



EMPLOYMENT OPPORTUNITIES NEWSLETTER

May 2015



OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE

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## CITY OPPORTUNITIES

- **Police Officer** – The Bureau of Police is currently recruiting for police officers. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Please visit **[www.PGHJobs.net](http://www.PGHJobs.net)** or **contact the City Jobline at 412-255-2388** for more information on qualifications, examinations and completing the application.
- **Parking Enforcement Officer** – The Pittsburgh Parking Authority is currently seeking a part-time Parking Enforcement Officer. Applicants must be a City of Pittsburgh resident, as well as hold a valid Class C Pennsylvania Motor Vehicle Operator’s License. Please visit **[www.PGHJobs.net](http://www.PGHJobs.net)** or **contact the City Jobline at 412-255-2388** for more information on qualifications, examinations and completing the application.
- **Lifeguard** – The City of Pittsburgh is currently seeking applicants for seasonal employment as city pool lifeguards. Applicants must be, and remain residents of the City of Pittsburgh, have Pennsylvania Act 33/34 Clearance, and must be at least age 16 by May 30, 2015. Applicants under age 18 must possess a current and valid work permit prior to appointment. Please visit **[www.PGHJobs.net](http://www.PGHJobs.net)** or **contact the City Jobline at 412-255-2388** for more information on qualifications, examinations and completing the application.
- **Refuse Collection Driver** – The City of Pittsburgh is currently seeking applicants for full time position as a refuse collection driver. Applicants are required to be City of Pittsburgh residents, and remain a resident at all times. A valid Commercial Class A or B Pennsylvania Motor Vehicle Operator’s License is required. Please visit **[www.PGHJobs.net](http://www.PGHJobs.net)** or **contact the City Jobline at 412-255-2388** for more information on qualifications, examinations and completing the application.
- **Paramedic**– The Department of Emergency Medical Services is currently recruiting for paramedics. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Applicants must possess a current, valid Certificate of Completion of Emergency Medical Technician training at the time of application filing. A resume, to be submitted online, is also required. Please visit **[www.PGHJobs.net](http://www.PGHJobs.net)** or **contact the City Jobline at 412-255-2388** for more information on qualifications, examinations and completing the application.



## INSTITUTIONAL OPPORTUNITIES

- **Technical Support Specialist (Point Park University)** - Responsible for technical support for online registration process. Maintenance and utilization for various student software systems. Knowledge of SQL, Infomaker reporting, and student software systems. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Driver (Point Park University)** - The Point Park University Physical Plant is seeking applicants to serve as a part time driver. 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. Applicants must be at least 21 years old, and possess a Commercial Drivers License. Send resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu)
- **Part Time Event Technician (Point Park University)** - The Point Park University Center for Information Technology is seeking applicants to serve as a part time technician. The technician would be required to set up, teardown, and troubleshoot various types of audio visual equipment. Applicants are required to have expertise with digital cameras, LCD projectors, as well as other audio/visual and sound equipment. Night and weekend availability is a must. Send resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu)
- **Security Guard (Carnegie Mellon University)** - Carnegie Mellon University is seeking full time applicants for a University Police security guard position. The Security Guard is responsible for conducting watchperson rounds of university buildings and areas to ensure the safety and security of the campus, the assigned sector, and its occupants/users. High school graduate, GED, or equivalent combination required. Please visit [www.cmu.taleo.net/careersection](http://www.cmu.taleo.net/careersection) for more information on qualifications, examinations and completing the application.
- **Electrician (Carnegie Mellon University)** - Carnegie Mellon University is seeking full time applicants for an electrician position. The electrician installs, troubleshoots, and repairs electrically driven equipment, components and general wiring, specifying wire and conduit sizes for proper circuit protection of tools and equipment. High school graduate, GED, or equivalent combination required. Current valid electricians license issued by the City of Pittsburgh preferred. Please visit [www.cmu.taleo.net/careersection](http://www.cmu.taleo.net/careersection) for more information on qualifications, examinations and completing the application.
- **Secretary (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a full time position as a secretary in the Office of Health Education. The position maintains various coordinating responsibilities for departmental programs and workshops. The main duties include typing, correspondence, screening calls, greeting the public, making appointments, ect. A minimum of two years secretary experience is required, as well as a high school diploma or GED. Please visit [www.hr.pitt.edu/careers](http://www.hr.pitt.edu/careers) for more information on qualifications, examinations and completing the application.
- **Student Services Assistant (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a full time position as a student services assistant to support the University Registrar for Classroom Scheduling. The position requires performing a variety of senior-level clerical task, including the scheduling of classes and special events. A familiarity with University of Pittsburgh polices and procedures is desirable. Applicants must be able to work with a complex, computer based system, while working closely with students and faculty. Please visit [www.hr.pitt.edu/careers](http://www.hr.pitt.edu/careers) for more information on qualifications, examinations and completing the application.

## FOUND EMPLOYMENT OPPORTUNITIES

- **Network Analyst, United States Steel Company** — The United States Steel Company is seeking applicants for the position of Network Analyst. Main responsibilities include the management and maintenance of the USS data network. A Bachelors Degree or equivalent Enterprise IT support work experience required. Apply at <https://www.ussteel.com/uss/portal/home/careers/jobopportunities>.
- **UPMC Police Officer** — UPMC is seeking applicants for the position of Police Officer at UPMC Mercy. A UPMC Police Officer is responsible for maintain a safe and secure environment for patients, visitors, and staff at all UPMC owned and adjacent properties. Responsibilities include the patrol of UPMC hospitals, grounds, and associated areas. Applicants must be certified in Act 501, Act 34, Act 235, as well as the possession of a valid PA Drivers License. Apply at <https://jobsupmc.upmc.com>.
- **Retail Administrative Support Team** — Macy's is seeking applicants for the position of Retail Administrative Support at Macy's Downtown Pittsburgh. Responsibilities include the organization of the store management office, the overseeing of scheduling maintenance, balancing the vault, and other cash functions daily. Qualifications required are a high school diploma or equivalent. Some college is desirable. A minimum of two years administrative experience is needed. Apply at <http://www.macysjobs.com>.
- **Front Desk Agent** — The William Penn Hotel is seeking applicants for a position as a Front Desk Agent. Responsibilities include providing a five star welcome and departure experience to each guest. The check in and check out procedures are to be followed as well as the first ear to guest complaints and needs. Customer service experience required, previous hotel experience preferred Applicants must be flexible and able to work Am's, PM's week-ends and holidays. Apply at <http://www.omnihotels.com/careers/job-openings>.

## EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Career Fair | Monday, June 25, 2015 from 11:00 am - 2:00 pm** - This employment fair will be held at the Marriott City Center, located at 112 Washington Place, Pittsburgh, PA 15219.
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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/](http://sandbox.winnets.com/lmch/).

## EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Building Custodial Manager** - The County of Allegheny is seeking applicants for position of a building custodial manager. The positions primary responsibilities include scheduling, coordinating, and supervising the work of the building foremen, custodial staff, and utility workers to ensure that the County’s properties are properly staffed, managed, cleaned, and maintained. A resume is required at the time of application. A high school diploma or equivalent, as well as 6 years of work experience in building maintenance is required. To apply, please go to [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).
- **Communication Technician** - The County of Allegheny is seeking applicants for position of a communication technician. The positions primary responsibilities include the transfer of incoming calls and placement of outgoing calls through a computerized telephone system at the Glen Hazel Regional System. Applicants must also have excellent customer service skills and general knowledge of office practices and procedures. Residency of Allegheny County as well as a high school diploma or equivalent are required. To apply, please go to [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).
- **Road Maintenance Manager** - The County of Allegheny is seeking applicants for position of a road maintenance manager. The positions primary responsibilities are the observation, detection, and monitoring of County road conditions. Reporting directly to the Field Manager, the position also requires the allocation of appropriate resources as necessary to complete needed work. A resume, as well as high school diploma or equivalent is required. 5 years of experience in road maintenance is required. To apply, please go to [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).
- **Painter** - The County of Allegheny is seeking applicants for position of a painter. The main responsibility is to keep up with the general painting needs of the County. While based out of the Courthouse Paint Shop, the position will require work to be done at any number of county facilities or offices. A high school diploma or equivalent is required, as well as a 6 years experience as a painter. A PA Drivers License is also required. To apply, please go to [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).