



EMPLOYMENT OPPORTUNITIES NEWSLETTER

October 2015



OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE

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## CITY OPPORTUNITIES

- **Bricklayer** – Some of the position duties for this job include: use stones, brick, concrete block, glass block, and similar materials to repair and construct masonry structures. Applicant must clearly show four (4) years of full-time, paid professional brick masonry experience at the Journeyman level. For more information about the job requirements and how to apply please visit <https://www.city.pittsburgh.pa.us/pers-depo/Announcements/BRICK.HTM>.
- **Carpenter** – For this job, applicants will be building, constructing, repairing, and remodeling. The application must clearly show five (5) years of full-time paid professional carpentry experience at the journeyman level. Applicant must have high school diploma or GED. For more information about the job requirements and how to apply please visit <https://www.city.pittsburgh.pa.us/pers-depo/Announcements/CARPENTER2.HTM>
- **Parking Enforcement Officer** – Position responsible for the tagging of illegally parked vehicles and the daily completion of assigned parking enforcement ticket writing scheduled routes. Involves shift work, day and evening. May drive a vehicle to enforce street cleaning and Residential Permit Parking (RPP) areas and off-street metered lots. Applicant must have high school diploma or GED, at least one year work experience, and at least six months experience operating a computer. For more information about the job requirements and how to apply please visit <https://www.city.pittsburgh.pa.us/pers-depo/Announcements/PARKING.HTM>
- **School Crossing Guard, As Needed** – School Crossing Guards are employed on an “on call” basis and must be able to fill temporary vacancies at various school crossings throughout the City. Position duties include: assisting children and other members of the general public to cross streets at intersections. For more information about the job requirements and how to apply please visit <https://www.city.pittsburgh.pa.us/pers-depo/Announcements/SCHOOLGUARD.htm>
- **Recreation Assistant, Temporary (Audio Visual)** – Applicant must have experience with audio-visual systems, equipment and practices preferred. Applicant must have high school diploma or GED. Position duties include: Set up, test, monitor, troubleshoot and deconstruct audio-visual equipment for various events. For more information about the job requirements and how to apply please visit <https://www.city.pittsburgh.pa.us/pers-depo/Announcements/RECASSISTAV.HTM>



## INSTITUTIONAL OPPORTUNITIES

- **Administrative Assistant (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a regular, part-time position as administrative assistant. This Administrative Assistant position provides support to the front office staffing of the English Language Institute. Handles questions from international students and prospective students and answers the telephone. A minimum of an associates degree is required with at least one year experience. Please visit <https://www.pittsource.com/postings/105769> for more information on qualifications, examinations and completing the application.
- **Sales/Stock Coordinator (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a Regular, Part-Time position as a Sales/Stock Coordinator. This position is seeking a qualified Sales/Stock 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. A minimum of 1-2 years work experience, and at least a high school diploma or GED. Please visit <https://www.pittsource.com/postings/105186> for more information on qualifications, examinations and completing the application.
- **Public Safety Officer (Robert Morris University)** - Robert Morris is seeking applicants for a public safety officer position. This position is responsible for providing public safety and information services to the University community, Island Sports Center community, including all personnel and visitors. It is a non-sworn, armed position reporting to the Director of Public Safety, Lieutenant, Sergeant. Applicants must have previous police officer experience/security experience. Applicants must have at least a high school diploma. Please visit <http://hr.rmu.edu/jobs/public-safety-officer---island-sports-center> for more information on qualifications, examinations and completing the application.
- **Reference Librarian (Robert Morris University)** - Robert Morris is seeking part-time applicants for a reference librarian position. The Part-Time Reference Librarian provides research assistance services to patrons typically during evening and weekend hours and as needed. This position will also periodically assume responsibility for the Library facilities when the Library opens and closes. Applicants are required to have a master's of library science from an ALA accredited program. Please visit <http://hr.rmu.edu/reference-librarian-part-time> for more information on qualifications, examination and completing the application.
- **Human Resources Administrative Assistant (Carlow University)** - Carlow University is seeking part-time applicants for a human resource administrative assistant. This is a part-time position, approximately 20 hours per week, that will assist the Human Resources Department in various administrative, clerical, and document control functions. Strong attention to detail and organization skills are required. Applicants must have at least a high school diploma, and Proficiency in Microsoft Office. Please visit <http://www.carlow.edu/13098.aspx> for more information on qualifications, examination and completing the application.
- **Librarian (CCAC)** - CCAC is seeking a part-time applicants for a librarian position. Some job duties include: provide reference and research assistance to individuals, assist in the supervision of clerical and technical personnel in the information and public services operation of the library area. Applicants are required to have a master's degree in the field of library science from an American Library Association (ALA) accredited graduate program and three years of professional library work preferred. Please visit [https://www.ccacjobs.com/applicants/jsp/shared/position/JobDetails\\_css.jsp?postingId=363778](https://www.ccacjobs.com/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=363778) for more on qualification, examination and completing the application.

## FOUND EMPLOYMENT OPPORTUNITIES

- **Construction Laborers**— The DDS Company is looking for construction laborers. Looking for applicants that are responsible for assisting in the task at hand working outdoors in a variety of weather conditions. Previous Construction experience is preferred but not required. It is preferred that applicants have a high school diploma and has previous work experience. To apply for this job all applicants should apply at <http://www.ddscompanies.com>
- **Yellow Cab Driver**—Yellow Cab is seeking applicants as taxi driver. Benefits of this job include making your own schedule. There are full time, part time, and casual shifts available. To apply for this position visit <https://ats.navicus.com/Careers/RegisterWorkflow.aspx?RequisitionID=57&GUID=858d5d82-6cc9-467f-8a9e-2d6e680741e0>
- **Landmark Event Staff**— Landmark Event Staffing Services, Inc. is now hiring part-time staff to work at the following venues: Heinz Field, Stage AE, Highmark Stadium, Petersen Events Center, and AJ Palumbo Center. Current open positions include: Security, Customer Service, and Ushers. Applicants must be at least 18 old and pass a criminal background check. For more information or to schedule an interview call **412-321-2707**.
- **Receptionist**—Allegheny Children's Initiative, Inc. (ACI) is a nationally accredited organization, providing family-oriented mental and behavioral health services to children and adolescents within Allegheny County. They are currently seeking a full time Receptionist for their South Side office. Applicants are required to have a high school diploma, and must have at least three year work experience. For more information and to apply visit [www.PFQ.org](http://www.PFQ.org)

## EMPLOYMENT EVENTS & RESOURCES

- **Breaking the Chains of Poverty** – 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/)
- **Imagine Pittsburgh**—Imagine Pittsburgh is a program that helps provide free job training, and available jobs to residents. The program is free training for a new career, with a job pretty much guaranteed if you complete the course. Provides thousands of jobs that are available and is updated each day. For more information visit <http://imaginepittsburgh.com/>

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## LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Breaking the Chains of Poverty** – 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

- **Painter**– The County of Allegheny is seeking applicants for position of painter. This job involves the preparation of surfaces and painting of County buildings, facilities, fixtures, and equipment. Work involves independent judgment in performing the work and may involve working from scaffolding as needed. Applicants are required to have at least a high school diploma or GED, painter apprenticeship program, and at least four year work experience. To apply, please go to <http://www.alleghenycounty.us/job/fmpainter.aspx>
- **Carpenter**- The County of Allegheny is seeking applicants for a carpenter position. This job performs general carpentry work in a variety of County buildings by removing, replacing and repairing floors, roofs, ceiling tile, stairways, partitions; hangs pictures, doors; fits windows. Applicants are required to have completed a carpenter's apprenticeship program and four year work experience. To apply, please go to <http://www.alleghenycounty.us/job/fmcarpenter.aspx>
- **Custodial Worker**— The County of Allegheny is seeking applicants for a custodial position. This job performs all custodial and janitorial duties as assigned by the manager. All applicants must have high school diploma or GED. To apply, please go to <http://www.alleghenycounty.us/job/fmcustodian.aspx>
- **Plumber**— The County of Allegheny is seeking applicants for a plumber position. This job performs skilled plumbing work following standard practices of the trade. Duties include maintains plumbing fixtures and accessories in good working order, installs, maintains, and repairs valves, faucets, traps and other fixtures, opens clogged drains and sewers and, replaces/repairs leaking pipes and plumbing fixtures. Applicants are required to have at least six year work experience as a plumber. To apply, please go to <http://www.alleghenycounty.us/job/fmplumber.aspx>