)**- Applicants must be a city resident and must present a valid drivers license. Must visit assigned meal site to ensure compliance of all rules and regulations, accurately complete all required forms. Pay starts at \$8.71 per hour and will work around 20-35 hours per week. Applicants must have a vehicle available. For more information and to apply, visit:
www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=1920



INSTITUTIONAL OPPORTUNITIES

- **Cagewasher (University of Pittsburgh)**– Will process soiled animal caging, sterilize, and clean cages by operating multiple types of cage washing equipment. Janitorial duties include sweeping, mopping, and scrubbing floors. Must be able to work weekends and holidays, be able to stand for extended periods and lift 50 pounds. Salary ranges from \$15,912.00—\$24,180.00. For more information and to apply, visit: www.pittsource.com/postings/80345
- **Sales Associate (University of Pittsburgh)**– Provide excellent customer service both in the store and telephone. Operate a cash register, display effective communications skills, and accurate sales processing are all important skills. Need to be able to work weekends, holidays, and overtime hours when needed. High school or GED required. Salary ranges from \$15,108.00—\$21,966.00. For more information and to apply, visit www.pittsource.com/postings/80329
- **Driver (Point Park University)**– Responsible for the transportation of students, faculty, and staff to the Pittsburgh Playhouse, Film Maker, and other locations in a safe and customer-service oriented manner. Must be at least 21 years of age, and have at least 2 years of driving experience. Also, you must provide a copy of a valid Commercial Driver's License with Passenger Endorsement and meet all licensing and training requirements via Pennsylvania State. To apply for position, forward cover letter and resume via email to (HROffice@pointpark.edu), when sending email reference **DRIVER** in subject line. For more information, visit: www.pointpark.edu/CareersatPointPark/EmploymentListings/StaffandAdministrativePositions/Driver.
- **Dishwasher / Kitchen Assistant**– Responsible for maintaining kitchen service areas pot and ware washing stations. Position reports to the Head Cook, and will predominately work Monday through Friday from 10:00am to 4:00pm with a 30 minute lunch break. One year or more of operating, maintaining, and cleaning kitchen equipment is required. Must be able to complete required safety training. Child Abuse and Criminal Record clearances required, as well as FBI Fingerprinting and Federal Background Check. For more information and to apply, visit: cmu.taleo.net/careersection/2/jobdetail.ftl?job=100723
- **Administrative Support (University of Pittsburgh)**– Will provide and manage functions in the front office for the Department of Neuroscience and the Center for Neuroscience. Position is responsible for fiscal duties including cash advance forms, journal entries, reimbursements disbursements, reconciliations, reporting and record management. Also must prepare travel arrangements, update websites and newsletter. Must have a baccalaureate degree with 2-3 years experience in the field. Applicant must have impeccable spelling and grammar, be computer-literate and have great communication skills. To apply or for more information, visit: www.pittsource.com/postings/81062.

FOUND EMPLOYMENT OPPORTUNITIES

- **Lot Associate (Home Depot)**– Home Depot is looking for a part-time lot associate who loves to learn and can overcome the challenge of solving tough problems. You are encouraged to express yourself as an individual and apply your own experiences to serve the customers. To apply, visit: pittsburgh.employmentguide.com, then scroll down to **Browse Pittsburgh Jobs by Popular Industries**, and click **View All Industries**, then find the title **Part-Time Lot Associates**.
- **Packer (TrueBlue Spartan Staffing)**– As a packer you will place products in retail packaging, clean and properly sanitize equipment and tooling. Must be able to work overtime and weekends, as well as stand for eight hour shifts, and lift 25 pounds repetitively. Pay for Packer position starts at \$8.00 per hour with eligibility for pay increase with performance. To apply, email resume to: 7217-br@spartanstaffing.com, then apply online at www.spartanstaffing.com and lastly call branch to schedule appointment at **412-967-7604**.
- **Entry Level Sales/ Customer Service (Vector Marketing)**– Vector Marketing is looking for part-time workers as well as full-time workers. They offer a flexible schedule that can work around you, provide promotion opportunities, and training that prepares you for the professional environment. Pay begins at \$14.75 per appointment, must be 18 or a high school graduate. To apply, visit: www.workforstudents.com/eg

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Career Fair | Thursday, June 26, 2014 from 11:00 am—2:00 pm** this career fair will be held at Marriot City Center located at 112 Washington Place, Pittsburgh, PA 15219.
- **Pittsburgh Job Fair | Tuesday, July 15, 2014 from 11:00 am - 2:00 pm** - This employment fair will be held at the La Quinta Inn Pittsburgh North Hills, located at 4859 McKnight Road, Pittsburgh, PA 15237.
- **Pittsburgh Job Fair | Tuesday, September 30, 2014 from 11:00 am—2:00 pm** This national career fair will be held at Clarion Hotel located at 401 Holiday Drive Pittsburgh, PA 15220.

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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

- **Chief Information Officer**– The Chief Information Officer reports to the Director of Administrative Services and directs the day-to-day Information Technology operations, manages information systems staff, and is responsible for the design, procurement, maintenance, and delivery of County of Allegheny Information Technology Services. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at **412-350-6830**.
- **Custodial Worker**– Learn materials, methods, and equipment used in cleaning public buildings and institutions. Understand and follow simple oral and written instructions. To perform the physical aspects of normal cleaning work including the moving and lifting of furniture and equipment. Salary \$2,353.17 per month, must be a resident of Allegheny County within one year of appointment. To apply visit: apps.alleghenycounty.us/HRJobApplication/firstpage.aspx?id=0082.
- **Food Service Workers**– Assist cooks and other staff in the preparation of meals in accordance with established policies. Delivers food carts, trays, etc. to designated areas and serves food in the dining room. Salary begins at \$2,036.66 per month. High school diploma is required. To apply online, visit: apps.alleghenycounty.us/HRJobApplication/default.aspx?id=0114.
- **Housekeeper**– Cleans, disinfects, and sanitize beds, furnishings, windows, ceilings, carpets, and floors in resident rooms, recreational areas, and bathrooms. Must ensure that work areas are clean and the equipment, and tools are properly stored at all time. Must have the ability to make independent decisions, follow directions and accept constructive criticism. Salary \$2,036.66 per month. For more info and to apply, visit: www.alleghenycounty.us/jobs/kanehk06.aspx.