



210 Perry Highway
Pittsburgh, Pennsylvania 15229

Administrative
(412) 931-3292

Customer Service
(412) 931-3500
(412) 364-1257

Customer Information
www.westviewwater.org



Summer 2020 Employment Opportunities

Department	Location	Hours	Description
Clerical	Administration Building 210 Perry Highway Pittsburgh, PA 15229	M-F 8am- 5pm	Purge and assist with filing and assist with other projects as needed.
Distribution Department	North Shore Distribution Center 2428 Rochester Road Sewickley, PA 15143	M-F 8am- 5pm	General labor, general janitorial duties, painting fire hydrants, flagging for work crews.
Finance	Administration Building 210 Perry Highway Pittsburgh, PA 15229	M-F 8am-5pm	Record retention, document scanning, data entry, learn basic accounting and finance responsibilities of the Authority.
HR	Administration Building 210 Perry Highway Pittsburgh, PA 15229	M-F 8am-5pm	Assist with HR projects such as Process and Procedure Guides and Record retention as well as other HR and administrative projects as needed.
IT	Administration Building 210 Perry Highway Pittsburgh, PA 15229	M-F 8am-5pm	PC configuration and deployment, retiring and consolidating outdated equipment and other miscellaneous tasks and projects.

Please complete the employment application and submit:

West View Water Authority
C/o Human Resources
210 Perry Highway
Pittsburgh, PA 15229