



EMPLOYMENT OPPORTUNITIES NEWSLETTER

March 2018



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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414 Grant Street
 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

- **Community Center Director**—The Parks and Recreation Department is in search of a community center director who will be responsible for the planning, scheduling, and execution of programming events at a recreation community center. Interested applicants must have a bachelor’s degree in a related field and 2 years full-time experience in organizing/planning recreational programs OR 6 years of experience. For more information on qualifications and to apply, please visit www.PGHJobs.net or contact the City Jobline at 412-255-2710.
- **First Year Truck Driver**—The Public Works Department is seeking a truck driver whose duties include driving a solid waste truck and collecting household, bulk, and recycling products on City routes. A current, valid commercial class A or B Pennsylvania driver’s license with the "L" airbrake restriction lifted from the license is required. No experience or training is required. To apply, please go to www.PGHJobs.net or contact the City Jobline at 412-255-2710.
- **Cement Finisher**—The Public Works Department is in need of a cement finisher to set forms, place, and finish cement and concrete on City construction projects. Requirements include 6 years of full-time experience as a journey level cement finisher (after receiving Journeyman Cement Finisher License) OR a high school diploma/ equivalent and 10 years of cement finisher experience. To apply and for further information, please visit www.PGHJobs.net or contact the City Jobline at 412-255-2710.
- **Plumber**—The Public Works Department is looking for a plumber. Duties include repairing, replacing, and maintaining piping, valves, controls, and plumbing fixtures in City structures. A current, valid Allegheny County Health Department (ACHD) Journeyman Plumber License is required. No experience necessary. To apply, please go to www.PGHJobs.net or contact the City Jobline at 412-255-2710.
- **Electrician**—The Public Works Department is accepting applications for an electrician who will be responsible for installing and maintaining electrical service and systems for the City. A current, valid City of Pittsburgh Electrical Contractor License (Registered Electrician) and 5 years of experience as an electrician are both required. For more information and to apply, please visit www.PGHJobs.net or contact the City Jobline at 412-255-2710.



INSTITUTIONAL OPPORTUNITIES

- **Database Administrator (Point Park University)** - Point Park University is accepting applications for a database administrator. This position entails maintaining operation of University computer databases, formulating new database applications, and providing training and support to staff. A bachelor's degree in computer science and 3-5 years of work experience are required. To apply, please send a resume and cover letter to HROffice@pointpark.edu and put "Database Administrator" in the subject line.
- **Library Assistant in Acquisitions (Duquesne University)** - Duquesne University is searching for a library assistant who will manage the ordering of all print and electronic books, CDs, DVDs, music scores, and manipulatives for Gumberg Library, research and place orders with vendors, and track spending of endowment and materials funds. A high school diploma and/or an associate's degree and 1-2 years of work experience are required. A bachelor's degree and familiarity with Integrated Library Systems (ILS), specifically III-Sierra are preferred. To apply, please go to apply.interfolio.com/49448.
- **Events Coordinator (University of Pittsburgh)** - The University of Pittsburgh is seeking an events coordinator for the Housing, Food Services, Panther Central, University Stores, and Conference Services Department. Responsibilities include identifying event opportunities, scheduling, organizing, and staffing events, and customer service. A bachelor's degree and 2+ years of event planning experience are both required. Please visit pittsource.com/postings/153803 to apply.
- **Data Analyst (Chatham University)** - Chatham University is looking for a data analyst whose duties include designing and implementing reports and assisting in the development, test, and production of programs. Requirements include a post-secondary degree in a technical discipline (or equivalent experience), experience with database development such as SQL, and experience with business intelligence or data analysis software. Please visit www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10361&esid=az to apply.
- **Admissions Representative (Carlow University)** - There are 2 openings for the position of admissions representative at Carlow University. Responsibilities include planning and leading recruitment presentations at high schools and community colleges, representing Carlow at college fairs, using telemarketing plans to move students through the admissions process, and developing recruitment strategies and projects. A bachelor's degree is required. To apply, please send a resume to HR19@carlow.edu.
- **Communication and Outreach Coordinator (Robert Morris University)** - Robert Morris University is seeking a communication and outreach coordinator to work with the Dean of the School of Business to carry out general communications, social media outreach, and website design and maintenance to promote the School of Business. A bachelor's degree in marketing/business/related field and 5+ years experience in a related field are required. A master's degree is preferred. Please go to careers.rmu.edu/cw/en-us/job/493353/communication-and-outreach-coordinator to apply.
- **Systems Analyst (Carnegie Mellon University)** - Carnegie Mellon University is accepting applications for a systems analyst for Campus Design and Facility Development (CDFD). This position involves working with the PMWeb project management information system and financial data management. Requirements include a bachelor's degree in computer science/information systems/computer engineering and 1-3 years of system analysis, database analysis, and design experience. 3-5 years of Oracle EBS and SQL report writing experience are preferred. To apply, please visit cmu.taleo.net/careersection/2/jobdetail.ftl?job=2008333&tz=GMT-04%3A00.



FOUND EMPLOYMENT OPPORTUNITIES

- **Construction Advisor (Urban Redevelopment Authority)** - The URA's Engineering & Construction Department is looking for a construction advisor who will be responsible for ensuring that construction work financed by the URA is performed in accordance with established department practices, procedures, and guidelines. Other duties include: presenting the Department of Housing construction programs/procedures/guidelines to contractors and homeowners, negotiating bids, preparing scopes of work, and inspecting construction work and conformity to building and health codes. Requirements for this position are a high school diploma, valid PA driver's license, City of Pittsburgh residency, completion of a training program in the building trades, and 3+ years experience in building/construction/rehabilitation. Please email a resume and letter of interest to cbrooks@ura.org to apply.
- **Project Manager (Urban Redevelopment Authority)** - The URA's Engineering & Construction Department is also seeking a project manager who will be responsible for the management and implementation of complex design, demolition projects, construction projects, and technical studies undertaken by the URA. Duties for this position include preparing Request for Proposals (RFP), project scopes, and professional service agreements, managing the preparation of plans for demolition and construction, and creating project schedules and timelines. A bachelor's degree in civil engineering, 10 years of work experience in design and construction of public works projects, City of Pittsburgh residency, and a valid PA driver's license are all required. A master's degree in engineering/construction management/public administration/related field is preferred. To apply, please email a resume and letter of interest to cbrooks@ura.org.
- **Lifeguard (Citiparks)** - Citiparks is in need of lifeguards for this summer season. There are training courses available at the Oliver Bath House in South Side. These will be held from March 17-April 28 on Saturdays from 12-6 PM (except on March 31). There will be additional sessions held in May. For more information on training and how to apply, please call the Aquatic Office at [412-323-7928](tel:412-323-7928).

EMPLOYMENT EVENTS & RESOURCES

- **Breaking the Chains of Poverty** - A training program that helps people gain 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 a 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/

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LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Breaking the Chains of Poverty** - A training program that helps people gain 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 a 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

- **Custodial Worker**—The Facilities Department is looking for a custodial worker whose duties include janitorial tasks such as cleaning furniture, walls, floors, and bathrooms. A high school diploma/equivalent is required. In order to apply, please go to <https://www.alleghenycounty.us/Careers/Facilities/Custodial-Worker.aspx> or contact the Department of Human Resources at 412-350-6830.
- **Supervisor**—The Department of Court Records is accepting applications for a court supervisor. This position entails coordinating and supervising the work of Court Records' employees to ensure that all filings are being processed in a timely manner, performing clerical duties, and monitoring attendance. An associate's degree in legal studies/related field, 2 years of management/supervisory experience, and data entry experience are all required. Please visit <https://www.alleghenycounty.us/Careers/Court-Records/Supervisor-12884894680.aspx> or contact the Department of Human Resources at 412-350-6830 for further information and to apply.
- **Pharmacy Technician**—Kane Regional Centers is in need of a pharmacy technician. Duties for this position include filling medication orders under supervision of a registered pharmacist, maintaining inventory of pharmaceuticals, and checking for expired medications at the Center. Requirements for this position are a high school diploma/equivalent and a Pharmacy Technician Certificate OR 1 year experience working as a pharmacy technician. In order to apply, please go to <https://www.alleghenycounty.us/Careers/Kane/Pharmacy-Technician.aspx> or contact the Department of Human Resources at 412-350-6830.
- **Administrative Assistant (Substance Abuse)**—The Allegheny County Jail is seeking an administrative assistant to provide clerical and programmatic support to the Substance Abuse Programs in the Healthcare Department of the Allegheny County Bureau of Corrections. A high school diploma/equivalent and 4 years of administrative support/clerical experience are both required. For more information and to apply, please visit [https://www.alleghenycounty.us/Careers/Jail/Administrative-Assistant-\(Substance-Abuse\).aspx](https://www.alleghenycounty.us/Careers/Jail/Administrative-Assistant-(Substance-Abuse).aspx) or contact the Department of Human Resources at 412-350-6830.