



EMPLOYMENT OPPORTUNITIES NEWSLETTER

September 2015



OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE

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## CITY OPPORTUNITIES

- 311 Response Line Representative**– The Mayors Office is currently seeking applicants for a part time position as a 311 Response Line Representative. Responsibilities include excellent customer service skills in the receiving of telephone calls, mail, social media, and visitors regarding current issues facing the City of Pittsburgh. Applicants must have prior customer service experience as well as a high school diploma or GED equivalent. 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.
- Electrical Wiring Inspector I**– The City of Pittsburgh is seeking qualified individuals to serve as an Electrical Wiring Inspector. Primary responsibilities include the inspection of wiring installed in all construction projects for compliance with approved plans and laws. Applicants must have a valid Pittsburgh Electricians Registration as well as valid real work experience. 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.
- Heavy Equipment Operator** – The City of Pittsburgh is seeking applicants to operate city construction equipment. The equipment to be operated includes a variety of the following, bridge inspection, high lifts, backhoes, ect. Applicants must have 6 years full time experience working heavy equipment. As well as a valid Class B Pennsylvania Drivers 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.
- 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.



## INSTITUTIONAL OPPORTUNITIES

- **Testing Assistant (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a full time position as a Testing Assistant. The position in the University of Pittsburgh Testing Center is for a highly detail oriented, flexible individual that administers examinations to university students. A high school diploma or GED equivalent is required. 2-3 years of experience is also a plus. Pennsylvania Act 153 clearances and background checks are required. Please visit [www.hr.pitt.edu/careers](http://www.hr.pitt.edu/careers) 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.
- **Print and communications Services Coordinator (Point Park University)** - The Point Park Department of Marketing and Communications is seeking applicants for a coordinator position. Primary functions include to serve as an active member of the marketing and communications team and support operations related to print publication projects. An Associate Degree in communications, marketing or related field as well as two years office experience is required. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Mental Health Counselor (Point Park University)** - The Point Park University Department of Health and Counseling is seeking applicants to serve as counselor. The primary function is promoting positive mental health at Point Park through direct interventions, outreach and prevention programming, consultation, and training to community members. Applicants must be a licensed psychologist in the Commonwealth of Pennsylvania. A minimum of five years of verifiable training and experience working with diverse individuals and three years work in mental health setting is required. Send 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)
- **Cashier/AP Assistant (Carlow University)** - Carlow University is seeking applicants for a position as a Cashier/AP Assistant. Responsibilities may include but are not limited to receiving payments from students and other departments in person, by mail, or phone. The preparing of cash receipts for bank deposit, daily cash reports, and the balancing of cash drawer. An Associates Degree or experience equivalent is required. Contact [HR1@carlow.edu](mailto:HR1@carlow.edu) for more information.
- **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.

## FOUND EMPLOYMENT OPPORTUNITIES

- **Facilities Services**— Heinz Field is seeking applicants for a variety of facility services works. Positions include Luxury Suite Attendant, Game Day Supervisor, and Suite Cleaners. Which include the maintenance and up keeping of the various locations mentioned above as well as in the case of Game Day Supervisor, supervise a group of employees assigned to work in the club levels. Applicants must complete an ISS Application found at <http://heinzfield.com/stadium/employment/>. Questions and applications can be submitted to Matt Barcus (412)-697-7131.
- **FX Light Programmer**— The Pittsburgh Penguins are seeking applicants for an immediate opening for an FX Light Operator to program and maintain Consol Energy Center's FX Lighting System and operate the FX Lighting system at all Penguins home games and events as needed. This part time position will report directly to the Pittsburgh Penguins Director of Event Presentation. Operator must be a card-carrying member of (or willing to join) IBEW Local 5 House Electricians union. Qualified, interested applicants should submit a cover letter and resume via email to the Pittsburgh Penguins Entertainment Department, c/o rmurray@pittsburghpenguins.com.
- **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 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>.

## 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/)

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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

- **Auto Mechanic**- The County of Allegheny is seeking applicants for position of a auto mechanic. Under the supervision of Regional Parks Maintenance Supervisor, the position requires the performance of general maintenance and repairs to County owned industrial tractors and related tractor attachments, utility vehicles, and landscaping equipment, as well as testing to determine possible issues. Applicants must have a high school diploma or its equivalent as well as three years experience working on and repairing motor vehicles. A valid PA Drivers License is also required. To apply, please go to [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).
- **Building Guard**- The County of Allegheny is seeking applicants for position of a building guard. Main responsibilities include the providing of security for county buildings and property, to include buildings, grounds, and parking areas. Applicants must pass a comprehensive background investigation, be 21 years of age for any position that would place within the Juvenile Detention Center. While previous security experience is preferred it is not required. To apply, please go to [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).
- **Registered Nurse**- The County of Allegheny is seeking applicants for part time and full time positions of registered nurse position at the Allegheny County Jail. The main responsibilities are standard nursing practices and procedures as well as laws, rules, and regulations, that govern long term care. A Bachelors, Associates, or Graduation from A diploma nursing program is a requirement. To apply, please go to [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).
- **Administrative Assistant** - The County Council of Allegheny County is seeking applicants for position of administrative assistant. The positions primary responsibilities include researching in constituent related issues, management of social media websites, and coordination of media correspondence. A Bachelors Degree in Communications, English, Writing, Public Administration, or a related field as well as two years of professional experience required. Applicant must become a resident of Allegheny County within one year of appointment. To apply, please go to [www.alleghenycounty.us/jobs/index.aspx](http://www.alleghenycounty.us/jobs/index.aspx).