

# Employment Opportunities

## DISTRICT 6 - PITTSBURGH, PA

VOLUME II, EDITION XIX

PITTSBURGH, PA

CITY OF  
PITTSBURGH  
DISTRICT 6

OFFICE OF  
COUNCILMAN  
R. DANIEL  
LAVELLE

414 GRANT  
STREET  
PITTSBURGH  
PA  
15219

\*\*\*\*\*  
DISTRICT 6

\*\*\*\*\*  
PLEASE JOIN  
OUR DISTRICT  
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*PROUDLY SERVING: MANCHESTER, CALIFORNIA-KIRKBRIDE, PERRY HILLTOP, CENTRAL NORTHSIDE, UPTOWN, MEXICAN WAR STREETS, NORTH SHORE, HILL DISTRICT, CENTRAL BUSINESS DISTRICT, PARTS OF OAKLAND, PARTS OF THE STRIP DISTRICT AND ALLEGHENY WEST COMMUNITIES*

**Greetings,**

**Thank you for keeping up with our monthly employment newsletter. I hope you find this to be a valuable tool in your search for a job. A healthy community is an employed community. As Councilman to the 6th District of the City of Pittsburgh, I will continue to inform my constituency of new opportunities.**



**- R. Daniel Lavelle**

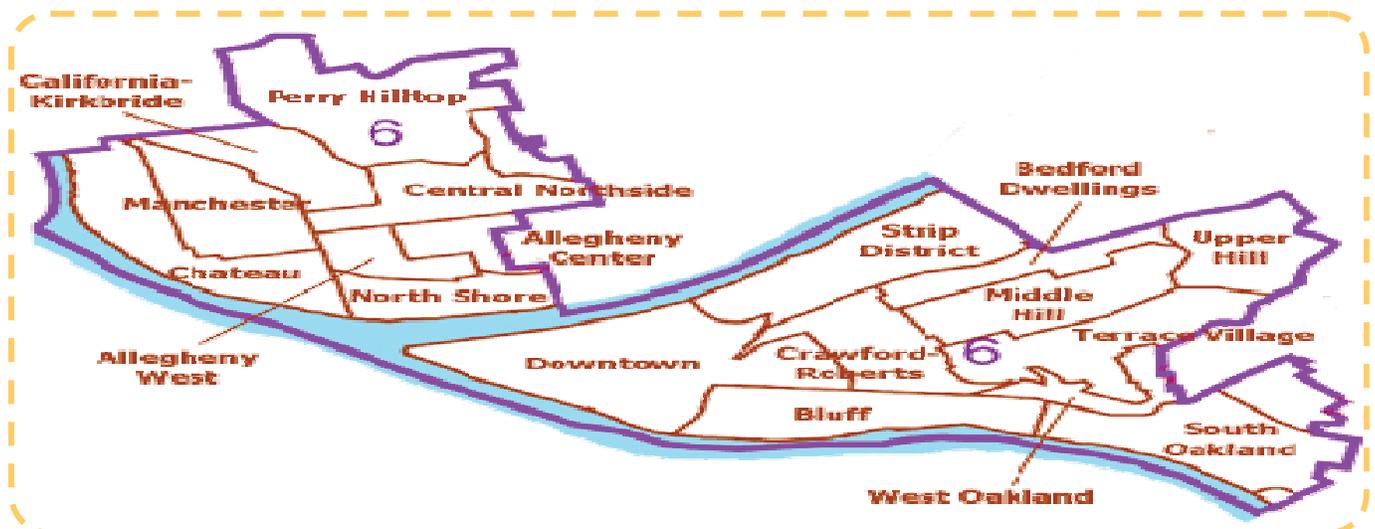
## - City Employment Listings -

- **Fire Lieutenant**  
Manages activities aimed a fire rescue services, protection, and first responder within the City of Pittsburgh. Inspects district as part of the City of Pittsburgh prevention and fire acquaintance program. *(To apply, please see page 2)*
- **Police Officer**  
To apply, applicant must be over the age of 18 and a citizen of the United States of America. The filing deadline is October 14, 2011, please visit the City of Pittsburgh website to obtain an application. *(To apply, please see page 2, City website on page 2)*
- **Database Administrator**  
Evaluates complex software packages for all hardware platforms using various established CIS standards to meet user needs. Coordinates City of Pittsburgh CIS systems. *(To apply, please see page 2)*

# - City Employment Listings -



- **Chief - Bureau of Building Inspection**  
 The Chief of BBI must supervise authorized personnel related to the interpretation and enforcement of BOCA Codes, Zoning Ordinances and Land Ordinances related to the Bureau of Building Inspection. *(To apply, please see page 2)*
  - **Legal Secretary (Law Department)**  
 Performs secretarial duties for the City Solicitor, Deputy City Solicitor, Associate Solicitor, and Assistant Solicitors including typing, filing, transcription, and other clerical work of moderate complexity requiring independent analysis.
  - **Project Chief**  
 Supervises and directs the work of all Bureau of Building Inspection inspectors assigned to their district, by making assignments, reviewing inspection notices, and work write-ups. Meets with city residents, individually or in groups, to apprise them of relevant building violations and appropriate corrections, etc.
- “The only way of finding the limits of possible is by going beyond them into the impossible”  
 - Arthur C. Clarke*
- **For more information on city employment opportunities, please call the City of Pittsburgh at 412.255.2388 or visit our employment website at: <http://www.city.pittsburgh.pa.us/employmentcenter>**



# - Found Employment Opportunities -



- **Finishing Trades Institute of Western PA - Joint Apprenticeship Program**

The Finishing Trades Institute of Western Pennsylvania , District Council #57 Joint Apprenticeship and Training Program will be accepting applications for apprenticeship in the Drywall Finishers/Glazers/Painters program for the year of 2011. Applications are accepted year round, however, applications will be accepting in person at the District Council #57 office located at 101 Ewing Road, Carnegie, PA, 15106 on September 20th and 22nd from 8:30 am until 3:00 pm. For more info. on various requirements, please contact 412-276-6061.

- **Customer Service**

Various customer service and telesales positions available at Full Service Network located in the U.S. Steel Building. There are a small number of part-time and full-time positions available with paid training. To apply, please contact 412-248-9615.

- **Residential Advisor**

ACHIEVA, a renowned leader in the field of disability assistance seeks individuals for a full-time position as a Residential Advisor. Assists adults with disabilities with their living skills. Go to [www.achieva.info](http://www.achieva.info) for details.

### **LOCAL RESOURCES**

**Please see the below links for information on new jobs and careers!**

- <http://www.pgh-job-index.com>
- <http://careers.pghtech.org>
- <http://workpittsburgh.com>
- <http://deweykaye.com/jobswatch>
- <http://youthlinkpittsburgh.com>
- <http://www.indeed.com>
- <http://www.pittsburghjobs.com>

- **2011 Postal Jobs**

Federal positions available with the United States Postal Service. Pay ranges from \$13.00-\$32.50+/hr including full benefits. For more hiring information, please contact 1-866-477-4959 ext. 204.

- **Brick Layer**

To apply for this position, you must have a minimum of 5 years experience in brick laying and/or restoration work. Must have your own tools and transportation. Contact 724-652-3400 for more info.

**Office of Councilman**

**R. Daniel Lavelle**

**510 City-County Building**

**414 Grant Street**

**Pittsburgh, PA, 15219**

**Phone: 412-255-2134**

**Fax: 412-255-0737**

Thank you for your attention in reviewing our 'D6' Employment Newsletter for September. We are always looking for innovative ways to better serve our diverse constituents in District 6. If you know of any available job openings, please contact Harry Johnson at 412.255.2134.

- **Director, Conservatory Planning and Assessment**  
**(Point Park University)**  
Under direction of the Dean for the Conservatory of Performing Arts, this position requires responsibility for the management and/or coordination of key department processes and procedures; including budget and operating plan development and special projects. The Director also collaborates with the Dean to complete tasks, and resolve issues within the department. Send resume to HRoffice@pointpark.edu for more info.
- **Enrollment Information Analyst**  
**(Point Park University)**  
Provides administrative assistance to the director of admissions and admissions counselors, along with processing inquiries from prospective students. Will be responsible for creating and generating a variety of admissions reports for all admissions offices. Send resume to HRoffice@pointpark.edu for more info.
- **Research Engineer**  
**(Carnegie Mellon University)**  
Carnegie Mellon University position to help review various state of climate and energy research literature and perform literature reviews. Please send your resume to Department Head, Department of Engineering and Public Policy, 129 Baker Hall, 5000 Forbes Avenue, Pittsburgh, PA, 15213 for more information on this new position.
- **Technology Buyer**  
**(Duquesne University)**  
The Technology Buyer's primary responsibility is assisting faculty and administrators in the selection and use of a variety of technologies. The Technology Buyer must stay abreast of current and emerging technologies and how those technologies apply to the educational and administrative users at Duquesne University. Please send your resume to hr.office@duq.edu for more information.