

Employment Opportunities

DISTRICT 6 - PITTSBURGH, PA

VOLUME II, EDITION XIII

PITTSBURGH, PA

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

CITY OF
PITTSBURGH

DISTRICT 6

OFFICE OF
COUNCILMAN

R. DANIEL

LAVELLE

414 GRANT
STREET

PITTSBURGH
PA

15219

Greetings,

I am excited to provide you with this March employment newsletter with hopes of creating economic stability in the lives of many that reside within my district. The aim of this newsletter is to create diverse and sustainable opportunities for my very diverse constituent base within the City of Pittsburgh, Pennsylvania.

- R. Daniel Lavelle



DISTRICT 6

PLEASE JOIN
OUR DISTRICT
6 EMAIL LIST:

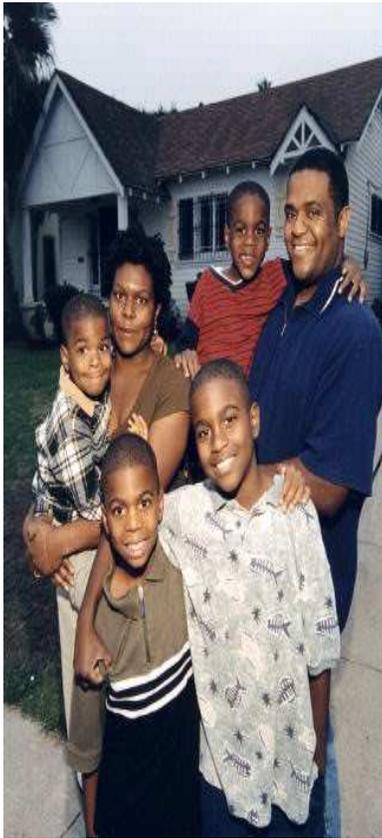
LOG ON TO:

HTTP://
WWW.CITY.
PITTSBURGH.
PA.US/DISTRICT6

- City Employment Listings -

- **Sustainability Coordinator**
Coordinate the implementation of City-wide strategy to promote sustainable and green practices for the City of Pittsburgh. Promote the city's green movement locally, state-wide, and nationally to gain recognition.
- **Database Admin.** - Evaluates complex software packages for all hardware platforms using CIS standards to meet user needs. Ensures that new database structures are designed in consistence with existing database structures.
- **Clerical Specialist**
Performs clerical functions requiring analytical skills and specialized knowledge, relating to interpretation of City policies and procedures.

- City Employment Listings -

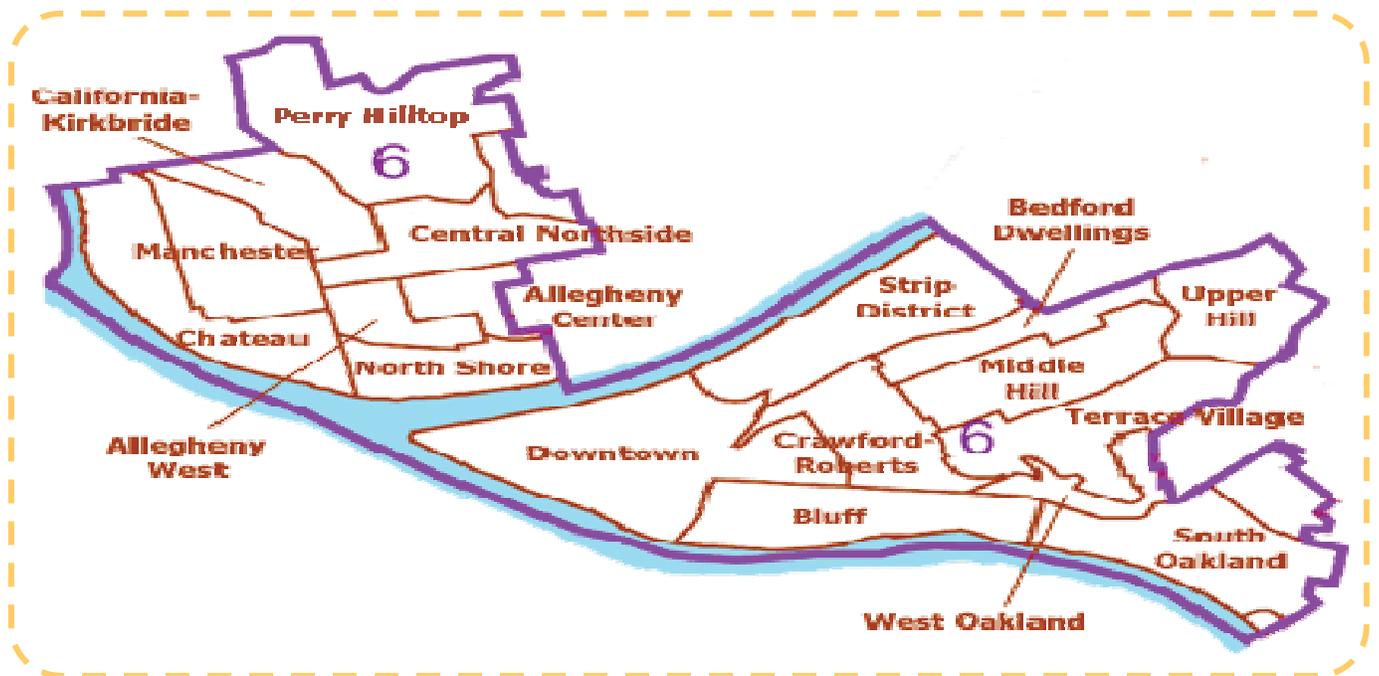


- **Chief (Bureau of Building Inspection)** Supervise authorized personnel in the interpretation and enforcement of BOCA Codes, Zoning Ordinances, Land Ordinances, and all related Codes. Must be able to secure bids and issue contracts for the demolition of condemned and/or abandoned properties.

- **School Crossing Guard (Seasonal)** Assists children and other members of the general public to cross streets at intersections.
- **Recreation Assistant - Roving Art Cart (Seasonal)** The City of Pittsburgh is looking for creative individuals to staff the Roving Art Cart program this summer. Must be a City of Pittsburgh resident.

“Not only our future economic soundness, but the very soundness of our democratic institutions depends on the determination of our government to give employment to idle men”

-Franklin D. Roosevelt



- City Employment Listings -



Recreation Leader (CitiParks) - Plans, implements, and evaluates various approved activities at designated senior community centers across the City of Pittsburgh.

- For more information on city employment opportunities, please call the City of Pittsburgh at 412.255.2388 or visit <http://www.city.pittsburgh.pa.us/>

- Found Employment Opportunities -

- **Workforce Developer**
Responsible for management of youth career readiness and various employment programs in association with the Bloomfield Garfield Corporation. Please send resume to rflanag@aol.com for more information.
- **Assistant to the Chair (Point Park University)**
Provide quality administrative support for the Natural Science and Engineering Technology Department and faculty. Please send resume to HRoffice@pointpark.edu.
- **LOCAL RESOURCES - Please see the below links for information on new jobs and careers!**
 - <http://www.pgh-job-index.com>
 - <http://careers.pghitech.org>
 - <http://workpittsburgh.com>
 - <http://deweykaye.com/jobswatch>
 - <http://www.careermag.com>
 - <http://youthlinkpittsburgh.com>
 - <http://www.indeed.com>
- **Office Assistant III**
Collects and maintains data, and generates reports as required for student performance evaluations and for the various program information required by the university, school, and accrediting agencies. Send resume to HR.office@duq.edu
- **Student Assistant**
Will be responsible to work a part-time position for family and children programs at the Carnegie Museum. Send your resume and cover letter to HR.office@duq.edu.

[Office of Councilman R. Daniel Lavelle](#)

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<http://www.city.pittsburgh.pa.us/District6>

<http://facebook.com/LavelleDistrict6>

<http://twitter.com/RDLavelle>

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

- **General Mechanic II (Duquesne University)**
Performs a full range of general electrical repairs associated with building repairs and alterations, such as replacement of motors, and switches. Please send your resume and cover letter to HR.office@duq.edu.
- **Heavy Cleaner II (Duquesne University)**
Cleans and maintains conditions of floors, glass partitions, walls, furniture, fixtures and entrance ways. Will need to be able to move furniture, supplies, and equipment to accommodate cleaning or to prepare the set up of areas whenever assigned. Please send your resume and cover letter to HR.office@duq.edu.
- **Journeyman II Electrician (Duquesne University)**
This position requires a skilled individual in electrical work and thorough knowledge of electrical codes and principles. Send your resume & cover letter to HR.office@duq.edu.
- **Admissions Counselor (Point Park University)**
This position will require advising adult and corporate students through the admissions process, including financial aid, registration, and student account procedures to ensure enrollment. Must be able to participate in open houses, and corporate site visits to recruit adult students. Please send your resume and cover letter to hroffice@pointpark.edu.
- **Associate Director, Procurement (Point Park University)**
Manage operations and staff in support of the University-wide program for the procurement of commodities and services; ensure that procurement program, policies, and practices are effective and consistent with the academic, administrative, financial, and operational needs of the University. Please send your resume and cover letter to HRoffice@pointpark.edu for more information.