

Complete Labor & Staffing Needs IMMEDIATE Workers for Snow Removal Jobs, Apply in person tonight.

Are you interested in snow removal ? Complete Labor & Staffing has plenty of snow removal jobs all around the area please come on down to 256 Union st or call the office (508) 858-5595 this is going on now first come first served. They are HIRING NOW, on the spot.

The office is open NOW, if you want to work and you need a job, they will make it happen.

Starting wages are \$13 to \$17 an hour.

DRESS WARMLY. Bring TWO forms of ID. Licensed drivers are a huge plus.

What is needed to start once you're hired:

Jeans and Boots essentially work clothes

Dress prepared for the weather, Snow Gear, Rain gear

Keep any certifications on you like an osha card

Be prepared, bring a lunch and water.

Located at: 256 Union Street

New Bedford. MA

508-858-5595

The South Coast Hot Jobs List

– December 01, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 01, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Shipping/Receiving Clerk – TekWissen LLC (New Bedford)

\$13.63 an hour – Contract

General Overview:

Perform a variety of very tasks involving the proper shipment and receipt of packages, as well as responsible operation of company vehicle(s) for deliveries and/or pick-ups as directed.

Essential Elements:

- Receive, open and deliver packages and materials. Unload or assist in unloading trucks (including coils, strip stock, boxes, crates, etc.) using forklift, hand truck or hand jack.
- Verify and record purchase order receipt on computer system to create receiving tag.
- Work with Purchasing and Accounting Departments on purchase order questions or discrepancies. Work with Accounting on C.O.D. deliveries. Work with Sales and Packing Departments on shipments to customers.
- Proficiency in using UPS, Federal Express and other carrier software, forms, rates, and procedures.
- Knowledge of all international export shipping paperwork, documentation and requirements including, Freight Forwarder requirements such as commercial invoices, letters of instructions, sight drafts and export license procedures.
- Familiar with Automated Export Systems (AES) procedures and requirements.
- Driving responsibilities include responsible operation of company vehicle picking up and/or delivering company products

and materials as directed.

- Must have valid Massachusetts driver's license, and must maintain a safe driving record, following all appropriate laws.
- Maintain company vehicle in safe operating condition.
- Monitor operations and take corrective action as required.
- Refer unusual circumstances to group leader or supervisor.

Secondary Elements:

- Maintain established quality standards and follow quality procedures.
- Prepare and maintain records and reports as required.
- Ensure that work area and equipment are maintained in a clean, safe and orderly condition, that prescribed safety measures are followed, and that established company policies and procedures are adhered to.
- Perform other related duties as assigned or as required.
- Work overtime as needed or as required with appropriate notice and in accordance with company policy.
- Move material up to 75 lbs. to other departments using hand truck or cart.
- Maintain shipping and packing inventory needs such as boxes, foam, shipping peanuts and tape.

Interested in applying? See full details and how to apply [here](#)

Multiple Positions – Complete Labor & Staffing

IMMEDIATE OPENINGS for multiple positions.

Complete Labor and Staffing is looking for the following:

- Carpenters
- Manufacturing
- Production

REQUIREMENTS: Reliable transportation and a drivers license.

Stop by their downtown New Bedford Location and ask for Katie.

If you meet the above requirements just bring yourself down to 256 Union Street, New Bedford. They are open daily from 5am until 7pm.

If you are willing and able to work hard and have a positive attitude, Complete Labor & Staffing will put 100% effort into finding the right assignment for you. Their offices open at 5:00AM, and we begin the process of finding the right assignment for you that matches the skills you possess and interest that you have. Many assignment begin daily, and many progress to week-long assignments and in often cases, full-time employment! Please stop by one of our 10 locations, complete an application and meet us! Let's get you to work!

What is needed to apply:

Please bring two forms of valid ID (Example: Driver's License, State Id, Military Id, Passport, in conjunction with Social Security Card, Birth Certificate) You will be required to fill out an application. If you have any certifications, Example: Osha, CDL-A, Medical Card, Dot Card, Forklift Certification etc. please provide them.

A resume is helpful, but not required

Located at:

*256 Union Street
New Bedford. MA
508-858-5595*

Cashiers, Delivery Drivers, Kitchen Help – Wings over New Bedford

Full-Time

Description:

Wings Over New Bedford is a new store in New Bedford MA. We are hiring in all positions full time and part time. We are looking for individuals to come join our wings team. We offer

flexible schedules. Drivers must have their own vehicles and insurance. Come down and apply at our location, 972 Kempton St New Bedford, MA 02740.

Interested in applying? See full details and how to apply [here](#)

School Bus Drivers, Monitors, Mechanics and HR/ Accounting – Amaral Bus Company (Westport)

Licensed School Bus drivers will receive a \$500 signing bonus. School Bus Drivers Wanted! Up to \$28.75 per hour (Southcoast and Tri-Town areas)

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation. Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off.

We have routes, field trips, and sports trips. The choice is yours. **PLEASE APPLY IN PERSON.**

- School Bus driving is a part time job averaging 20-25 hours per week. You can make more money than some full time jobs.
- Opportunities for more hours are available.
- Must have a C.D.L. Class B License with School Bus and Passenger endorsement to drive a school Bus.
- Free C.D.L. School Bus training to qualified applicants.
- Paid sick time and Yearly Attendance Bonus.
- Wages depending on school district and contract. Earn up to \$28.75 per hour.

Management opportunities. Room for growth! Must be 21+ to get your School Bus license. Must be MA resident to qualify for free training.

PLEASE APPLY IN PERSON AT:

Amaral Bus Co., Inc.
1090 State Rd

Westport, MA, 02790

School Bus Monitor:

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation.

- Responsible for the safety, and welfare of students who ride your bus.
- Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off. Must have a license and reliable way to work.
- Split Shift Schedule.
- School Bus Monitoring is a part-time job averaging 24 hours per week.
- Free C.D.L. School Bus training to qualified applicants.
- Paid Sick time and Yearly Attendance Bonus.
- Management opportunities.
- New Equipment.

\$13.00 per hour PLUS weekly attendance bonus

PLEASE APPLY IN PERSON AT:

Amaral Bus Co., Inc.

1090 State Rd

Westport, MA, 02790

NO Phone Calls or E-mails.

Accounting/HR Clerk

Amaral Bus Co., Inc is looking for a talented Accounting/HR Clerk to join our team. **This is a full-time position; Monday-Friday; 40 hours/week with great benefits.**

The Accounting/HR Clerk is an integral part of the company performing diversified duties. The primary responsibilities will be recording all financial transactions into QuickBooks,

assisting the President with month-end procedures, reporting, audits, and contract renewals. The qualified candidate is highly analytical and possess an advanced level of Microsoft Excel skills. The successful candidate is well organized, has excellent interpersonal, communication, and problem-solving skills, is a team player and has the ability to multi-task.

Essential Duties and Responsibilities:

- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Creates, and provides reports to President, Vice President, Accountant, and Management
- Analyzing data flows for process improvement opportunities
- Accurately process weekly payroll in accordance with state and federal laws and in accordance with company pay regulations using ADP WorkForce Now.
- Practice timely preparation of all payroll operations working closely with Management to ensure that deductions, liens, and payroll actions are in conformance with employment benefits practices and accounting procedures.
- Ensure that employee files are properly maintained
- File EEOC and other required reports to State and Federal Agencies
- Process Accounts Payable
- Process Accounts Receivable
- Bank Reconciliations
- Research invoice and accounting system discrepancies
- Prepares and processes monthly invoices
- Prepare and post Journal Entries
- Communicate with clients, vendors, managers, and other professionals
- Responsible for gathering information required for audits, tax preparation, and monthly financial reporting
- Manage and maintain Accounts Payable filing system
- Create Accounting files and prepare financial documentation
- Special Accounting and ad hoc projects as needed

Education & Requirements:

- Bachelor's Degree preferred
- 3+ years payroll experience preferred
- Experience with ADP Workforce Now preferred
- Advanced QuickBooks Desktop experience preferred

Skills/Qualifications:

- Strong understanding of general accounting practices and procedures
 - Advanced proficiency in QuickBooks
 - Advanced proficiency in MS Office software
 - Strong understanding of payroll processing
 - Strong strategic, financial and analytical skills
 - Strong "hands-on" work ethic
 - Excellent organizational skills
 - Must possess initiative, energy, and drive
 - Excellent verbal and written communication skills
 - Ability to multi-task under pressure in a high volume, fast paced environment
 - Ability to professionally interact with all levels of management and co-workers
-

Mechanic

Amaral Bus Co., Inc. is searching for experienced technicians/mechanics to join our team. Technicians will be working on customer vehicles as well as dealership vehicles.

Pay Rate: \$18.00- \$28.00/ hour depending on experience.

Applicants should have their own tools and be proficient in, or willing to learn, how to repair/diagnose electrical systems, mechanical systems, suspension systems, brake systems, heating & A/C systems, and emissions systems. The applicant's experience can be with auto and/or diesel engines. Experience performing MA inspections and wheel alignments is a plus.

Our shop is equipped with the following systems to help with your tasks:

- Alldata
- Mitchell Ondemand
- Identifix
- JPro
- Cummins Insite
- Autel
- Robinair A/C machine
- Vacutec Evap Smoke Machine
- Hunter alignment system

Benefits offered:

- Health insurance
- Dental, vision, and hearing Aflac available
- Profit sharing
- Paid holidays, sick time, & vacation time
- Training offered as new software/systems are introduced

All applications and interviews are confidential.

No Phone Calls or E-mails. Please come to our office and fill out an application in person.



1090 STATE ROAD WESTPORT, MA 02790

Team Member – Five Guys (Wareham)

\$14 an hour ++ – Full-time, Part-time, Internship

Looking to hire a great team for our newest location in PLYMOUTH. Offering a sign on bonus of \$150 payable in January

if still active with us. Earn \$14/hr and more with tips and weekly Customer service \$\$ rewards. Come work in fun environment with great possibility for advancement. Please forward resume or call 781-664-3428 for more details.

Additional Compensation:

- Tips
- Bonuses
- Store Discounts

Benefits:

- Signing bonus
- Paid time off
- Flexible schedule
- Parental leave
- Professional development assistance

Interested in applying? See full details and how to apply [here](#)

Wood Components Assembler – National Lumber Family of Companies (New Bedford)

Full-Time

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying careers, not just jobs. Currently, we have an opportunity available for a Wood Components Assembler in our manufacturing plant – Reliable Truss and Components – a division of National Lumber. Ambitious individuals who want to move up in a company should apply. Co-workers support each other and teamwork is encouraged. This is a nice opportunity to join a growing company and work with a friendly team.

Job Description:

Duties include setting up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best

production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. State of the art technology will be used. Those with transferable skills may be considered. Full time with full benefit package.

Qualifications:

- Wood construction/framing experience
- Prior work in a manufacturing plant setting

Benefits:

- Medical, Dental, Vision, Life Insurance, Disability Insurance, Paid Vacation, Paid Sick Time, 401k, Uniform Allowance, Employee Discount, Tuition Reimbursement

Experience:

- Wood construction assembly: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)
- Building materials industry: 1 year (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Tuition reimbursement

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative.

Interested in applying? See full details and how to apply here

Assembler, Wire Racker – Vedainfo Inc

\$11.00 – \$12.50 an hour – Contract

Job Summary

Duration: 7 Months Contract, Work Days/Hours: Monday – Friday,

7:00 am – 3:30 pm. Perform repetitive wiring/racking, unwiring/unracking duties and move plating fixtures within plant following prescribed methods and practice, as well as transforming parts from one form of material handling container to another. Will routinely lift weights up to 25 pounds in performance of duties.

Essential Elements:

- Work from written and/or verbal instructions-use racks, wire cutters, wire equipment and related equipment.
- Read work order or follow oral instructions to ascertain parts to be racked/unracked onto or from trays, racks and shelves by hand.
- Record number of units racked or handles on daily production sheet.
- Attach identifying tags or labels to mark information on cases or other containers.
- Count parts, racks and verify counts throughout plating operation.
- Visually inspect all parts during racking and unracking, and set aside parts with defects that would be cause for rejection.
- Maintain necessary records.
- Move materials as necessary in performance of duties.
- Detect and report improper operation, faulty equipment, defective materials and unusual conditions to supervisor.
- Maintain work area and equipment in clean, safe and orderly condition.
- Follow established company rules and regulations, safety precautions and maintain quality standards.
- Perform other related duties as required or as directed.

Secondary Elements:

- 3 months up to 2-year experience.

Experience:

- Assembly: 2 years (Preferred)
- Mmanufacturing: 1 year (Preferred)

License:

Driver's License (Preferred)

Interested in applying? See full details and how to apply [here](#)

Cashier/General Clerk – PriceRite

Part-time

Job Summary:

To maintain a high level of presentation and cleanliness while pricing, stocking and rotating merchandise in any department; to maintain neat, clean and visually appealing departments; to provide our customers with accurate, friendly and efficient checkout service; to accurately scan items, collect proper payment; and to provide proper change if necessary; and to perform other tasks as required in an efficient and safe manner, within Company policy.

Essential Job Functions:

Performance of the essential functions of this position require the Team Member to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math skills.
- Ability to make change with all denominations of American currency.
- Ability to stand/ walk for the duration of a scheduled shift.
- Ability to adhere to all local, state and federal health and civil code regulations.
- Ability to operate equipment as required by department; i.e. slicer, scale, can opener, wrapping machine, rotisserie, fryolator, cheese grater/ cutter, case cutter and stove/ oven
- Ability to stand, bend, twist, reach, push, pull and lift 25 lbs. to 75 lbs.

- Ability to provide customers with superior service.
- Maintain a neat, well-groomed appearance at all times and observe company dress code policies.
- Ability to work with a wide variety of fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate moderate amounts of dust and cleaning agents during routine housekeeping duties.
- Ability to work in varying temperatures from cold to hot.
- Ability to work cooperatively with others.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to meet all work schedules and comply with all time and attendance policies.

Job Responsibilities:

- Maintain a clean, neat, organized and safe work environment.
- Maintain all department sanitation and QA standards including cleaning and sanitizing all work surfaces, utensils and equipment, sweeping, mopping, removing cardboard and trash as needed, and being able to operate a baler or compactor. Keep floor clear of debris and spills.
- Check products received against an invoice.
- Use a slicing machine and related equipment where applicable.
- Prepare and replenish product for sale in any department where applicable.
- Always operate equipment with all safeguards in place and in good operating condition. Observe safe methods of performing all duties.
- Comply with all store rules, Company policies, safety requirements, security standards and all local, State and Federal health and civil code regulations.
- Dress according to company policy to include white shirt, black pants, apron, name badge.
- Comply with QA hand washing standards and use disposable gloves when handling unpackaged foods.

- Greet all customers and provide them with prompt, courteous service and assistance.
- Follow approved procedures for receiving, code dating, preparing, storing, and price marking, scaling, and restocking products to ensure quality, accuracy and product rotation and protection.
- Adhere to all Federal, State, and Local regulations as they pertain to all departments.
- Keeps displays and display cases stocked and properly turned and faced at all times in accordance with all department standards.
- Be knowledgeable in and able to differentiate between various types of Produce, Meat, and where applicable, the Deli/ Fresh • Seafood departments, and related merchandise including seasonality, and price differences between varieties of similar classes of products
- Control freshness, quality and temperature of product by following safe food handling procedures.
- Understand operation of cash register and follow all cash handling procedures.
- Accurately identify and scan product under correct department (when necessary), process all forms of accepted payments, collect proper payment and provide proper change.
- Handle damaged or return-to-stock products according to company policy, with priority attention given to refrigerated, perishable items, and sell by date.
- Be knowledgeable in the company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Check refrigeration equipment for proper performance regularly; report any failure immediately as directed.
- Removes trash to designated area. Removes cardboard to baler area and operates baler.
- Completes price changes as directed by department manager.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Complete all applicable department training programs.

- Comply with Price Rite service priorities: clean, fresh and friendly.
- Retrieve carts from the lot
- Must be 18 years old or older to operate balers, hi-lo's, power jacks, slicing machines, etc.
- Perform other duties as required

Job Expectations

- Part Time work hours – our business requires a flexible scheduling consisting of days, evenings and weekends. Weekly average hours for a part time clerk is 15-20. Hours fluctuate weekly in accordance with business.
- Part Time Training Requirements – All Team Members are provided paid training and are expected to successfully complete all essential components of training within the first 30 days. This includes web based and hands-on training.
- All Team Members are expected to report to work as scheduled and required to record work time through our electronic time and attendance system. Excessive lateness and/or absences is not acceptable.
- Cashiers are expected to maintain cash control per our company standards. Excessive errors are not acceptable to the business and are monitored per our cash handling policy.

NOTE: ASSOCIATES MUST BE 18 YEARS OR OLDER TO OPERATE BALERS, HI-LOS, POWER JACKS AND SLICING MACHINES.

Interested in applying? See full details and how to apply [here](#)

Health Center Manager – SStar

Job Description:

Overall responsibility for Health Center operation, including patient flow, telephone transactions, and team interaction to provide quality and efficient healthcare. Please visit www.sstar.org to learn more about our facilities.

Specific Responsibilities

- Ensures clinical records and peer reviews per Health Center policy and procedure.
- Monitors quality of services by participation and/or review of quality assurance activities, co-chairs the Health Center's TQM Committee.
- Participates in SSTAR committees relevant to the Health Center, including monthly Leadership and Board of Directors meeting. Designates staff to represent Health Center on other SSTAR committees.
- Responsible for coordination of health center's risk management activities and represents the health center on the agency's Risk Management Committee
- Represents the health center with outside organizations, as deemed by the CEO, such as MLCHC, HRSA, ACOs,
- Meets with the Medical Director of the Health Center periodically to formulate Health Center policy, clinical & Procedures and report on Health Center operation.
- Ensures implementation of health care provider policies and procedures; assigns appropriate tasks to personnel consistent with their job descriptions and evaluates performance.
- Provides direct care as necessary, corresponding to current licensure.
- Promotes and maintains compliance with Federal, State, and Local regulations.
- Researches and prepares grant RFRs to increase revenue and services at the health center.
- Prepares reports required by SSTAR, HealthFirst and Federal and State funding sources.
- Determines/oversees client services provided at clinic in collaboration with the medical director.
- Responsible for recruitment of staff to ensure medical coverage for services.
- Responsible for updating current agreements and contracts of outside providers/agencies.

- Other duties as required

Experience and Skills:

Level of Education: Master's Degree

1. Minimum of 2 years knowledge/practice in Health Center Office Management preferred.
2. Current License in job expertise in medical field, i.e. RN, MD, NP.
3. Computer skills required for grant writing – knowledge of MSWord, Excel
4. Knowledge of electronic records system, NextGen preferred
5. Ability to work in a team approach with excellent people skills

- At least two years continuous sobriety is required for people in recovery from drugs or alcohol

Job Benefits:

Medical, Dental, Vision, Generous Time Off Accrual System, Company paid Life and Short Term Disability, 403B Retirement Plan, Pet insurance and AFLAC.

Please go to sstar.org to fill out an online application.

Apprentice Needed- Framer, Drywall Hanger and Taping – Commercial Construction Company

ARE YOU LOOKING FOR A CAREER CHANGE! Drywall Construction Company with a great reputation is looking to hire Apprentices for the following positions Metal Framers, Drywall Hangers and Tapers no experience necessary

We are a large growing company and need full time employees that are willing to work year round.

****Serious candidates only need to apply..Please**

- The ideal candidate will have demonstrated Attention to detail.
- Excellent interpersonal skills and a focus on quality are a must.
- • Must be Responsible, reliable and highly motivated to work.
- Must be able to pass Physical and Drug screening.

Benefits:

- Top wages Great Benefit packages Safe working environment

Interested in applying? See full details and how to apply [here](#)

Warehouse Associate – Total Welding Supply, Inc. (East Freetown)

Full-time

Looking for a hardworking individual to load and unload deliveries, organize and maintain warehouse and more. Must be able to lift 50 lbs. and have a good work ethic. Welding item experience is a plus.

ESSENTIAL FUNCTIONS:

- Pick products in a warehouse environment to assemble customer orders
- Ability to operate a forklift, and other machinery as needed
- Load, unload and receive inventory
- Cycle count inventory and store in an orderly and accessible manner in warehouse
- Prepare packages for shipment and efficiently stage product for loading
- Communicate with fellow employees for safe transport of goods throughout the warehouse
- Follow all safety guidelines

This position is full-time Monday-Friday, 8am-5:00 pm with great benefits.

Experience:

- Warehouse: 1 year (Required)

Work authorization:

- United States (Required)

Interested in applying? See full details and how to apply [here](#)

Part Time Cleaner – FM&M Inc (Mattapoisett)

\$12.70 an hour – Part-time

Immediate part time job opening for experienced cleaners. Great starting pay and great environment in Mattapoisett, Marion and Rochester. 1st Shift, Monday to Friday 2:00 pm to 7:00 pm. 2nd Shift, Monday to Friday 5:00pm to 10:00 pm.

All applicants must meet the following criteria:

- Successful completion of Social Security Verification and Background Check
- Must have own transportation
- Dependable and trustworthy
- Effectively communicate in English
- 1 to 2 years cleaning experience (a plus for Commercial Cleaning)

Inmediato puesto de trabajo de media jornada para personas con experiencia en limpieza. Localizado en Mattapoisett Marion y Rochester. 1er Turno, Lunes a Viernes 2:00 pm a 7:00 pm. 2do Turno, Lunes a Viernes 5:00 pm a 10:00pm.

Todos los solicitantes deben cumplir con los siguientes criterios:

- Finalización exitosa de la verificación de la seguridad social y verificación de antecedentes
- Debe tener transporte propio
- Confiable y de confianza.
- Comunicación efectiva en inglés.
- 1 a 2 años de experiencia en limpieza (Barrer trapear,

brillar y limpieza comercial)

Experience:

- Janitorial: 2 years (Required)

Language:

- English (Required)

Benefits:

- Paid time off

Cleaning Equipment:

- Floor buffer
- Floor waxer
- Floor stripper
- Floor burnisher
- Floor scrubber

Interested in applying? See full details and how to apply [here](#)

Crew Member – Wendy's (Fairhaven)

Full-time, Part-time

Discover what's right for you. At Wendy's, you'll find a fast-paced, high-energy environment where everyone on the team works together, and also knows how to have fun!

As a Crew Member at Wendy's, you'll enjoy:

- Competitive pay and generous benefits, including employee meal discounts
- Flexible full-time or part-time work schedule that makes sense for you
- One-on-one, self-paced training, and promotion from within
- Opportunity to gain experience in all aspects of restaurant operations, from customer service to food prep, cash handling and opening/closing duties
- Defined career paths for those who are interested in a career at Wendy's

If you're interested in a position that rewards your commitment, then Wendy's is right for you. We encourage you to complete our application process and look forward to discussing your place on the Wendy's team.

The responsibilities and qualifications described above are for positions at Wendy's International, Inc. company-owned and operated restaurants. A large percentage of Wendy's restaurants are independently owned and operated franchised Wendy's restaurants. Job descriptions, compensation, benefits and other employment terms and conditions applicable to positions at independent franchised Wendy's Restaurants will vary and are determined solely by the Franchisee.

Our candidate has a strong customer focus, initiative, and a can-do attitude. We're looking for real team players who can take and receive direction well and accomplish many tasks during one of our action-packed shifts. Whether you're wearing a headset and manning the drive-thru, greeting customers and running the register, preparing menu items, loading stock or keeping the restaurant clean and inviting, your accuracy and attention to detail are qualities that will make you a star player on the Wendy's team.

Wendy's is an equal employment opportunity employer who may provide reasonable accommodation to enable individuals with disabilities to perform the essential functions of the job.

The following are examples of some, but not all, of the essential job functions of a Crew Member position at Wendy's:

- Ability to stand for long periods
- Frequent bending, kneeling, lifting (25 – 50 pounds)
- Ability to use Headset to take customer orders or to take or give direction
- Ability to use general restaurant equipment (e.g. warmer,

fryer, slicer, grill, etc.)

- Ability to come to work promptly and regularly
- Ability to take direction and work well with others
- Ability to accomplish multiple tasks within established timeframes
- Ability to concentrate and perform duties accurately
- Ability to learn and apply policies and procedures
- Ability to react to change productively and handle other tasks assigned
- Ability to complete all applicable training programs
- Ability to work in a fast-paced environment that may involve exposure to noise, heat, cold or other elements

Interested in applying? See full details and how to apply [here](#)

Meat Cutter Job – BJ's Wholesale Club, Inc. (Dartmouth)

BJ's Wholesale Club was the first retailer to introduce the warehouse club concept in the northeastern United States. Today, we're a multibillion dollar operation with more than 200 clubs in 17 states from Maine to Florida.

While our Members know us for helping them save up to 25% off grocery prices every day, our Team Members love us for providing a supportive and engaging workplace that's committed to developing great talent.

If you're a motivated and enthusiastic person who enjoys working collaboratively and is committed to providing great service for our Members, we want to hear from you. BJ's offers a fast-paced, team environment with great training opportunities and competitive salary and benefits packages to help you succeed.

Job Summary

Receives, rotates, cuts, wraps, and merchandises fresh and processed meats, including grinds. Assists in merchandising of seafood, prepared foods, cheeses and pre-packed deli and assists in the rotisserie chicken area and full service deli.

Assists in meat selection and cuts special meat arrangements for Members. Maintains all sanitation and safety standards within the meat department.

Major Tasks, Responsibilities, and Key Accountabilities

- Engages and provides assistance to our Members by making recommendations along with answering questions regarding meat, poultry, and seafood. Prepares special cuts of meat ordered by Members.
- Cuts, grinds, and/or processes fresh meats to company cutting standards. Weighs, packages, wraps, and labels cuts of meat, poultry, and seafood to company packaging standards.
- Makes sure the meat case showcases all currently available products. Ensures the meat department maintains an appropriate level of inventory.
- Ensures the meat, seafood, prepared foods, and cheese cases are fully stocked. Rotates meats, poultry, seafood, prepared foods, and cheeses according to expiration dates. Follows established guidelines when disposing of damaged and/or expired products.
- Cleans and sanitizes all equipment, display fixtures, and areas in the meat department, including the meat cooler, freezer, and refrigerated display cases.
- Inspects and stores meat upon delivery. Ensures that all received meats meet or exceed company quality standards.
- Receives and unpacks meat, poultry, seafood, prepared foods, and cheeses in the meat cooler and freezer.
- Maintains all club policies and procedures.
- Performs other duties as assigned, including placing orders and working in other departments as needed.

Qualifications

- Completion of a training program/apprenticeship required.
- Previous meat cutting experience required.
- Knowledge of automatic/hand wrapping machines preferred.
- At least 18 years of age.

Environmental Job Conditions

- Most of the time is spent moving about on hard surfaces. There may be a need to occasionally position oneself to examine or scan merchandise, which may require bending, handling, pulling, reaching, and/or stooping.
- Frequently requires lifting objects up to 30 pounds. May require lifting and moving heavy and/or awkward objects more than 30 pounds with assistance.
- Located in a cooler area with frequent exposure to temperature extremes and loud noises. There may be occasional exposure to cleaning agents.

BJ's Wholesale Club is committed to a policy of equal employment opportunity for all qualified team members and applicants for employment without regard to race, religion, color, sex, sexual orientation, age, ancestry, national origin, physical and/or mental disability, genetic information, atypical cellular or blood trait, marital and/or familial status, pregnancy, gender identity and expression, military or veteran status, or any other characteristics protected by applicable law.

Interested in applying? See full details and how to apply [here](#)

Insulation Contractor and Laborer – C2S Construction

\$19 – \$22 an hour

*SOFT SKILLS AND WILLINGNESS TO LEARN ARE MOST IMPORTANT ASPECT OF OUR HIRES! WE CAN'T TRAIN BAD ATTITUDES BUT WE WILL BEND BACKWARDS FOR GOOD ATTITUDES AND PRIDEFUL EMPLOYEES!

*If you are honest, hard working, and want to be part of our rocket ship, please apply! We have no patience for poor attitudes, we want our employees to be prideful and be proud of the work they do day in and day out.

That being said...

C2S Construction is actively looking for weatherization crew

members ideally with experience (BUT NOT REQUIRED) working in the Mass Save Home Energy program.

We are looking for motivated individuals who take pride in their work. Crew members will be required to complete air sealing and insulation install measures while having a great opportunity for free training. BPI protocol and Mass Save Guidelines will need to be followed. Crew members will assist in maintaining a clean and professional working environment while onsite at a customer's home, maintain C2S trucks and equipment, and work as part of a team.

Typical onsite jobs include:

- Blown-in cellulose
- Installing fiberglass batts
- Air sealing attics and basements
- Duct sealing
- Installing roof vents, bathroom flappers and soffit vents
- Installing rigid board insulation in crawl spaces, basement ceilings and knee walls
- Drilling and insulating exterior walls

Qualifications:

- 2-3 years' experience in any type of construction
- Must be able to pass a background check and drug test
- Valid driver's license
- Positive and professional attitude
- Ability to maintain clean and professional working environment in customer's home

Compensation:

Crew Members can earn \$19 – \$23 / hour (based on experience) with opportunities for performance bonuses and incentives. C2S will also offer holidays, paid time off, sick leave, and career development opportunities.

This is a great opportunity to join an up and coming construction company that offers long term growth potential

and career development opportunities!

Please call Tony at 774-961-6810 to express your interest.

Experience:

- Construction: 1 year (Required)

License:

Benefits offered:

- Paid time off
- Gym memberships or discounts
- Others

Interested in applying? See full details and how to apply [here](#)

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine

information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

Employment Opportunities

Welder – City of New Bedford

PAY: 17.42 – \$24.18

Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Possession of a valid Massachusetts driver's license and good

driving record. Operates a motor vehicle on a regular basis. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI

(Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support

supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per

City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Director of Purchasing – City of New Bedford

PAY: \$79,326 – \$99,166

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building

community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, "community-friendly" print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department's goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Admin Manager – City of New Bedford

PAY: \$54,278 – \$67,853

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Handle customer and city residents' issues in a professional manner that meets the City's standards; assists residents, customers, or vendors that come to the Department office.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Diesel Engine Repairman – City of New Bedford

PAY: 17.42hr – \$24.18hr

Performs various types of skilled repairs on diesel equipment. Trouble shoots all types of diesel equipment in use by the City to determine repair costs. Diagnoses and repairs work in the area of electrical systems, fuel systems, ignition systems. Ability to read and understand all schematics in the related field. Disassembles, overhauls, removes and replaces

all types of engines. Diagnoses, repairs or replaces transmissions, four wheel drive components, hydraulic pumps, or any related components.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of Class B CDL or the ability to obtain one within six months of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Mason – City of New Bedford

PAY: \$17.42hr – \$24.18hr

Performs work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles such as wall, floors and other structural projects. Performs masonry repairs and brickwork, pours new concrete sidewalks, installs blue stone and pours foundations.

Thorough knowledge of laying bricks, stone, concrete blocks and tiles in construction, alteration or repair of walls, floors, passageways or other structures. Constructs and repairs brick work in sewers, catch basins and manholes. Lays and sets cut stone. Performs all phases of cement work.

High school graduate or GED equivalent preferred. Possession of a valid Massachusetts driver's license and good driving

record.

Requires two years' paid experience in masonry trade. Knowledge of equipment, materials and supplies used in masonry work, and equipment and supplies used to do minor repairs. Skills in operation of listed tools and equipment. Ability to work independently and complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO.

New Bedford has a residency requirement.

Sewage Disposal Systems Maintenance Foreman – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Assists in the supervision of maintenance staff under the direction of the Superintendent of Wastewater. Assists in planning and scheduling maintenance and preventive maintenance work of the pumping stations and wastewater system to make maximum effective use of employees, equipment and material within an approved budget and quality standards.

Develops and implements a program to meet the preventative and emergency maintenance of the wastewater systems including unplugging blockages, flushing and rodding lines to prevent blockages and accumulation of grit, rags and other debris. Makes inspections to check that standard maintenance procedures are being followed.

Reviews the maintenance needs of the pumping stations and wastewater system, and develops procedures and programs for the maintenance and preventative maintenance of the system and related appurtenances. Investigates, diagnoses and recommends correction of abnormalities occurring within the pumping station, wastewater system, structures and related appurtenances.

Makes continuous inspections to check that standard maintenance procedures are being followed and detects the existing or potentially unsafe or unhealthy working procedures, equipment or conditions.

Participates in safety committee activities.

High school education or GED equivalent is highly regarded. Five years of progressively responsible experience in mechanical maintenance and the maintenance of wastewater systems and appurtenant structures and devices. Eligible for, or possession of, certification in wastewater collection maintenance at the appropriate level required of the New Bedford system.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Library Assistant – City of New Bedford

PAY: \$15.00/hr, 15 hours per week

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some

nights and Saturdays.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Possession of a valid Massachusetts driver's license and good driving record preferred. Ability to speak Spanish preferred. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. New Bedford has a residency requirement. EE0.

**Two positions: Electrician & Carpenter – City of New Bedford's
Dept. of Facilities & Fleet Management**

ELECTRICIAN

PAY: \$25.54/HR

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment.

Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and repair electrical parts.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Is required to respond to callbacks on a 24-hour basis as needed for emergencies in the opinion of the Director.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

CARPENTER

PAY: \$16.04 – \$21.84

Reads and understands blueprints, drawings and specifications of building methods, means and materials. Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is

performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Director of Human Resources – City of New Bedford

PAY: \$96,271 – \$120,347

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments;

answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

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Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

The South Coast Hot Jobs List – November 24, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 24, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

School Bus Drivers, Monitors, Mechanics and HR/ Accounting – Amaral Bus Company (Westport)

Licensed School Bus drivers will receive a \$500 signing bonus.
School Bus Drivers Wanted! Up to \$28.75 per hour (Southcoast and Tri-Town areas)

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation. Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off.

We have routes, field trips, and sports trips. The choice is yours. **PLEASE APPLY IN PERSON.**

- School Bus driving is a part time job averaging 20-25 hours per week. You can make more money than some full time jobs.
- Opportunities for more hours are available.
- Must have a C.D.L. Class B License with School Bus and Passenger endorsement to drive a school Bus.
- Free C.D.L. School Bus training to qualified applicants.
- Paid sick time and Yearly Attendance Bonus.
- Wages depending on school district and contract. Earn up to \$28.75 per hour.

Management opportunities. Room for growth! Must be 21+ to get your School Bus license. Must be MA resident to qualify for free training.

PLEASE APPLY IN PERSON AT:

Amaral Bus Co., Inc.
1090 State Rd
Westport, MA, 02790

School Bus Monitor:

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation.

- Responsible for the safety, and welfare of students who ride your bus.
- Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off. Must have a license and reliable way to work.
- Split Shift Schedule.
- School Bus Monitoring is a part-time job averaging 24 hours per week.
- Free C.D.L. School Bus training to qualified applicants.
- Paid Sick time and Yearly Attendance Bonus.
- Management opportunities.
- New Equipment.

\$13.00 per hour PLUS weekly attendance bonus

PLEASE APPLY IN PERSON AT:

Amaral Bus Co., Inc.
1090 State Rd
Westport, MA, 02790

NO Phone Calls or E-mails.

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Accounting/HR Clerk

Amaral Bus Co., Inc is looking for a talented Accounting/HR Clerk to join our team. **This is a full-time position; Monday-Friday; 40 hours/week with great benefits.**

The Accounting/HR Clerk is an integral part of the company performing diversified duties. The primary responsibilities will be recording all financial transactions into QuickBooks, assisting the President with month-end procedures, reporting, audits, and contract renewals. The qualified candidate is highly analytical and possess an advanced level of Microsoft Excel skills. The successful candidate is well organized, has excellent interpersonal, communication, and problem-solving skills, is a team player and has the ability to multi-task.

Essential Duties and Responsibilities:

- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Creates, and provides reports to President, Vice President, Accountant, and Management
- Analyzing data flows for process improvement opportunities
- Accurately process weekly payroll in accordance with state and federal laws and in accordance with company pay regulations using ADP WorkForce Now.
- Practice timely preparation of all payroll operations working closely with Management to ensure that deductions, liens, and payroll actions are in conformance with employment benefits practices and accounting procedures.
- Ensure that employee files are properly maintained
- File EEOC and other required reports to State and Federal Agencies
- Process Accounts Payable
- Process Accounts Receivable
- Bank Reconciliations
- Research invoice and accounting system discrepancies
- Prepares and processes monthly invoices
- Prepare and post Journal Entries

- Communicate with clients, vendors, managers, and other professionals
- Responsible for gathering information required for audits, tax preparation, and monthly financial reporting
- Manage and maintain Accounts Payable filing system
- Create Accounting files and prepare financial documentation
- Special Accounting and ad hoc projects as needed

Education & Requirements:

- Bachelor's Degree preferred
- 3+ years payroll experience preferred
- Experience with ADP Workforce Now preferred
- Advanced QuickBooks Desktop experience preferred

Skills/Qualifications:

- Strong understanding of general accounting practices and procedures
- Advanced proficiency in QuickBooks
- Advanced proficiency in MS Office software
- Strong understanding of payroll processing
- Strong strategic, financial and analytical skills
- Strong "hands-on" work ethic
- Excellent organizational skills
- Must possess initiative, energy, and drive
- Excellent verbal and written communication skills
- Ability to multi-task under pressure in a high volume, fast paced environment
- Ability to professionally interact with all levels of management and co-workers

Mechanic

Amaral Bus Co., Inc. is searching for experienced technicians/mechanics to join our team. Technicians will be working on customer vehicles as well as dealership vehicles.

Pay Rate: \$18.00- \$28.00/ hour depending on experience.

Applicants should have their own tools and be proficient in, or willing to learn, how to repair/diagnose electrical systems, mechanical systems, suspension systems, brake systems, heating & A/C systems, and emissions systems. The applicant's experience can be with auto and/or diesel engines. Experience performing MA inspections and wheel alignments is a plus.

Our shop is equipped with the following systems to help with your tasks:

- Alldata
- Mitchell Ondemand
- Identifix
- JPro
- Cummins Insite
- Autel
- Robinair A/C machine
- Vacutec Evap Smoke Machine
- Hunter alignment system

Benefits offered:

- Health insurance
- Dental, vision, and hearing Aflac available
- Profit sharing
- Paid holidays, sick time, & vacation time
- Training offered as new software/systems are introduced

All applications and interviews are confidential.

No Phone Calls or E-mails. Please come to our office and fill out an application in person.



1090 STATE ROAD WESTPORT, MA 02790

Multiple Positions – Complete Labor & Staffing

IMMEDIATE OPENINGS for multiple positions.

Complete Labor and Staffing is looking for the following:

- Carpenters
- Manufacturing
- Production

REQUIREMENTS: Reliable transportation and a drivers license.

Stop by their downtown New Bedford Location and ask for Katie.

If you meet the above requirements just bring yourself down to 256 Union Street, New Bedford. They are open daily from 5am until 7pm.

If you are willing and able to work hard and have a positive attitude, Complete Labor & Staffing will put 100% effort into finding the right assignment for you. Their offices open at 5:00AM, and we begin the process of finding the right assignment for you that matches the skills you possess and interest that you have. Many assignment begin daily, and many progress to week-long assignments and in often cases, full-time employment! Please stop by one of our 10 locations, complete an application and meet us! Let's get you to work!

What is needed to apply:

Please bring two forms of valid ID (Example: Driver's License,

State Id, Military Id, Passport, in conjunction with Social Security Card, Birth Certificate) You will be required to fill out an application. If you have any certifications, Example: Osha, CDL-A, Medical Card, Dot Card, Forklift Certification etc. please provide them.

A resume is helpful, but not required

Located at:

*256 Union Street
New Bedford. MA
508-858-5595*

Customer Service Representative – Aaron's Inc.

\$13.00 – \$13.75 an hour

Description:

Join a powerful company with empowered associates! Begin your success story here!

Looking for a career that combines your brilliant people skills with your enthusiasm about customer service? Aaron's is the nation's premier sales and lease ownership retailer. As a Customer Service Representative, you will leverage your passion for sales and customer service to support our customer's desire to own their product. Your professionalism, organization skills, desire to sell and motivated attitude will drive your career growth.

As a Customer Service Representative, you will play a key role in the success of the store through: in-store sales, telephone sales, direct marketing, new customer growth and renewal payment processing in the store. Additionally, our Customer Service Representatives ensure showroom floors are well-maintained and provide a warm, friendly environment for our customers. Strong organizational and administrative skills are also critical as this position is responsible for maintaining

customer files and processing customer transactions.

Join us today and help success stories unfold tomorrow – our customers' and your own. Learn more at #LifeAtAarons**

What role will YOU play:

- Drive Sales through building authentic relationships with customers
- Assist in the designing and staging of the showroom floor
- Process lease order forms and accurately input customers information
- Assisting customers to ownership by processing renewal payments

What we offer YOU:

- A dynamic career-path with internal promotional opportunities
- A world-class progressive development program
- Paid time off including vacation days, sick days and holidays
- Incentive pay opportunities
- Associate purchase discounts
- Medical, dental & vision insurance
- 401(K) with company match
- Life insurance and disability benefits

What do we need from YOU:

- At least 18 years old
- Schedule flexibility between 8A – 9P, including weekends.
- High school diploma or equivalent
- Ability to lift up to 50 lbs. without help and up to 300 lbs. with the assistance of a dolly

Aaron's is an Equal Opportunity Employer.

Experience:

- Customer Service: 2 years (Preferred)

Language:

- Spanish (Required)

Interested in applying? See full details and how to apply [here](#)

Cashiers and Food Service Associates – Nouria Energy (Wareham)
Full-time, Part-time

At Nouria our business is about the people and we want you to achieve your goals in your career path. Whether you're looking for a part-time position, store management or a corporate role, Nouria is the perfect place for you. With over 170 locations, we are currently experiencing rapid growth in the Convenience Store and Car Wash industries. We invest in our employees through commitment to training and education. Our front line ambassadors are the most important part of our team and we empower them to delight our customers with every interaction.

At Nouria, we want our employees to be happy and healthy. This is why we offer a wide array of benefits to eligible Nouria Energy employees such as;

- Medical, Dental and Vision Insurance
- 401K Retirement Plan
- Sick and Vacation Pay
- Voluntary Life Insurance
- Long-Term & Short Term Disability
- Direct Deposit
- Flexible Spending Plans
- Service Awards
- Bonuses

We currently have openings in our location! If you are an upbeat, outgoing and customer oriented individual who has been looking for that chance to prove yourself, WE WOULD LOVE TO MEET YOU! It's as simple as completing an application for an opening near you at <https://nouriaenergy.isolvedhire.com/jobs> or texting "NOURIA" to 58046 on your mobile device. Message &

Data Rates May Apply. For texting terms and privacy please visit www.jobalarm.biz/terms . We hope to meet you soon!

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Flexible schedule
- Parental leave
- Pay Frequency:

This Job Is:

- A job for which military-experienced candidates are encouraged to apply
- Open to applicants who do not have a high school diploma/GED
- A “Fair Chance” job (you or the employer follow Fair Chance hiring practices when performing background checks – learn more at <https://start.indeed.com/fair-chance>)
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma
- A job for which people with disabilities are encouraged to apply
- Open to applicants under 18 years old, provided it is legally allowed for the job and location.

Interested in applying? See full details and how to apply here

Wood Components Assembler – National Lumber Family of Companies (New Bedford)

Full-Time

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying careers, not just jobs. Currently, we have an opportunity available for a Wood Components Assembler in our manufacturing plant – Reliable Truss and Components – a division of National Lumber. Ambitious individuals who want to move up in a company should apply. Co-workers support each other and teamwork is encouraged. This is a nice opportunity to join a growing company and work with a friendly team.

Job Description:

Duties include setting up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. State of the art technology will be used. Those with transferable skills may be considered. Full time with full benefit package.

Qualifications:

- Wood construction/framing experience
- Prior work in a manufacturing plant setting

Benefits:

- Medical, Dental, Vision, Life Insurance, Disability Insurance, Paid Vacation, Paid Sick Time, 401k, Uniform Allowance, Employee Discount, Tuition Reimbursement

Experience:

- Wood construction assembly: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)
- Building materials industry: 1 year (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Tuition reimbursement

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative.

Interested in applying? See full details and how to apply [here](#)

Assembler – Sun technologies (Marion)

\$13.50 – \$15.00 an hour – Contract

Job Summary

Currently seeking an Assembler for 1st shift openings in the Marion, MA area.

Responsibilities of the Assembler

- Performs a variety of tasks ranging from repetitive to non-repetitive production assembly operations on electronic and/or mechanical assemblies and subassemblies such as modules, boards, panels, drawers, frames, and cables.
- Works from diagrams and drawings, makes initial layouts, and uses hand and/or power tools, jigs, and saws.
- Makes continuity checks on work in process and completed.
- May conduct quality inspections on processing line in accordance with quality specifications.
- May disassemble, modify, rework, reassemble, and test experimental or prototype assemblies and subassemblies according to specifications and under simulated conditions.

Experience:

- Electronic or mechanical assemblies: 2 years (Required)
- Soldering: 2 years (Required)
- Assembler: 2 years (Required)

Interested in applying? See full details and how to apply [here](#)

Cashier/General Clerk – PriceRite

Part-time

Job Summary:

To maintain a high level of presentation and cleanliness while pricing, stocking and rotating merchandise in any department; to maintain neat, clean and visually appealing departments; to provide our customers with accurate, friendly and efficient checkout service; to accurately scan items, collect proper payment; and to provide proper change if necessary; and to perform other tasks as required in an efficient and safe manner, within Company policy.

Essential Job Functions:

Performance of the essential functions of this position require the Team Member to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math skills.
- Ability to make change with all denominations of American currency.
- Ability to stand/ walk for the duration of a scheduled shift.
- Ability to adhere to all local, state and federal health and civil code regulations.
- Ability to operate equipment as required by department; i.e. slicer, scale, can opener, wrapping machine, rotisserie, fryolator, cheese grater/ cutter, case cutter and stove/ oven
- Ability to stand, bend, twist, reach, push, pull and lift 25 lbs. to 75 lbs.
- Ability to provide customers with superior service.
- Maintain a neat, well-groomed appearance at all times and

observe company dress code policies.

- Ability to work with a wide variety of fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate moderate amounts of dust and cleaning agents during routine housekeeping duties.
- Ability to work in varying temperatures from cold to hot.
- Ability to work cooperatively with others.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to meet all work schedules and comply with all time and attendance policies.

Job Responsibilities:

- Maintain a clean, neat, organized and safe work environment.
- Maintain all department sanitation and QA standards including cleaning and sanitizing all work surfaces, utensils and equipment, sweeping, mopping, removing cardboard and trash as needed, and being able to operate a baler or compactor. Keep floor clear of debris and spills.
- Check products received against an invoice.
- Use a slicing machine and related equipment where applicable.
- Prepare and replenish product for sale in any department where applicable.
- Always operate equipment with all safeguards in place and in good operating condition. Observe safe methods of performing all duties.
- Comply with all store rules, Company policies, safety requirements, security standards and all local, State and Federal health and civil code regulations.
- Dress according to company policy to include white shirt, black pants, apron, name badge.
- Comply with QA hand washing standards and use disposable gloves when handling unpackaged foods.
- Greet all customers and provide them with prompt, courteous service and assistance.

- Follow approved procedures for receiving, code dating, preparing, storing, and price marking, scaling, and restocking products to ensure quality, accuracy and product rotation and protection.
- Adhere to all Federal, State, and Local regulations as they pertain to all departments.
- Keeps displays and display cases stocked and properly turned and faced at all times in accordance with all department standards.
- Be knowledgeable in and able to differentiate between various types of Produce, Meat, and where applicable, the Deli/ Fresh • Seafood departments, and related merchandise including seasonality, and price differences between varieties of similar classes of products
- Control freshness, quality and temperature of product by following safe food handling procedures.
- Understand operation of cash register and follow all cash handling procedures.
- Accurately identify and scan product under correct department (when necessary), process all forms of accepted payments, collect proper payment and provide proper change.
- Handle damaged or return-to-stock products according to company policy, with priority attention given to refrigerated, perishable items, and sell by date.
- Be knowledgeable in the company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Check refrigeration equipment for proper performance regularly; report any failure immediately as directed.
- Removes trash to designated area. Removes cardboard to baler area and operates baler.
- Completes price changes as directed by department manager.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Complete all applicable department training programs.
- Comply with Price Rite service priorities: clean, fresh and friendly.

- Retrieve carts from the lot
- Must be 18 years old or older to operate balers, hi-lo's, power jacks, slicing machines, etc.
- Perform other duties as required

Job Expectations

- Part Time work hours – our business requires a flexible scheduling consisting of days, evenings and weekends. Weekly average hours for a part time clerk is 15-20. Hours fluctuate weekly in accordance with business.
- Part Time Training Requirements – All Team Members are provided paid training and are expected to successfully complete all essential components of training within the first 30 days. This includes web based and hands-on training.
- All Team Members are expected to report to work as scheduled and required to record work time through our electronic time and attendance system. Excessive lateness and/or absences is not acceptable.
- Cashiers are expected to maintain cash control per our company standards. Excessive errors are not acceptable to the business and are monitored per our cash handling policy.

NOTE: ASSOCIATES MUST BE 18 YEARS OR OLDER TO OPERATE BALERS, HI-LOS, POWER JACKS AND SLICING MACHINES.

Interested in applying? See full details and how to apply [here](#)

Health Center Manager – SStar

Job Description:

Overall responsibility for Health Center operation, including patient flow, telephone transactions, and team interaction to provide quality and efficient healthcare. Please visit www.sstar.org to learn more about our facilities.

Specific Responsibilities

- Ensures clinical records and peer reviews per Health Center

policy and procedure.

- Monitors quality of services by participation and/or review of quality assurance activities, co-chairs the Health Center's TQM Committee.
- Participates in SSTAR committees relevant to the Health Center, including monthly Leadership and Board of Directors meeting. Designates staff to represent Health Center on other SSTAR committees.
- Responsible for coordination of health center's risk management activities and represents the health center on the agency's Risk Management Committee
- Represents the health center with outside organizations, as deemed by the CEO, such as MLCHC, HRSA, ACOs,
- Meets with the Medical Director of the Health Center periodically to formulate Health Center policy, clinical & Procedures and report on Health Center operation.
- Ensures implementation of health care provider policies and procedures; assigns appropriate tasks to personnel consistent with their job descriptions and evaluates performance.
- Provides direct care as necessary, corresponding to current licensure.
- Promotes and maintains compliance with Federal, State, and Local regulations.
- Researches and prepares grant RFRs to increase revenue and services at the health center.
- Prepares reports required by SSTAR, HealthFirst and Federal and State funding sources.
- Determines/oversees client services provided at clinic in collaboration with the medical director.
- Responsible for recruitment of staff to ensure medical coverage for services.
- Responsible for updating current agreements and contracts of outside providers/agencies.
- Other duties as required

Experience and Skills:

Level of Education: Master's Degree

1. Minimum of 2 years knowledge/practice in Health Center Office Management preferred.
 2. Current License in job expertise in medical field, i.e. RN, MD, NP.
 3. Computer skills required for grant writing – knowledge of MSWord, Excel
 4. Knowledge of electronic records system, NextGen preferred
 5. Ability to work in a team approach with excellent people skills
- At least two years continuous sobriety is required for people in recovery from drugs or alcohol

Job Benefits:

Medical, Dental, Vision, Generous Time Off Accrual System, Company paid Life and Short Term Disability, 403B Retirement Plan, Pet insurance and AFLAC.

Please go to sstar.org to fill out an online application.

Retail Store Clerk – Sid Wainer & Son

Summary/Objective

Sid Wainer & Son is seeking a full time clerk to join our team at Jansal Valley Provisions! The Retail Store Clerk is responsible for stocking, assisting customers, sharing knowledge of our products, and processing transactions through the register. The store representative will also maintain store conditions and assist with food preparation in our kitchens. Successful applicants are able to work with a rotating stock to ensure freshness and quality.

Essential Duties and Responsibilities:

- Greet every customer in a friendly, upbeat, professional manner.
- Maintain store stock levels ensuring product is properly

rotated.

- Slice, weigh, and package deli products for customers.
- Assist with food preparation following food safety procedures and guidelines.
- Share knowledge of our company's produce, specialty products, and cheeses with customers.
- Recommend products based on customer's requests.
- Locate items throughout the store for customers.
- Responsible for staying informed and up to date on all new products in store.
- Maintain store conditions—ensuring the environment is clean and inviting at all times.
- Process customer transactions using a cash register.
- Food Safety Responsibilities
- Works with Quality Assurance Team to ensure specific Good Manufacturing Practices are being followed.
- Employee shall adhere to all company food safety policies, procedures, and trainings.

Required, Education and Experience:

- High school diploma or G.E.D. required.

Experience:

- 1+ years' food & retail experience required.
- Must be comfortable using computers and RF Scan Guns.
- Experience in a produce, specialty foods, and/or cheese retail environment strongly preferred.
- Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is frequently required to stand, stoop, kneel, crouch, reach, or crawl. The employee is occasionally required to sit, climb or balance. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust

focus.

- Language Skills: Ability to read, write and speak fluently in English.

Work Environment

This job operates in a retail store/food preparation environment. This role routinely uses standard equipment such as registers, computers, phones, stepstools, kitchen knives, blenders, and ovens. Temperatures can range from 34 to 70 degrees.

Position Type and Expected Hours of Work

The employee must work an average of 40 hours per week. Hours typically range from 8:30AM to 5PM, with some overtime as needed. Saturdays are mandatory. Flexibility to work holidays is required, as those are our busiest times.

Benefits:

- Medical, Dental + Vision Insurance
- Company Paid Short Term + Long Term Disability
- Company Paid Life Insurance
- 401k with Company Match
- Paid holidays and vacations
- Employee Discounts

Interested in applying? See full details and how to apply here

Automotive Technicians, Parts Dept. and Service Advisors – Empire Ford

Empire Ford is looking to hire for several key positions at their growing dealership in New Bedford. Portuguese and Spanish speaking a plus! These are full time jobs with excellent benefits.

Please submit resumes to: jdio@buyempireautogroup.com

Automotive Service Advisor/Writer

They are seeking a full-time Automotive Service Advisor/Writer

with a minimum of 2 years experience. Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product knowledge to effectively assist customers with service maintenance and warranty information.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent.

Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.

Must be able to perform basic computer skills and will be trained on how to use our internal system.

Ford experience a plus. **Portuguese and Spanish speaking a plus.**

Please submit resume to: jdio@buyempireautogroup.com

Automotive Technician

Due to an increase in sales we are expanding our service department to accommodate the higher demand of service work!

WHAT WE OFFER: Automotive Technician Benefits

Competitive Pay Scale

State-of-the-art facility
401(k)
Paid vacation
Health insurance
Dental insurance
Great culture and work environment

RESPONSIBILITIES: Automotive Technician

Troubleshoot, diagnose and repair components
Willingness and ability to maintain current product technical knowledge, ability to estimate time of service or repair of job for efficient scheduling
Knowledge of parts requirements to complete a job
Ability to comply with quality control and inspection requirements
A self-starter who is organized and dependable
Communicate well with others
Perform basic computer skills and will be trained on how to use our internal system.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Ford experience a plus. Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com

Automotive Parts Counterperson

Due to Explosive Growth we are looking for another full-time Parts Counter Person with TWO OR MORE years of dealership experience. Candidate should enjoys working with the public and have a friendly and out-going personality. We are a team-oriented company looking for someone who displays a positive attitude when working with customers and co-workers. Must be responsible, courteous and professional.

Candidate must be detail oriented, able to work independently and manage his or her time and workflow. Must be alert to sales opportunities by the taking the time to ask customers questions and provide information about parts and service. Must research the availability of certain parts, either within the retail facility or from other sources if necessary and must search parts numbers using the computer.

Prior Ford parts experience helpful and knowledge of wholesale parts a plus.

Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com



Warehouse Associate – Total Welding Supply, Inc. (East Freetown)

Full-time

Looking for a hardworking individual to load and unload deliveries, organize and maintain warehouse and more. Must be able to lift 50 lbs. and have a good work ethic. Welding item experience is a plus.

ESSENTIAL FUNCTIONS:

- Pick products in a warehouse environment to assemble customer orders
- Ability to operate a forklift, and other machinery as needed
- Load, unload and receive inventory
- Cycle count inventory and store in an orderly and accessible manner in warehouse
- Prepare packages for shipment and efficiently stage product for loading
- Communicate with fellow employees for safe transport of goods throughout the warehouse
- Follow all safety guidelines

This position is full-time Monday-Friday, 8am-5:00 pm with great benefits.

Experience:

- Warehouse: 1 year (Required)

Work authorization:

- United States (Required)

Interested in applying? See full details and how to apply here

Busser – The Black Whale

Exciting New Bedford Waterfront Restaurant! As a Busser, you will be crucial to our success by having keen attention to detail and a sense of urgency to create an appealing environment for our guests. You will be a member of a cohesive team that supports each other's success in a fast-paced environment.

What you will do:

- Understands our Guest-Obsessed culture and do whatever it takes to create a positive and memorable guest experience.
- Clean and re-set tables swiftly while putting guests at ease.

- Restock and replenish flatware, dishes, condiments, etc.
- Assist other team members by answering questions and helping out as needed to aid in the service of guests.
- Ability to understand and follow direction from others.
- Ability to work in a high-volume, fast-paced work environment.
- Ability to listen, understand, and respond to employees' and guests' requests in a loud environment.

Perks of the Job:

- Great pay
- Flexible Schedules
- 50% off food
- Growth Opportunities

A Busser is responsible for serving our guests with unparalleled hospitality to create unforgettable guest and team member experiences every day! If this sounds like you, please apply today!

Interested in applying? See full details and how to apply [here](#)

Crew Member – Wendy's (Fairhaven)

Full-time, Part-time

Discover what's right for you. At Wendy's, you'll find a fast-paced, high-energy environment where everyone on the team works together, and also knows how to have fun!

As a Crew Member at Wendy's, you'll enjoy:

- Competitive pay and generous benefits, including employee meal discounts
- Flexible full-time or part-time work schedule that makes sense for you
- One-on-one, self-paced training, and promotion from within
- Opportunity to gain experience in all aspects of restaurant operations, from customer service to food prep, cash handling and opening/closing duties

- Defined career paths for those who are interested in a career at Wendy's

If you're interested in a position that rewards your commitment, then Wendy's is right for you. We encourage you to complete our application process and look forward to discussing your place on the Wendy's team.

The responsibilities and qualifications described above are for positions at Wendy's International, Inc. company-owned and operated restaurants. A large percentage of Wendy's restaurants are independently owned and operated franchised Wendy's restaurants. Job descriptions, compensation, benefits and other employment terms and conditions applicable to positions at independent franchised Wendy's Restaurants will vary and are determined solely by the Franchisee.

Our candidate has a strong customer focus, initiative, and a can-do attitude. We're looking for real team players who can take and receive direction well and accomplish many tasks during one of our action-packed shifts. Whether you're wearing a headset and manning the drive-thru, greeting customers and running the register, preparing menu items, loading stock or keeping the restaurant clean and inviting, your accuracy and attention to detail are qualities that will make you a star player on the Wendy's team.

Wendy's is an equal employment opportunity employer who may provide reasonable accommodation to enable individuals with disabilities to perform the essential functions of the job.

The following are examples of some, but not all, of the essential job functions of a Crew Member position at Wendy's:

- Ability to stand for long periods
- Frequent bending, kneeling, lifting (25 – 50 pounds)
- Ability to use Headset to take customer orders or to take or

give direction

- Ability to use general restaurant equipment (e.g. warmer, fryer, slicer, grill, etc.)
- Ability to come to work promptly and regularly
- Ability to take direction and work well with others
- Ability to accomplish multiple tasks within established timeframes
- Ability to concentrate and perform duties accurately
- Ability to learn and apply policies and procedures
- Ability to react to change productively and handle other tasks assigned
- Ability to complete all applicable training programs
- Ability to work in a fast-paced environment that may involve exposure to noise, heat, cold or other elements

Interested in applying? See full details and how to apply [here](#)

Retail Sales Associate – Amazing Intimate Essentials and Smoke Shop (Fairhaven)

Part-time

We are seeking a part-time Retail Sales Associates responsible for generating sales by positively and proactively engaging with customers. These trusted advisers can apply their knowledge of trends to enhance the customer's experience and ensure that they leave feeling fabulous!

Responsibilities:

- Influence customer buying decisions by educating customers on products, offers and specials
- Maintain a selling environment focused on the customer first
- Work as a team player to ensure each customer receives the best service possible
- Adherence to all retail policies and procedures
- Perform daily department maintenance tasks including stock work, re-merchandising, display, price markdowns, merchandise transfers and light cleaning

Qualifications:

- Ability to work a flexible schedule including nights and weekends
- Sincere desire to work with a diverse customer, selling apparel and novelties
- Ability to communicate with customers and employees
- Proven ability to set and achieve sales goals
- Ability to quickly learn new procedures and processes
- Ability to receive feedback and take action when appropriate
- Ability to effectively maneuver around sales floor and stockroom, repetitive bending, prolong standing, twisting, stooping, squatting, climbing
- Must be 18 years of age
- Must be able to lift and carry up to 25 lbs
- Must be eligible to work in the US
- Other tasks as assigned

We are an Equal Employment Opportunity Commission.

Experience:

- Retail Sales: 2 years (Required)

Education:

- High school or equivalent (Required)

Additional Compensation:

- Commission
- Bonuses
- Store Discounts

Benefits:

- Store Discount
- Opportunity for Advancement

Paid Training:

- Yes

This Job Is:

- Open to applicants who do not have a college diploma

- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

Interested in applying? See full details and how to apply [here](#)

Dishwasher – The Black Whale

Exciting New Bedford Waterfront Restaurant! As a Dishwasher, you are a valuable member of the heart of the house team! You will be a member of a cohesive team that supports each other's success in a fast-paced environment.

What you will do:

- Maintain the flow of all of the restaurant washables.
- Ensure that everything is cleaned properly for preparing and serving food to our guests.
- Deep all station floors, counters, tools, cutting boards, and preparation surfaces clean and sanitized at all times.

Perks of the job:

- Great pay
- Flexible Schedules
- 50% off food
- Growth Opportunities

A Dishwasher is responsible for serving our guests with unparalleled hospitality to create unforgettable guest and team member experiences every day! If this sounds like you, please apply today! Ability to understand and follow direction from others. * Ability to work in a high-volume, fast-paced work environment.

Interested in applying? See full details and how to apply [here](#)

Crew Members and Supervisors – Auntie Anne's Pretzels (Dartmouth)

Full-time, Part-time, \$12.00 to \$12.59 /hour

The Crew Member position provides an excellent training background for those aspiring to become successful Supervisors and Store Managers. The Crew Member job offers challenges, excitement, and a lot of customer interaction.

Responsibilities include performing all essential duties of pretzel making, ensuring customer satisfaction and product quality, always participating in the team effort, and maintaining safety and security at all times.

We offer an exciting work environment where you are valued as part of our team. If you are a motivated, energetic, results-oriented individual apply now!

Crew Members must be able to work in a fast-paced environment. Have excellent customer service skills, communication skills, and a positive attitude. Must be able to occasionally lift 50 lbs.

Additional Compensation:

- Store Discounts

Interested in applying? See full details and how to apply [here](#)

Cashier – Lowe's Inc. (Dartmouth)

Full-time, Part-Time

What You Will Do

- All Lowe's associates deliver quality customer service while maintaining a store that is clean, safe, and stocked with the products customers need. As a Customer Service Associate – Front End, this means:
- Delivering a checkout experience that is quick, professional, and friendly.
- Ensuring merchandise is accurately accounted, scanned, and meets the needs of customers.
- Engaging in safe work practices and encouraging others to do the same.

The Customer Service Associate – Front End is responsible for delivering excellent customer service during the checkout process. This associate is one of the last interactions with our customer before leaving the store and needs to ensure the customer is satisfied and encouraged to come back to Lowe's. Therefore, engaging with customers as well as attention to detail are extremely important in this role.

Travel Requirements:

This role does not require regular travel; however, this role may need to travel on occasion to meetings, trainings, or to support neighboring stores.

What We're Looking For

- Hourly Full Time or Part Time: Generally scheduled 39 to 40 or up to 25 hours per week, respectively; more hours may be required based on the needs of the store.
- Requires morning, afternoon and evening availability any day of the week.
- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.
- Minimally must be able to lift 10 pounds without assistance; may lift over 10 pounds with or without assistance.

What You Need To Succeed

- 6 months experience using a computer, including inputting, accessing, modifying, or outputting information.
- 6 months experience using a handheld device (e.g., mobile phone, LRT gun, palm pilot, tablet, iPod) to enter, access, and output information.

Preferred Qualifications

- 6 months experience identifying and selling products based on customer needs, including credit cards, installations, add-on sales, and explaining warranties, product features, and benefits.
- 6 months retail experience.

- 6 months experience as a cashier.

If the state or local municipality requires a salesperson license for this position, you must either be licensed or pass the requisite licensing exam within sixty (60) days of starting employment in this position.

Lowe's is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics or any other category protected under applicable law.

Interested in applying? See full details and how to apply [here](#)

Janitor and Cleaner – King Village Apartments (New Bedford)

Looking for a part-time cleaner Monday, Wednesday & Friday of each week to Clean Bathrooms, vacuum, mop, Take out trash and clean empty apartments for new move-ins. Needs someone who is very reliable, consistent, detail-oriented and Hard-Working.

Interested in applying? See full details and how to apply [here](#)

Bus/Van Monitor – Kennedy-Donovan Center

Part-time

KDC is seeking Monitors to provides supervision to persons with disabilities or special healthcare needs while being transported to various locations as assigned. This position is part-time.

Responsibilities:

- Maintain safety and order on vehicle while in transit
- Maintain visual contact with passengers at all times
- Assure that all restraints and safety equipment are properly engaged before transit begins

- Monitor consumers' health and well being and provide care as trained
- Respond to medical emergencies as trained
- Utilize communication devices as needed to maintain contact with transportation base, destinations and other vehicles
- Ensure that when in transit, any medical equipment is positioned and secured to the floor, vehicle seat or wall of vehicle below the window line.
- Assure that vehicle interiors are kept clean and safe for passengers
- Immediately report any safety equipment (tie downs, seat belts, etc) malfunctions or needed repairs to supervisor
- Maintain agency standards of confidentiality
- Maintain a respectful manner and tone of voice with others
- Promote teamwork and open communication among staff members and consumers
- Perform other job-related responsibilities as assigned.

Required Skills

- Ability to sit for extended periods of time
- Ability to kneel, bend and lift to assist clients
- Ability to assist consumers entering and exiting vehicles
- Ability to operate all safety equipment, including wheelchair tie-downs.
- Ability to propel consumers' manual or power wheelchairs to assure safe movement on and off the vehicle lift.

At Kennedy-Donovan Center, everything that we do is tied to our mission. No matter your role at KDC, we are all working together to support individuals with developmental delays, disabilities, or family challenges to pursue their personal potential and success in the community.

With over 50 years of experience in the Human Services field, we provide employees with an opportunity to join a forward-thinking agency. You can be a part of a team that provides support for over 10,000 individuals and their families every year. And our focus isn't just on empowering those we support-

but at KDC our goal is to empower you. We value the opportunity to allow our employees to advance their careers by exploring opportunities available to them, all while providing you with the resources and tools you need to succeed. KDC is not just a job, it is a career- a career in which our employees are able to collaborate and learn from one another to succeed together.

Requirements

- Must be at least 19 years of age. Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.

Interested in applying? See full details and how to apply [here](#)

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence,

forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

Employment Opportunities

Welder – City of New Bedford

PAY: 17.42 – \$24.18

Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or

mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program

with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI

(Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Director of Purchasing – City of New Bedford

PAY: \$79,326 – \$99,166

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building

community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, "community-friendly" print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department's goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Admin Manager – City of New Bedford

PAY: \$54,278 – \$67,853

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Handle customer and city residents' issues in a professional manner that meets the City's standards; assists residents, customers, or vendors that come to the Department office.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Diesel Engine Repairman – City of New Bedford

PAY: 17.42hr – \$24.18hr

Performs various types of skilled repairs on diesel equipment. Trouble shoots all types of diesel equipment in use by the City to determine repair costs. Diagnoses and repairs work in the area of electrical systems, fuel systems, ignition systems. Ability to read and understand all schematics in the related field. Disassembles, overhauls, removes and replaces

all types of engines. Diagnoses, repairs or replaces transmissions, four wheel drive components, hydraulic pumps, or any related components.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of Class B CDL or the ability to obtain one within six months of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Mason – City of New Bedford

PAY: \$17.42hr – \$24.18hr

Performs work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles such as wall, floors and other structural projects. Performs masonry repairs and brickwork, pours new concrete sidewalks, installs blue stone and pours foundations.

Thorough knowledge of laying bricks, stone, concrete blocks and tiles in construction, alteration or repair of walls, floors, passageways or other structures. Constructs and repairs brick work in sewers, catch basins and manholes. Lays and sets cut stone. Performs all phases of cement work.

High school graduate or GED equivalent preferred. Possession of a valid Massachusetts driver's license and good driving

record.

Requires two years' paid experience in masonry trade. Knowledge of equipment, materials and supplies used in masonry work, and equipment and supplies used to do minor repairs. Skills in operation of listed tools and equipment. Ability to work independently and complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO.

New Bedford has a residency requirement.

Sewage Disposal Systems Maintenance Foreman – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Assists in the supervision of maintenance staff under the direction of the Superintendent of Wastewater. Assists in planning and scheduling maintenance and preventive maintenance work of the pumping stations and wastewater system to make maximum effective use of employees, equipment and material within an approved budget and quality standards.

Develops and implements a program to meet the preventative and emergency maintenance of the wastewater systems including unplugging blockages, flushing and rodding lines to prevent blockages and accumulation of grit, rags and other debris. Makes inspections to check that standard maintenance procedures are being followed.

Reviews the maintenance needs of the pumping stations and wastewater system, and develops procedures and programs for the maintenance and preventative maintenance of the system and related appurtenances. Investigates, diagnoses and recommends correction of abnormalities occurring within the pumping station, wastewater system, structures and related appurtenances.

Makes continuous inspections to check that standard maintenance procedures are being followed and detects the existing or potentially unsafe or unhealthy working procedures, equipment or conditions.

Participates in safety committee activities.

High school education or GED equivalent is highly regarded. Five years of progressively responsible experience in mechanical maintenance and the maintenance of wastewater systems and appurtenant structures and devices. Eligible for, or possession of, certification in wastewater collection maintenance at the appropriate level required of the New Bedford system.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Library Assistant – City of New Bedford

PAY: \$15.00/hr, 15 hours per week

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some

nights and Saturdays.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Possession of a valid Massachusetts driver's license and good driving record preferred. Ability to speak Spanish preferred. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. New Bedford has a residency requirement. EE0.

**Two positions: Electrician & Carpenter – City of New Bedford's
Dept. of Facilities & Fleet Management**

ELECTRICIAN

PAY: \$25.54/HR

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment.

Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and repair electrical parts.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Is required to respond to callbacks on a 24-hour basis as needed for emergencies in the opinion of the Director.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

CARPENTER

PAY: \$16.04 – \$21.84

Reads and understands blueprints, drawings and specifications of building methods, means and materials. Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is

performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Director of Human Resources – City of New Bedford

PAY: \$96,271 – \$120,347

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments;

answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

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Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

HELP WANTED: City of New Bedford Auditor's Office is hiring for a Management Analyst

PAY: \$59,841 – \$74,809

Oversees all transactional audits activities and conducts business process reviews; assists the City Auditor with assigned tasks; provides oversight of municipal systems and procedures relating to the fiscal administration of the City of New Bedford. Monitors departmental financial transactions for compliance with Mass General Laws. Prepares data for studies, reports and recommendations. Supervises, performs, assists subordinates in performing their duties including payroll, accounts payable and cash receipts processing.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenue and expenditure in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time; assists in the preparation of the annual City budget, financial statements, Free Cash, and Tax Rate Recap.

Associate degree in accounting, finance, or a related discipline. At least three years of relevant experience in an auditing or accounting field, including two in municipal, State, or Federal government. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council

Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

HELP WANTED: P.A.C.E. Head Start is looking to fill a Nurse/Health Manager position

SALARY: \$27.50 – \$30.00/hr., 30 – 35 hrs. per wk., 48 – 52 wks. per yr.

RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bi-lingual skills preferred. Must be able to pass CORI and DCF background checks.

The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start. This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old.

Will be responsible for:

- Supervising the Health Assistants;
- Perform mandatory vision, hearing, and health screenings for all children.

This role will work professionally and possess the

communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs.

Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to:

- Lifting a child up to 40 lbs.,
- Able to climb stairs
- Walk moderate distances for home visits and related activities.

Low cost Health Insurance, Dental, Vision Plan and no cost Life Insurance are available.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

Deadline to apply: 5:00 p.m. Friday, January 03, 2020. Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

The South Coast Hot Jobs List

– November 17, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 17, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Busser – The Black Whale

Exciting New Bedford Waterfront Restaurant! As a Busser, you will be crucial to our success by having keen attention to detail and a sense of urgency to create an appealing environment for our guests. You will be a member of a cohesive team that supports each other's success in a fast-paced environment.

What you will do:

- Understands our Guest-Obsessed culture and do whatever it takes to create a positive and memorable guest experience.
- Clean and re-set tables swiftly while putting guests at ease.
- Restock and replenish flatware, dishes, condiments, etc.
- Assist other team members by answering questions and helping out as needed to aid in the service of guests.
- Ability to understand and follow direction from others.
- Ability to work in a high-volume, fast-paced work environment.
- Ability to listen, understand, and respond to employees' and guests' requests in a loud environment.

Perks of the Job:

- Great pay
- Flexible Schedules
- 50% off food
- Growth Opportunities

A Busser is responsible for serving our guests with unparalleled hospitality to create unforgettable guest and

team member experiences every day! If this sounds like you, please apply today!

Interested in applying? See full details and how to apply [here](#)

Multiple Positions – Complete Labor & Staffing

IMMEDIATE OPENINGS for multiple positions.

Complete Labor and Staffing is looking for the following:

- Carpenters
- Manufacturing
- Production

REQUIREMENTS: Reliable transportation and a drivers license.

Stop by their downtown New Bedford Location and ask for Katie.

If you meet the above requirements just bring yourself down to 256 Union Street, New Bedford.

They are open daily from 5am until 7pm.

If you are willing and able to work hard and have a positive attitude, Complete Labor & Staffing will put 100% effort into finding the right assignment for you.

Their offices open at 5:00AM, and we begin the process of finding the right assignment for you that matches the skills you possess and interest that you have.

Many assignment begin daily, and many progress to week-long assignments and in often cases, full-time employment!

Please stop by one of our 10 locations, complete an application and meet us! Let's get you to work!

What is needed to apply:

Please bring two forms of valid ID (Example: Driver's License, State Id, Military Id, Passport, in conjunction with Social Security Card, Birth Certificate)

You will be required to fill out an application.

If you have any certifications, Example: Osha, CDL-A, Medical Card, Dot Card, Forklift Certification etc. please provide them.

A resume is helpful, but not required

Located at:

256 Union Street

New Bedford. MA

508-858-5595

2020 Firefighter Examination – Massachusetts Civil Service

The 2020 Municipal Firefighter Exam consists of two components, a written test 50% and an entry-level physical ability test (ELPAT) 50%.

KEY DATES FOR THE FIREFIGHTER EXAM

- Application Opening: October 28, 2019
- Application Deadline: February 4, 2020*
- Notices to Appear for Written Test Emailed: March 7, 2020
- Written Test Date: March 21, 2020
- Notices to Appear for ELPAT Emailed: TBD
- Score Release Date: TBD
- Employment/Experience (E/E) Last Day to Appeal: TBD
- Eligible List Established Date: TBD

Eligibility: Entry-level, open to public

Written Test Location: Various Sites across the state

ELPAT Test Location: 571A Main Street, Hudson, MA 01749

*Examination Fee: \$200**

* There is an additional \$50 late fee for applications received after February 4, 2020. Applications will NOT be accepted after February 18, 2020.

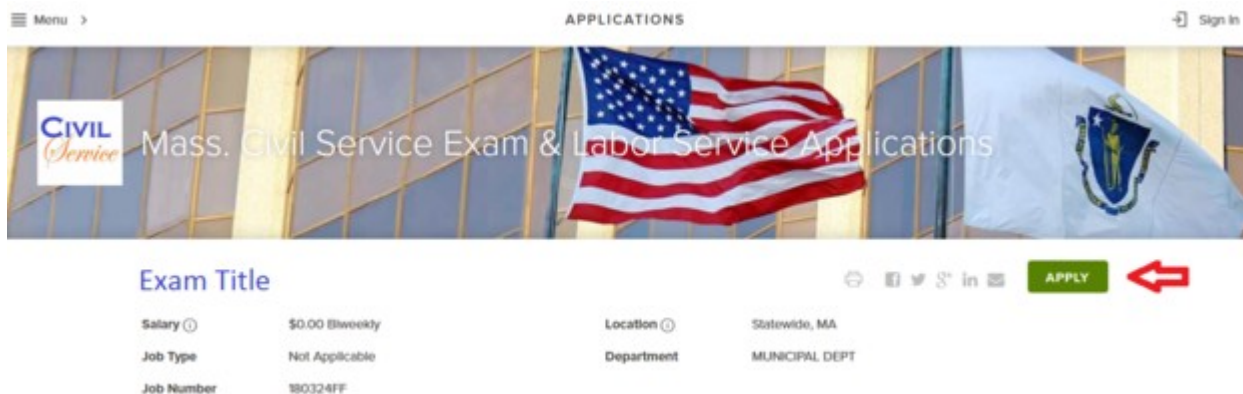
ADDITIONAL RESOURCES

Firefighter Written Test Preparation Guide.

Next Steps

1. Create your Civil Service online account.
2. Apply for 2020 Firefighter Exam.
3. Read Firefighter Written Test Preparation Guide.
4. Find out upcoming Open Houses for 2020 Firefighter Exam.

HOW TO APPLY FOR 2020 FIREFIGHTER EXAM



1. Find the application for 2020 Firefighter Exam.
2. Read about the exam information and find out if you're eligible to take the exam.
3. Click **Apply** in the top right corner of the exam poster and follow the instructions to submit your application.
4. Once you've successfully submitted your application, you'll see a **Click to Pay** button. Click the button to pay for your exam. Be sure to pay for the correct exam.
5. You'll receive two confirmation emails when you've completed the process:

- ◆ an email confirming that your application has been received
- ◆ an email confirming that your payment has been received

Your application is not complete until you have received both confirmation emails. Once you receive the successful payment confirmation email, you may ignore the option to Submit Payment which may still be displayed in your account.

NOTE

Please ensure that your email address is up to date on your account. If you need to change anything on your account, please see here for instructions: [Update Your Account Contact Information](#). All notices are sent by email. Please check your junk or spam mail folder for the email before contacting this office. You are also able to view all email notices sent to you from our office by logging into your Civil Service account and viewing your inbox.

CONTACT

Civil Service Unit

100 Cambridge Street, Suite 600, Boston, MA 02114

Phone: (617) 878-9700 or 1-(800)-392-6178

Warehouse Associate – Total Welding Supply, Inc. (East Freetown)

Full-time

Looking for a hardworking individual to load and unload deliveries, organize and maintain warehouse and more. Must be able to lift 50 lbs. and have a good work ethic. Welding item experience is a plus.

ESSENTIAL FUNCTIONS:

- Pick products in a warehouse environment to assemble customer orders
- Ability to operate a forklift, and other machinery as needed
- Load, unload and receive inventory
- Cycle count inventory and store in an orderly and accessible manner in warehouse
- Prepare packages for shipment and efficiently stage product for loading
- Communicate with fellow employees for safe transport of goods throughout the warehouse
- Follow all safety guidelines

This position is full-time Monday-Friday, 8am-5:00 pm with great benefits.

Experience:

- warehouse: 1 year (Required)

Work authorization:

- United States (Required)

Interested in applying? See full details and how to apply [here](#)

Wood Components Assembler – National Lumber Family of Companies (New Bedford)

Full-Time

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying careers, not just jobs. Currently, we have an opportunity available for a Wood Components Assembler in our manufacturing plant – Reliable Truss and Components – a division of National Lumber. Ambitious individuals who want to move up in a company should apply. Co-workers support each other and teamwork is encouraged. This is a nice opportunity to join a growing company and work with a friendly team.

Job Description:

Duties include setting up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. State of the art technology will be used. Those with transferable skills may be considered. Full time with full benefit package.

Qualifications:

- Wood construction/framing experience
- Prior work in a manufacturing plant setting

Benefits:

- Medical, Dental, Vision, Life Insurance, Disability Insurance, Paid Vacation, Paid Sick Time, 401k, Uniform Allowance, Employee Discount, Tuition Reimbursement

Experience:

- Wood construction assembly: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)
- Building materials industry: 1 year (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Tuition reimbursement

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative.

Interested in applying? See full details and how to apply [here](#)

Assembler – Sun technologies (Marion)

\$13.50 – \$15.00 an hour – Contract

Job Summary

Currently seeking an Assembler for 1st shift openings in the Marion, MA area.

Responsibilities of the Assembler

- Performs a variety of tasks ranging from repetitive to non-repetitive production assembly operations on electronic and/or mechanical assemblies and subassemblies such as modules, boards, panels, drawers, frames, and cables.
- Works from diagrams and drawings, makes initial layouts, and

uses hand and/or power tools, jigs, and saws.

- Makes continuity checks on work in process and completed.
- May conduct quality inspections on processing line in accordance with quality specifications.
- May disassemble, modify, rework, reassemble, and test experimental or prototype assemblies and subassemblies according to specifications and under simulated conditions.

Experience:

- Electronic or mechanical assemblies: 2 years (Required)
- Soldering: 2 years (Required)
- Assembler: 2 years (Required)

Interested in applying? See full details and how to apply [here](#)

Cashier/General Clerk – PriceRite

Part-time

Job Summary:

To maintain a high level of presentation and cleanliness while pricing, stocking and rotating merchandise in any department; to maintain neat, clean and visually appealing departments; to provide our customers with accurate, friendly and efficient checkout service; to accurately scan items, collect proper payment; and to provide proper change if necessary; and to perform other tasks as required in an efficient and safe manner, within Company policy.

Essential Job Functions:

Performance of the essential functions of this position require the Team Member to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math skills.
- Ability to make change with all denominations of American

currency.

- Ability to stand/ walk for the duration of a scheduled shift.
- Ability to adhere to all local, state and federal health and civil code regulations.
- Ability to operate equipment as required by department; i.e. slicer, scale, can opener, wrapping machine, rotisserie, fryolator, cheese grater/ cutter, case cutter and stove/ oven
- Ability to stand, bend, twist, reach, push, pull and lift 25 lbs. to 75 lbs.
- Ability to provide customers with superior service.
- Maintain a neat, well-groomed appearance at all times and observe company dress code policies.
- Ability to work with a wide variety of fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate moderate amounts of dust and cleaning agents during routine housekeeping duties.
- Ability to work in varying temperatures from cold to hot.
- Ability to work cooperatively with others.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to meet all work schedules and comply with all time and attendance policies.

Job Responsibilities:

- Maintain a clean, neat, organized and safe work environment.
- Maintain all department sanitation and QA standards including cleaning and sanitizing all work surfaces, utensils and equipment, sweeping, mopping, removing cardboard and trash as needed, and being able to operate a baler or compactor. Keep floor clear of debris and spills.
- Check products received against an invoice.
- Use a slicing machine and related equipment where applicable.
- Prepare and replenish product for sale in any department where applicable.

- Always operate equipment with all safeguards in place and in good operating condition. Observe safe methods of performing all duties.
- Comply with all store rules, Company policies, safety requirements, security standards and all local, State and Federal health and civil code regulations.
- Dress according to company policy to include white shirt, black pants, apron, name badge.
- Comply with QA hand washing standards and use disposable gloves when handling unpackaged foods.
- Greet all customers and provide them with prompt, courteous service and assistance.
- Follow approved procedures for receiving, code dating, preparing, storing, and price marking, scaling, and restocking products to ensure quality, accuracy and product rotation and protection.
- Adhere to all Federal, State, and Local regulations as they pertain to all departments.
- Keeps displays and display cases stocked and properly turned and faced at all times in accordance with all department standards.
- Be knowledgeable in and able to differentiate between various types of Produce, Meat, and where applicable, the Deli/ Fresh • Seafood departments, and related merchandise including seasonality, and price differences between varieties of similar classes of products
- Control freshness, quality and temperature of product by following safe food handling procedures.
- Understand operation of cash register and follow all cash handling procedures.
- Accurately identify and scan product under correct department (when necessary), process all forms of accepted payments, collect proper payment and provide proper change.
- Handle damaged or return-to-stock products according to company policy, with priority attention given to refrigerated, perishable items, and sell by date.
- Be knowledgeable in the company's HAZCOM program and adhere

to manufacturer's label instructions for the safe and proper use of all chemical products.

- Check refrigeration equipment for proper performance regularly; report any failure immediately as directed.
- Removes trash to designated area. Removes cardboard to baler area and operates baler.
- Completes price changes as directed by department manager.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Complete all applicable department training programs.
- Comply with Price Rite service priorities: clean, fresh and friendly.
- Retrieve carts from the lot
- Must be 18 years old or older to operate balers, hi-lo's, power jacks, slicing machines, etc.
- Perform other duties as required

Job Expectations

- Part Time work hours – our business requires a flexible scheduling consisting of days, evenings and weekends. Weekly average hours for a part time clerk is 15-20. Hours fluctuate weekly in accordance with business.
- Part Time Training Requirements – All Team Members are provided paid training and are expected to successfully complete all essential components of training within the first 30 days. This includes web based and hands-on training.
- All Team Members are expected to report to work as scheduled and required to record work time through our electronic time and attendance system. Excessive lateness and/or absences is not acceptable.
- Cashiers are expected to maintain cash control per our company standards. Excessive errors are not acceptable to the business and are monitored per our cash handling policy.

NOTE: ASSOCIATES MUST BE 18 YEARS OR OLDER TO OPERATE BALERS, HI-LOS, POWER JACKS AND SLICING MACHINES.

Interested in applying? See full details and how to apply [here](#)

Health Center Manager – SStar

Job Description:

Overall responsibility for Health Center operation, including patient flow, telephone transactions, and team interaction to provide quality and efficient healthcare. Please visit www.sstar.org to learn more about our facilities.

Specific Responsibilities

- Ensures clinical records and peer reviews per Health Center policy and procedure.
- Monitors quality of services by participation and/or review of quality assurance activities, co-chairs the Health Center's TQM Committee.
- Participates in SSTAR committees relevant to the Health Center, including monthly Leadership and Board of Directors meeting. Designates staff to represent Health Center on other SSTAR committees.
- Responsible for coordination of health center's risk management activities and represents the health center on the agency's Risk Management Committee
- Represents the health center with outside organizations, as deemed by the CEO, such as MLCHC, HRSA, ACOs,
- Meets with the Medical Director of the Health Center periodically to formulate Health Center policy, clinical & Procedures and report on Health Center operation.
- Ensures implementation of health care provider policies and procedures; assigns appropriate tasks to personnel consistent with their job descriptions and evaluates performance.
- Provides direct care as necessary, corresponding to current licensure.
- Promotes and maintains compliance with Federal, State, and Local regulations.
- Researches and prepares grant RFRs to increase revenue and services at the health center.
- Prepares reports required by SSTAR, HealthFirst and Federal

and State funding sources.

- Determines/oversees client services provided at clinic in collaboration with the medical director.
- Responsible for recruitment of staff to ensure medical coverage for services.
- Responsible for updating current agreements and contracts of outside providers/agencies.
- Other duties as required

Experience and Skills:

Level of Education: Master's Degree

1. Minimum of 2 years knowledge/practice in Health Center Office Management preferred.
 2. Current License in job expertise in medical field, i.e. RN, MD, NP.
 3. Computer skills required for grant writing – knowledge of MSWord, Excel
 4. Knowledge of electronic records system, NextGen preferred
 5. Ability to work in a team approach with excellent people skills
- At least two years continuous sobriety is required for people in recovery from drugs or alcohol

Job Benefits:

Medical, Dental, Vision, Generous Time Off Accrual System, Company paid Life and Short Term Disability, 403B Retirement Plan, Pet insurance and AFLAC.

Please go to sstar.org to fill out an online application.

Cafe Associate – Panera Bread (Dartmouth)

Are you a highly energetic, positive person who wants to be part of a winning team? Then come join Panera Bread – an

award-winning leader in the restaurant industry. We are looking for exceptional people to join our team! We are now hiring both Part-time and Full-time associates.

About the Café Associate Position:

Our cafe associates listen to our customer's needs, and deliver it – fast, accurate and with a friendly smile. We take pride in every aspect of our work and perform it with energy and enthusiasm. We need strong team players, with a commitment to serving our guests and creating the warm and friendly atmosphere that Panera is known for.

Some of our positions:

- Cashier
- Line Associate (Salad & Sandwich Maker / Prep)
- Dining Room & Dishwasher

Requirements of Position:

- Some food service or retail experience preferred (but not necessary).
- Must be positive, friendly, and passionate about making our guests happy
- Must be energetic and enjoy a fast paced environment
- Applicants must be 16 years of age or older, be able to legally work for a private U.S. employer, and speak enough English to effectively communicate with our guests.

Interested in applying? See full details and how to apply [here](#)

Automotive Technicians, Parts Dept. and Service Advisors – Empire Ford

Empire Ford is looking to hire for several key positions at their growing dealership in New Bedford. Portuguese and Spanish speaking a plus! These are full time jobs with excellent benefits.

Please submit resumes to: jdio@buyempireautogroup.com

Automotive Service Advisor/Writer

They are seeking a full-time Automotive Service Advisor/Writer with a minimum of 2 years experience. Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product knowledge to effectively assist customers with service maintenance and warranty information.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent.

Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.

Must be able to perform basic computer skills and will be trained on how to use our internal system.

Ford experience a plus. **Portuguese and Spanish speaking a plus.**

Please submit resume to: jdio@buyempireautogroup.com

Automotive Technician

Due to an increase in sales we are expanding our service department to accommodate the higher demand of service work!

WHAT WE OFFER: Automotive Technician Benefits

Competitive Pay Scale
State-of-the-art facility
401(k)
Paid vacation
Health insurance
Dental insurance
Great culture and work environment

RESPONSIBILITIES: Automotive Technician

Troubleshoot, diagnose and repair components
Willingness and ability to maintain current product technical knowledge, ability to estimate time of service or repair of job for efficient scheduling
Knowledge of parts requirements to complete a job
Ability to comply with quality control and inspection requirements
A self-starter who is organized and dependable
Communicate well with others
Perform basic computer skills and will be trained on how to use our internal system.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Ford experience a plus. Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com

Automotive Parts Counterperson

Due to Explosive Growth we are looking for another full-time Parts Counter Person with TWO OR MORE years of dealership experience. Candidate should enjoys working with the public and have a friendly and out-going personality. We are a team-oriented company looking for someone who displays a positive

attitude when working with customers and co-workers. Must be responsible, courteous and professional.

Candidate must be detail oriented, able to work independently and manage his or her time and workflow. Must be alert to sales opportunities by the taking the time to ask customers questions and provide information about parts and service. Must research the availability of certain parts, either within the retail facility or from other sources if necessary and must search parts numbers using the computer.

Prior Ford parts experience helpful and knowledge of wholesale parts a plus.

Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com



Youth Mentor – Kennedy-Donovan Center, Inc.

Responsibilities:

- Provide the designated hours of supportive mentoring weekly per assigned participant.

- Establishes and maintains relationships with other agencies and organizations in the community toward meeting community needs and services.
- Ensures compliance and adherence to the Kennedy-Donovan Center and the Department of Children and Families (DCF) philosophy and mission statements.
- Assess individual's needs and develop safe and helping relationships with assigned individuals.
- Participate in the development of treatment plans.
- Provide advocacy for individuals as needed.
- Collaborate with internal and external resources and community providers to ensure timely, safe, and appropriate placement services.
- Comply with all KDC and DCF documentation requirements
- Participate and co-lead monthly LIFT trainings held at KDC
- Provide transportation to identified appointments.
- Provide assistance with job placement activities.
- Provide opportunities for recreational activities.
- Perform other job-related responsibilities as assigned.

Required Skills:

- Extensive Travel required
- Ability to sit for extended periods of time
- Frequent telephone use required
- Ability to use computer

Sign On Bonus:

- \$250.00 after successful completion of 90 days of employment
- \$250.00 after one year of employment

Experience

- Experience with the Department of Children and Families (DCF) preferred. Commitment to community based supports to individuals. Able to meet required competency level in Microsoft Office software. Knowledge of community resources available to assist participants in achieving their goals.
- High School/GED or better

Interested in applying? See full details and how to apply [here](#)

Retail Sales Associate – Amazing Intimate Essentials and Smoke Shop (Fairhaven)

Part-time

We are seeking a part-time Retail Sales Associates responsible for generating sales by positively and proactively engaging with customers. These trusted advisers can apply their knowledge of trends to enhance the customer's experience and ensure that they leave feeling fabulous!

Responsibilities:

- Influence customer buying decisions by educating customers on products, offers and specials
- Maintain a selling environment focused on the customer first
- Work as a team player to ensure each customer receives the best service possible
- Adherence to all retail policies and procedures
- Perform daily department maintenance tasks including stock work, re-merchandising, display, price markdowns, merchandise transfers and light cleaning

Qualifications:

- Ability to work a flexible schedule including nights and weekends
- Sincere desire to work with a diverse customer, selling apparel and novelties
- Ability to communicate with customers and employees
- Proven ability to set and achieve sales goals
- Ability to quickly learn new procedures and processes
- Ability to receive feedback and take action when appropriate
- Ability to effectively maneuver around sales floor and stockroom, repetitive bending, prolong standing, twisting, stooping, squatting, climbing
- Must be 18 years of age
- Must be able to lift and carry up to 25 lbs

- Must be eligible to work in the US
- Other tasks as assigned

We are an Equal Employment Opportunity Commission.

Experience:

- Retail Sales: 2 years (Required)

Education:

- High school or equivalent (Required)

Additional Compensation:

- Commission
- Bonuses
- Store Discounts

Benefits:

- Store Discount
- Opportunity for Advancement

Paid Training:

- Yes

This Job Is:

- Open to applicants who do not have a college diploma
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

Interested in applying? See full details and how to apply [here](#)

Dishwasher – The Black Whale

Exciting New Bedford Waterfront Restaurant! As a Dishwasher, you are a valuable member of the heart of the house team! You will be a member of a cohesive team that supports each other's success in a fast-paced environment.

What you will do:

- Maintain the flow of all of the restaurant washables.
- Ensure that everything is cleaned properly for preparing and

serving food to our guests.

- Deep all station floors, counters, tools, cutting boards, and preparation surfaces clean and sanitized at all times.

Perks of the job:

- Great pay
- Flexible Schedules
- 50% off food
- Growth Opportunities

A Dishwasher is responsible for serving our guests with unparalleled hospitality to create unforgettable guest and team member experiences every day! If this sounds like you, please apply today! Ability to understand and follow direction from others. * Ability to work in a high-volume, fast-paced work environment.

Interested in applying? See full details and how to apply [here](#)

Crew Members and Supervisors – Auntie Anne’s Pretzels (Dartmouth)

Full-time, Part-time, \$12.00 to \$12.59 /hour

The Crew Member position provides an excellent training background for those aspiring to become successful Supervisors and Store Managers. The Crew Member job offers challenges, excitement, and a lot of customer interaction.

Responsibilities include performing all essential duties of pretzel making, ensuring customer satisfaction and product quality, always participating in the team effort, and maintaining safety and security at all times.

We offer an exciting work environment where you are valued as part of our team. If you are a motivated, energetic, results-oriented individual apply now!

Crew Members must be able to work in a fast-paced environment. Have excellent customer service skills, communication skills,

and a positive attitude. Must be able to occasionally lift 50 lbs.

Additional Compensation:

- Store Discounts

Interested in applying? See full details and how to apply [here](#)

Cashier – Lowe's Inc. (Dartmouth)

Full-time, Part-Time

What You Will Do

- All Lowe's associates deliver quality customer service while maintaining a store that is clean, safe, and stocked with the products customers need. As a Customer Service Associate – Front End, this means:
 - Delivering a checkout experience that is quick, professional, and friendly.
 - Ensuring merchandise is accurately accounted, scanned, and meets the needs of customers.
 - Engaging in safe work practices and encouraging others to do the same.

The Customer Service Associate – Front End is responsible for delivering excellent customer service during the checkout process. This associate is one of the last interactions with our customer before leaving the store and needs to ensure the customer is satisfied and encouraged to come back to Lowe's. Therefore, engaging with customers as well as attention to detail are extremely important in this role.

Travel Requirements:

This role does not require regular travel; however, this role may need to travel on occasion to meetings, trainings, or to support neighboring stores.

What We're Looking For

- Hourly Full Time or Part Time: Generally scheduled 39 to 40

or up to 25 hours per week, respectively; more hours may be required based on the needs of the store.

- Requires morning, afternoon and evening availability any day of the week.
- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.
- Minimally must be able to lift 10 pounds without assistance; may lift over 10 pounds with or without assistance.

What You Need To Succeed

- 6 months experience using a computer, including inputting, accessing, modifying, or outputting information.
- 6 months experience using a handheld device (e.g., mobile phone, LRT gun, palm pilot, tablet, iPod) to enter, access, and output information.

Preferred Qualifications

- 6 months experience identifying and selling products based on customer needs, including credit cards, installations, add-on sales, and explaining warranties, product features, and benefits.
- 6 months retail experience.
- 6 months experience as a cashier.

If the state or local municipality requires a salesperson license for this position, you must either be licensed or pass the requisite licensing exam within sixty (60) days of starting employment in this position.

Lowe's is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics or any other category protected under applicable law.

Interested in applying? See full details and how to apply [here](#)

Crew Member – Five Guys Burgers & Fries (Dartmouth)

Five Guys Burgers and Fries is one of America's most successful hamburger concepts, not just for its food, ranked the #1 burger in America by the Zagat survey, but also because of its employees.

We have a unique work environment where you're trained to work every position in the restaurant. From the register, to the grill, to morning prep and evening close, our crew members become a team working in all aspects of the restaurant.

We also have a unique crew bonus program that provides the opportunity to earn cash bonuses two times per week giving our crew members the opportunity to earn much higher incomes.

We have an open kitchen experience so it's fun and it's loud with lots of team communication. The crew's burger creation is part of the customer experience.

So, what's it take to be a successful Five Guys crew member?

- Energy & Stamina it's a team-based work environment and crew energy is important.
- Ability To Work At A Fast Pace Our kitchens have a lot going on and there's lots of on-the-line communication and job rotation. It's not for everybody.
- Good Communication Our crew is vocal and supports and works with each other on what's happening in real-time during each shift.
- Love For Burgers and Classic Rock and Roll We make some of the best burgers and fries in the biz and do it to the sounds of classic rock and roll. Yes, singing is encouraged.
- Caring About Your Teammates Always working for the success of your team.

We provide Health Insurance (including Dental and Vision options) to crew members once they achieve 'full-time' status, 401K/Roth Retirement Plans with Employer Matches, Paid Personal Days, Complimentary Meals, Excellent Starting Pay and

escalation of pay based upon performance, Voluntary Employer-Sponsored Fun Outings and Retreats, On-line and Hands-On Training Programs, and also Excellent Opportunities for Advancement.

Interested in applying? See full details and how to apply here

Janitor and Cleaner – King Village Apartments (New Bedford)

Looking for a part-time cleaner Monday, Wednesday & Friday of each week to Clean Bathrooms, vacuum, mop, Take out trash and clean empty apartments for new move-ins. Needs someone who is very reliable, consistent, detail-oriented and Hard-Working.

Interested in applying? See full details and how to apply here

Utility Pole Inspection Foreman – OSMOSE UTILITIES SERVICES INC

Full-time

Job Description

Are you looking for a career with excellent advancement potential where you get to work outdoors and utilize leadership abilities? Start your career with Osmose! FACT: 90% of our Senior Management started with Osmose in the Foreman position!

Osmose Utilities Services, Inc. is an 80-year strong company that provides a variety of services to the electric and telecommunications industries. Learn more about us at www.osmose.com

We are proud to offer:

- \$23 per hour (after training) plus an opportunity for weekly production bonuses based on individual initiative and crew performance
- See the average income per Foreman Level here: www.osmosehiring.com/become-a-foreman

- Paid on-the-job training. You earn while you learn at a rate of \$20 per hour during the 8-9-week training program
- Family medical and dental insurance
- 401k retirement plan
- Full-time, year-round employment with overtime potential
- Paid vacations and holidays
- Company truck and tools
- Excellent advancement opportunities with a rapidly growing company

Do you have what it takes to be an Osmose Foreman?

- Must be at least 21 years old
- High school diploma or GED
- Have the leadership ability required to supervise and motivate a working field crew
- Can assume full responsibility for the safe operation and maintenance of a company vehicle, equipment, and tools
- Ability to positively represent the Osmose organization to customers and the communities in which they work
- Enjoy working outdoors in all types of weather and have the desire to actively participate in physically demanding work lifting or moving up to 50 lbs. on a regular basis
- Possess a valid driver's license
- Willing to travel locally, statewide or regionally as required

Responsibilities include:

- Hiring, training, and supervising a field crew of 1-5 people
- Maintain all tools, vehicles, and equipment
- Achieve expected safety, quality, and production goals
- Collect field data and maintain daily and weekly reports
- Embrace the core values of the company

For a career opportunity that involves outdoor work, travel, excellent income potential and the opportunity for advancement, please apply online no later than October 30th.

Osmose is an equal opportunity employer. M/F/D/V

Interested in applying? See full details and how to apply [here](#)

Sales Associate – Pacific Sunwear (Dartmouth Mall)

Part-time

Overview

The Sales Associate is responsible for generating sales through exhibiting passion for product, brands, fashion and trends with all customers. The Sales Associate is also responsible for executing initiatives and tasks as assigned by the leadership team. Overall, the Sales Associate is expected to work as a positive member of the store team and consistently provide an exceptional customer experience.

Responsibilities

- Reflects the PacSun brand by demonstrating passion and affinity for product, brands, fashion and trends.
- Contributes to a positive working environment by consistently exhibiting core value behaviors
- Maintains and drives the company's fashion image by adhering to the Employee Appearance Guidelines
- Demonstrates willingness, aptitude, and initiative to learn what is unknown about product, brands, fashion and trends
- Strive to improve individual performance while working as a productive member of the team

Customer Experience

- Delivers an engaging, positive and authentic customer experience with all customers
- Focuses on full-price selling while maintaining awareness of product value and promotions
- Handles customer situations in compliance with policy and procedures, attempts to "solve for yes" and partners with the leadership when dealing with escalated issues
- Completes all assigned tasks in a timely and efficient manner
- Executes all visual directives and maintains visual

standards set by the company and as directed by the management team

- Supports high standards of organization and cleanliness, promoting a safe working and shopping environment to maximize the customer experience
- Upholds and complies with all company policies as outlined in the Policy and Procedure Manual, Code of Business Conduct, Employee Policy Guide and the Safety Program
- Complies with all Loss Prevention policies, and communicates violations directly to the leadership team or via the Silent Witness Hotline
- Shares feedback from customers with the leadership team to improve the overall customer experience
- Results Driven
- Actively participates in all company and store contests and events
- Stays current on all financial goals and priorities
- Assists the leadership team in achieving all sales and operational goals

Additional Responsibilities

- Ability and willingness to take on additional tasks
- Adheres to federal, state and local labor laws
- Ability to work flexible hours and understands and complies with all scheduling policies and practices
- Secures and maintains any assigned company property
- Ability to safely lift up to 50 pounds
- Ability to utilize power tools and navigate a ladder as needed
- Ability to work on the store sales floor for extended periods of time (up to 90% of shift)

Qualifications

- Passion for product, brands, fashion and trends
- Excellent selling skills
- Proven to exhibit a friendly, out-going, open-minded, engaging personality that enjoys being a team player

- Strong time management, communication, and organizational skills
- Ability to receive feedback and take action when appropriate
- Basic math and computer proficiency
- Previous retail experience preferred

Physical Demands

List equipment to be operated, lifting requirements, crouching, bending, etc required by the job. Lifting in pounds should be clarified, stating the weight of objects that need to be lifted, such as “ability to lift objects weighing 35 pounds.” For most other positions, language like “operate normal office equipment,” “ability to travel “or” extensive use of computer” are helpful.

Interested in applying? See full details and how to apply [here](#)

Van Driver – Autumn Glen (Dartmouth)

Our passion for ensuring that our residents maintain a fulfilling quality of life is second to none. If you share this passion and appreciate the rewarding feeling that comes from knowing you’ve made a positive impact on the lives of our seniors and their families, then we’d love to hear from you. We are looking for energetic and caring associates to join our team.

Job Summary:

The primary responsibility of the van driver is to provide transportation to residents in the community. This position requires a valid driver’s license and safe driving history. Knowledge of handicapped accessories and safe transportation practices are required. Driver will be available for scheduled medical appointments, routine shopping trips, scheduled church services and outings. Driver will interact with residents to schedule transportation and maintain an accurate appointment calendar. May assist residents with special needs such as walkers or wheelchairs and operate bus to accommodate special

needs of residents.

We treat our associates like family by offering benefits for growth, health and happiness:

- Competitive Pay!
- Flexible Schedules / Shifts
- Paid Holidays, Vacation and Personal days
- Health Insurance
- 401k Options + Company Match
- Ongoing Education & In-services

Interested in applying? See full details and how to apply [here](#)

Bus/Van Monitor – Kennedy-Donovan Center

Part-time

KDC is seeking Monitors to provides supervision to persons with disabilities or special healthcare needs while being transported to various locations as assigned. This position is part-time.

Responsibilities:

- Maintain safety and order on vehicle while in transit
- Maintain visual contact with passengers at all times
- Assure that all restraints and safety equipment are properly engaged before transit begins
- Monitor consumers' health and well being and provide care as trained
- Respond to medical emergencies as trained
- Utilize communication devices as needed to maintain contact with transportation base, destinations and other vehicles
- Ensure that when in transit, any medical equipment is positioned and secured to the floor, vehicle seat or wall of vehicle below the window line.
- Assure that vehicle interiors are kept clean and safe for passengers
- Immediately report any safety equipment (tie downs, seat belts, etc) malfunctions or needed repairs to supervisor

- Maintain agency standards of confidentiality
- Maintain a respectful manner and tone of voice with others
- Promote teamwork and open communication among staff members and consumers
- Perform other job-related responsibilities as assigned.

Required Skills

- Ability to sit for extended periods of time
- Ability to kneel, bend and lift to assist clients
- Ability to assist consumers entering and exiting vehicles
- Ability to operate all safety equipment, including wheelchair tie-downs.
- Ability to propel consumers' manual or power wheelchairs to assure safe movement on and off the vehicle lift.

At Kennedy-Donovan Center, everything that we do is tied to our mission. No matter your role at KDC, we are all working together to support individuals with developmental delays, disabilities, or family challenges to pursue their personal potential and success in the community.

With over 50 years of experience in the Human Services field, we provide employees with an opportunity to join a forward-thinking agency. You can be a part of a team that provides support for over 10,000 individuals and their families every year. And our focus isn't just on empowering those we support-but at KDC our goal is to empower you. We value the opportunity to allow our employees to advance their careers by exploring opportunities available to them, all while providing you with the resources and tools you need to succeed. KDC is not just a job, it is a career- a career in which our employees are able to collaborate and learn from one another to succeed together.

Requirements

- Must be at least 19 years of age. Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.

Interested in applying? See full details and how to apply [here](#)

Merchandise Associate – The TJX Companies, Inc (Fairhaven)

All 1,000 of our Marshalls stores embrace discovery, from designer luggage to statement shoes. Our assortment of brands is always changing, but our mission to provide the surprises that make the everyday a little more fun is unwavering. Just like working here. Everyone encourages each other and embraces the excitement that can come with change. Each shift is a new opportunity to Discover Different.

Job Summary:

Responsible for delivering a highly satisfied customer experience demonstrated by engaging and interacting with all customers, embodying customer experience principals and philosophy, and maintaining a clean and organized store environment. Adheres to all operational, merchandise, and loss prevention standards. May be cross-trained to work in multiple areas of the store in order to support the needs of the business.

Responsibilities:

- Role models established customer experience practices with internal and external customers
- Supports and embodies a positive store culture through honesty, integrity, and respect
- Accurately rings customer purchases/returns and counts change back to customer according to established operating procedures
- Promotes credit and loyalty programs during customer interactions
- Maintains and upholds merchandising philosophy and follows established merchandising procedures and standards
- Accurately processes and prepares merchandise for the sales floor following company procedures and standards
- Initiates and participates in store recovery as needed

throughout the day

- Maintains all organizational, cleanliness, and recovery standards for the sales floor and participates in the maintenance/cleanliness of the entire store
- Provides and accepts ongoing recognition and constructive feedback
- Adheres to all labor laws, policies, and procedures
- Supports and participates in store shrink reduction goals and programs
- Participates in safety awareness and maintenance of a risk-free environment
- Performs other duties as assigned

Requirements:

- Possesses excellent customer service skills
- Able to work a flexible schedule to support business needs
- Possesses strong organizational skills with attention to detail
- Capable of handling multiple tasks at one time
- Able to respond appropriately to changes in direction or unexpected situations
- Possesses strong communication skills
- Capable of lifting heavy objects with or without reasonable accommodation
- Works effectively with peers and supervisors to accomplish tasks
- Retail customer experience preferred

We're reinventing retail and helping people discover that next find that's going to be their new signature look. You can be a part of their journey to look amazing. Our inventory is always changing and our approach is continually evolving, which means every day is another chance to Discover Different. In fact, that's what it's like throughout the entire TJX family, which includes TJ Maxx, HomeGoods, Sierra, and Homesense.

Discover Different also means we embrace each other's differences and unique perspectives. We consider all

applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, gender identity and expression, marital or military status. We also provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law.

Interested in applying? See full details and how to apply [here](#)

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

Employment Opportunities

Welder – City of New Bedford

PAY: 17.42 – \$24.18

Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Mandatory CORI (Criminal Offender Record Investigation) background check

per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit

www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible

for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit

www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EE0.

Director of Purchasing – City of New Bedford

PAY: \$79,326 – \$99,166

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal

leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, "community-friendly" print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department's goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district's external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Admin Manager – City of New Bedford

PAY: \$54,278 – \$67,853

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Handle customer and city residents' issues in a professional manner that meets the City's standards; assists residents, customers, or vendors that come to the Department office.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Diesel Engine Repairman – City of New Bedford

PAY: 17.42hr – \$24.18hr

Performs various types of skilled repairs on diesel equipment. Trouble shoots all types of diesel equipment in use by the City to determine repair costs. Diagnoses and repairs work in the area of electrical systems, fuel systems, ignition systems. Ability to read and understand all schematics in the related field. Disassembles, overhauls, removes and replaces all types of engines. Diagnoses, repairs or replaces transmissions, four wheel drive components, hydraulic pumps,

or any related components.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of Class B CDL or the ability to obtain one within six months of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Mason – City of New Bedford

PAY: \$17.42hr – \$24.18hr

Performs work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles such as wall, floors and other structural projects. Performs masonry repairs and brickwork, pours new concrete sidewalks, installs blue stone and pours foundations.

Thorough knowledge of laying bricks, stone, concrete blocks and tiles in construction, alteration or repair of walls, floors, passageways or other structures. Constructs and repairs brick work in sewers, catch basins and manholes. Lays and sets cut stone. Performs all phases of cement work.

High school graduate or GED equivalent preferred. Possession of a valid Massachusetts driver's license and good driving record.

Requires two years' paid experience in masonry trade.

Knowledge of equipment, materials and supplies used in masonry work, and equipment and supplies used to do minor repairs. Skills in operation of listed tools and equipment. Ability to work independently and complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO.

New Bedford has a residency requirement.

Sewage Disposal Systems Maintenance Foreman – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Assists in the supervision of maintenance staff under the direction of the Superintendent of Wastewater. Assists in planning and scheduling maintenance and preventive maintenance work of the pumping stations and wastewater system to make maximum effective use of employees, equipment and material within an approved budget and quality standards.

Develops and implements a program to meet the preventative and emergency maintenance of the wastewater systems including unplugging blockages, flushing and rodding lines to prevent blockages and accumulation of grit, rags and other debris. Makes inspections to check that standard maintenance procedures are being followed.

Reviews the maintenance needs of the pumping stations and wastewater system, and develops procedures and programs for

the maintenance and preventative maintenance of the system and related appurtenances. Investigates, diagnoses and recommends correction of abnormalities occurring within the pumping station, wastewater system, structures and related appurtenances.

Makes continuous inspections to check that standard maintenance procedures are being followed and detects the existing or potentially unsafe or unhealthy working procedures, equipment or conditions.

Participates in safety committee activities.

High school education or GED equivalent is highly regarded. Five years of progressively responsible experience in mechanical maintenance and the maintenance of wastewater systems and appurtenant structures and devices. Eligible for, or possession of, certification in wastewater collection maintenance at the appropriate level required of the New Bedford system.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Library Assistant – City of New Bedford

PAY: \$15.00/hr, 15 hours per week

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Possession of a valid Massachusetts driver's license and good driving record preferred. Ability to speak Spanish preferred. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. New Bedford has a residency requirement. EE0.

Two positions: Electrician & Carpenter – City of New Bedford's Dept. of Facilities & Fleet Management

ELECTRICIAN

PAY: \$25.54/HR

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment. Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators,

transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and repair electrical parts.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Is required to respond to callbacks on a 24-hour basis as needed for emergencies in the opinion of the Director.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

CARPENTER

PAY: \$16.04 – \$21.84

Reads and understands blueprints, drawings and specifications of building methods, means and materials. Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood

work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Director of Human Resources – City of New Bedford

PAY: \$96,271 – \$120,347

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments; answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents

management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

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Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

Massachusetts Civil Service has announced the 2020 Firefighter examination

The 2020 Municipal Firefighter Exam consists of two components, a written test 50% and an entry-level physical ability test (ELPAT) 50%.

KEY DATES FOR THE FIREFIGHTER EXAM

- Application Opening: October 28, 2019
- Application Deadline: February 4, 2020*
- Notices to Appear for Written Test Emailed: March 7, 2020
- Written Test Date: March 21, 2020
- Notices to Appear for ELPAT Emailed: TBD
- Score Release Date: TBD
- Employment/Experience (E/E) Last Day to Appeal: TBD
- Eligible List Established Date: TBD

Eligibility: Entry-level, open to public

Written Test Location: Various Sites across the state

ELPAT Test Location: 571A Main Street, Hudson, MA 01749

*Examination Fee: \$200**

* There is an additional \$50 late fee for applications received after February 4, 2020. Applications will NOT be accepted after February 18, 2020.

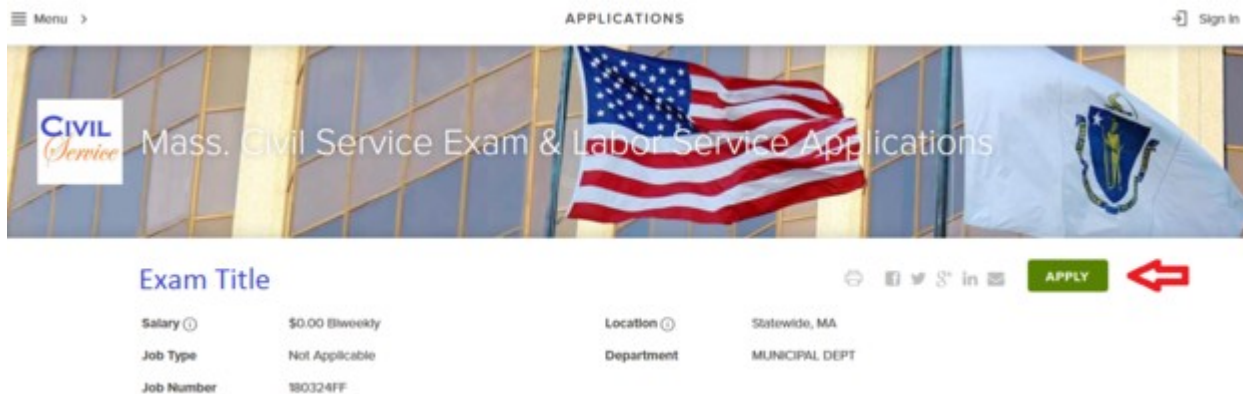
ADDITIONAL RESOURCES

Firefighter Written Test Preparation Guide.

Next Steps

1. Create your Civil Service online account.
2. Apply for 2020 Firefighter Exam.
3. Read Firefighter Written Test Preparation Guide.
4. Find out upcoming Open Houses for 2020 Firefighter Exam.

HOW TO APPLY FOR 2020 FIREFIGHTER EXAM



1. Find the application for 2020 Firefighter Exam.
2. Read about the exam information and find out if you're eligible to take the exam.
3. Click **Apply** in the top right corner of the exam poster and follow the instructions to submit your application.
4. Once you've successfully submitted your application, you'll see a **Click to Pay** button. Click the button to pay for your exam. Be sure to pay for the correct exam.
5. You'll receive two confirmation emails when you've completed the process:

- ◆ an email confirming that your application has been received
- ◆ an email confirming that your payment has been received

Your application is not complete until you have received both confirmation emails. Once you receive the successful payment confirmation email, you may ignore the option to Submit Payment which may still be displayed in your account.

NOTE

Please ensure that your email address is up to date on your account. If you need to change anything on your account, please see here for instructions: Update Your Account Contact

Information. All notices are sent by email. Please check your junk or spam mail folder for the email before contacting this office. You are also able to view all email notices sent to you from our office by logging into your Civil Service account and viewing your inbox.

CONTACT

Civil Service Unit

100 Cambridge Street, Suite 600, Boston, MA 02114

Phone: (617) 878-9700 or 1-(800)-392-6178

The South Coast Hot Jobs List – November 10, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 10, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Wood Components Assembler – National Lumber Family of Companies (New Bedford)

Full-Time

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying careers, not just jobs. Currently, we have an opportunity available for a Wood Components Assembler in our manufacturing plant – Reliable Truss and Components – a division of National Lumber. Ambitious individuals who want to move up in a company should apply. Co-workers support each other and teamwork is encouraged. This is a nice opportunity to join a growing

company and work with a friendly team.

Job Description:

Duties include setting up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. State of the art technology will be used. Those with transferable skills may be considered. Full time with full benefit package.

Qualifications:

- Wood construction/framing experience
- Prior work in a manufacturing plant setting

Benefits:

- Medical, Dental, Vision, Life Insurance, Disability Insurance, Paid Vacation, Paid Sick Time, 401k, Uniform Allowance, Employee Discount, Tuition Reimbursement

Experience:

- Wood construction assembly: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)
- Building materials industry: 1 year (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Tuition reimbursement

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative.

Interested in applying? See full details and how to apply [here](#)

Multiple Positions – Complete Labor & Staffing

IMMEDIATE OPENINGS for multiple positions.

Complete Labor and Staffing is looking for the following:

- Carpenters
- Manufacturing
- Production

REQUIREMENTS: Reliable transportation and a drivers license.

Stop by their downtown New Bedford Location and ask for Katie.

If you meet the above requirements just bring yourself down to 256 Union Street, New Bedford.

They are open daily from 5am until 7pm.

If you are willing and able to work hard and have a positive attitude, Complete Labor & Staffing will put 100% effort into finding the right assignment for you.

Their offices open at 5:00AM, and we begin the process of finding the right assignment for you that matches the skills you possess and interest that you have.

Many assignment begin daily, and many progress to week-long assignments and in often cases, full-time employment!

Please stop by one of our 10 locations, complete an application and meet us! Let's get you to work!

What is needed to apply:

Please bring two forms of valid ID (Example: Driver's License, State Id, Military Id, Passport, in conjunction with Social Security Card, Birth Certificate)

You will be required to fill out an application.

If you have any certifications, Example: Osha, CDL-A, Medical Card, Dot Card, Forklift Certification etc. please provide them.

A resume is helpful, but not required

Located at:

256 Union Street
New Bedford. MA
508-858-5595

Retail Sales Associate – Amazing Intimate Essentials and Smoke Shop (Fairhaven)

Part-time

We are seeking a part-time Retail Sales Associates responsible for generating sales by positively and proactively engaging with customers. These trusted advisers can apply their knowledge of trends to enhance the customer's experience and ensure that they leave feeling fabulous!

Responsibilities:

- Influence customer buying decisions by educating customers on products, offers and specials
- Maintain a selling environment focused on the customer first
- Work as a team player to ensure each customer receives the best service possible
- Adherence to all retail policies and procedures
- Perform daily department maintenance tasks including stock work, re-merchandising, display, price markdowns, merchandise transfers and light cleaning

Qualifications:

- Ability to work a flexible schedule including nights and weekends
- Sincere desire to work with a diverse customer, selling apparel and novelties
- Ability to communicate with customers and employees
- Proven ability to set and achieve sales goals
- Ability to quickly learn new procedures and processes
- Ability to receive feedback and take action when appropriate
- Ability to effectively maneuver around sales floor and stockroom, repetitive bending, prolong standing, twisting,

stooping, squatting, climbing

- Must be 18 years of age
- Must be able to lift and carry up to 25 lbs
- Must be eligible to work in the US
- Other tasks as assigned

We are an Equal Employment Opportunity Commission.

Experience:

- Retail Sales: 2 years (Required)

Education:

- High school or equivalent (Required)

Additional Compensation:

- Commission
- Bonuses
- Store Discounts

Benefits:

- Store Discount
- Opportunity for Advancement

Paid Training:

- Yes

This Job Is:

- Open to applicants who do not have a college diploma
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more

Interested in applying? See full details and how to apply [here](#)

Director of Human Resources – City of New Bedford

PAY: \$96,271 – \$120,347

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances,

benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments; answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Health Center Manager – SStar

Job Description:

Overall responsibility for Health Center operation, including patient flow, telephone transactions, and team interaction to provide quality and efficient healthcare. Please visit www.sstar.org to learn more about our facilities.

Specific Responsibilities

- Ensures clinical records and peer reviews per Health Center policy and procedure.
- Monitors quality of services by participation and/or review of quality assurance activities, co-chairs the Health Center's TQM Committee.
- Participates in SSTAR committees relevant to the Health Center, including monthly Leadership and Board of Directors meeting. Designates staff to represent Health Center on other SSTAR committees.
- Responsible for coordination of health center's risk management activities and represents the health center on the agency's Risk Management Committee
- Represents the health center with outside organizations, as deemed by the CEO, such as MLCHC, HRSA, ACOs,
- Meets with the Medical Director of the Health Center periodically to formulate Health Center policy, clinical & Procedures and report on Health Center operation.
- Ensures implementation of health care provider policies and procedures; assigns appropriate tasks to personnel consistent with their job descriptions and evaluates performance.
- Provides direct care as necessary, corresponding to current licensure.
- Promotes and maintains compliance with Federal, State, and Local regulations.
- Researches and prepares grant RFRs to increase revenue and services at the health center.
- Prepares reports required by SSTAR, HealthFirst and Federal

and State funding sources.

- Determines/oversees client services provided at clinic in collaboration with the medical director.
- Responsible for recruitment of staff to ensure medical coverage for services.
- Responsible for updating current agreements and contracts of outside providers/agencies.
- Other duties as required

Experience and Skills:

Level of Education: Master's Degree

1. Minimum of 2 years knowledge/practice in Health Center Office Management preferred.
 2. Current License in job expertise in medical field, i.e. RN, MD, NP.
 3. Computer skills required for grant writing – knowledge of MSWord, Excel
 4. Knowledge of electronic records system, NextGen preferred
 5. Ability to work in a team approach with excellent people skills
- At least two years continuous sobriety is required for people in recovery from drugs or alcohol

Job Benefits:

Medical, Dental, Vision, Generous Time Off Accrual System, Company paid Life and Short Term Disability, 403B Retirement Plan, Pet insurance and AFLAC.

Please go to sstar.org to fill out an online application.

Customer Service Representative & Receptionist – Empire Ford

Receptionist/Cashier/Customer Service

Job Description:

As a Receptionist/Cashier you will work with our service customers to ensure that the customer's communications needs are met during their overall experience. This position requires strong attention to detail and the ability to multi task. The ideal candidate has a can-do positive attitude . You will be interacting closely with customers and will need to maintain a high level of service aptitude. This position is the first impression our customers have of our company. Therefore, a commitment to consistently extraordinary customer service is required. This is a full time position. Automotive Experience Preferred, but not required.

Service Requirements:

HOURS 7:30AM-4:30PM MONDAY, TUESDAY, WEDNESDAY & FRIDAY & THURSDAY 12PM-9PM

Genuine desire to serve

High School Diploma a MUST

Ability to handle multiple tasks at once

Meticulous attention to detail

Consistent composure

On Time & Reliable

Enthusiastic presence

Professional appearance and communication

Desire to be the best

Receptionist/Cashier/Customer Service Responsibilities:

Answer several phone lines

Assist customers

Cashier

Job Type: Full-time

Please submit resume to: calexander@buyempireautogroup.com

<https://www.empirefordofnewbedford.com/>

Automotive Technicians, Parts Dept. and Service Advisors –

Empire Ford

Empire Ford is looking to hire for several key positions at their growing dealership in New Bedford. Portuguese and Spanish speaking a plus! These are full time jobs with excellent benefits.

Please submit resumes to: jdio@buyempireautogroup.com

Automotive Service Advisor/Writer

They are seeking a full-time Automotive Service Advisor/Writer with a minimum of 2 years experience. Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product knowledge to effectively assist customers with service maintenance and warranty information.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent.

Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.

Must be able to perform basic computer skills and will be trained on how to use our internal system.

Ford experience a plus. **Portuguese and Spanish speaking a**

plus.

Please submit resume to: jdio@buyempireautogroup.com

Automotive Technician

Due to an increase in sales we are expanding our service department to accommodate the higher demand of service work!

WHAT WE OFFER: Automotive Technician Benefits

Competitive Pay Scale

State-of-the-art facility

401(k)

Paid vacation

Health insurance

Dental insurance

Great culture and work environment

RESPONSIBILITIES: Automotive Technician

Troubleshoot, diagnose and repair components

Willingness and ability to maintain current product technical knowledge, ability to estimate time of service or repair of job for efficient scheduling

Knowledge of parts requirements to complete a job

Ability to comply with quality control and inspection requirements

A self-starter who is organized and dependable

Communicate well with others

Perform basic computer skills and will be trained on how to use our internal system.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Ford experience a plus. Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com

Automotive Parts Counterperson

Due to Explosive Growth we are looking for another full-time Parts Counter Person with TWO OR MORE years of dealership experience. Candidate should enjoys working with the public and have a friendly and out-going personality. We are a team-oriented company looking for someone who displays a positive attitude when working with customers and co-workers. Must be responsible, courteous and professional.

Candidate must be detail oriented, able to work independently and manage his or her time and workflow. Must be alert to sales opportunities by the taking the time to ask customers questions and provide information about parts and service. Must research the availability of certain parts, either within the retail facility or from other sources if necessary and must search parts numbers using the computer.

Prior Ford parts experience helpful and knowledge of wholesale parts a plus.

Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com



Youth Mentor – Kennedy-Donovan Center, Inc.

Responsibilities:

- Provide the designated hours of supportive mentoring weekly per assigned participant.
- Establishes and maintains relationships with other agencies and organizations in the community toward meeting community needs and services.
- Ensures compliance and adherence to the Kennedy-Donovan Center and the Department of Children and Families (DCF) philosophy and mission statements.
- Assess individual's needs and develop safe and helping relationships with assigned individuals.
- Participate in the development of treatment plans.
- Provide advocacy for individuals as needed.
- Collaborate with internal and external resources and community providers to ensure timely, safe, and appropriate placement services.
- Comply with all KDC and DCF documentation requirements
- Participate and co-lead monthly LIFT trainings held at KDC

- Provide transportation to identified appointments.
- Provide assistance with job placement activities.
- Provide opportunities for recreational activities.
- Perform other job-related responsibilities as assigned.

Required Skills:

- Extensive Travel required
- Ability to sit for extended periods of time
- Frequent telephone use required
- Ability to use computer

Sign On Bonus:

- \$250.00 after successful completion of 90 days of employment
- \$250.00 after one year of employment

Experience

- Experience with the Department of Children and Families (DCF) preferred. Commitment to community based supports to individuals. Able to meet required competency level in Microsoft Office software. Knowledge of community resources available to assist participants in achieving their goals.
- High School/GED or better

Interested in applying? See full details and how to apply [here](#)

Head Start/Lead teacher – P.A.C.E.

JOB POSTING for People Acting in Community Endeavors, INC.

Hiring for: Early Head Start Infant/toddler LEAD Teacher

Salary: \$16.02 to \$21.93 per hour, 40 hrs. per week 52 weeks per year

Qualifications:

Candidates MUST be EEC Infant/Toddler Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher. Candidates will be

supervised under the direction of the Education Office, and will have responsibility for planning and managing daily activities in the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid model. Communication with families, home visits, leading parent-teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.

Valid drivers license required. Must be able to pass CORI and DCF background checks.

Low coast Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5pm on Thursday, October 31st.

HOW TO APPLY: You must email a cover letter with your mailing address, title of position and resume/application to: hrjobapplications@paceinfo.org OR you may mail the same information to:

PACE Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources



Adult Companion – Kaleidoscope Family Solutions Inc

(Dartmouth)

Come create a colorful difference with Kaleidoscope Family Solutions (KFS)! We are looking for dedicated and committed In Home Case Managers who are striving to make a difference in the lives of the individuals we serve.

SUMMARY OF RESPONSIBILITIES

The primary role of the In Home Case Manager is to assist individuals acquire and maintain skills to improve their daily-living, domestic, adaptive, and socialization skills.

Responsibilities will vary from case to case but may include:

- Supporting individuals learn, maintain or improve skills through their participation in a variety of activities of everyday life
- Engage in activities with the individuals to allow them to live in the community, to live more independently, or to be more productive and participatory in community life
- Submit accurate and complete daily progress notes for each shift worked with individual
- Maintain annual 24 hour training requirements

REQUIRED EXPERIENCE & EDUCATION

- Must be compassionate and willing to care for the well-being of others
- Minimal of a High School Diploma or General Equivalency Diploma (GED)
- Willing to comply with required policies, standards and regulations
- Must have a valid driver's license and existing insurance
- Must be willing to complete given background checks
- Must be willing to drive individuals in personal car throughout the community
- Must have flexible availability
- Excellent organizational, interpersonal, and communication skills

ADVANTAGES

- Paid on a weekly basis
- Flexible work hours including evenings and weekends
- Personal and professional fulfillment in an impactful role

ORGANIZATION OVERVIEW

Kaleidoscope Family Solutions, Inc. provides community and home based services to persons with developmental and intellectual disabilities. Our team partners with family members and existing providers to create individualized goals allowing the team to help improve their life experiences.

Interested in applying? See full details and how to apply [here](#)

Crew Members and Supervisors – Auntie Anne’s Pretzels (Dartmouth)

Full-time, Part-time, \$12.00 to \$12.59 /hour

The Crew Member position provides an excellent training background for those aspiring to become successful Supervisors and Store Managers. The Crew Member job offers challenges, excitement, and a lot of customer interaction.

Responsibilities include performing all essential duties of pretzel making, ensuring customer satisfaction and product quality, always participating in the team effort, and maintaining safety and security at all times.

We offer an exciting work environment where you are valued as part of our team. If you are a motivated, energetic, results-oriented individual apply now!

Crew Members must be able to work in a fast-paced environment. Have excellent customer service skills, communication skills, and a positive attitude. Must be able to occasionally lift 50 lbs.

Additional Compensation:

- Store Discounts

Interested in applying? See full details and how to apply [here](#)

Day Hab Aide – Crystal Springs Inc. (Assonet)

Full-time, \$12.30 to \$14.30 /hour

Summary

We are looking for two dependable team members for our ABLE II Day Hab facility. This is a 1:1 position that is 30 hours per week, Monday – Friday from 9:00 am – 3:00 pm.

Crystal Springs is dedicated to creating a nurturing environment where people will be treated with dignity, respect, care, and compassion supporting them to achieve their greatest potential while becoming contributing members of the community.

The Day Habilitation Aide will provide support to individuals in active treatment/teaching of Habilitative goals/objectives and direct care supports in a manner that promotes development of independent and community integration skills and an improved quality of life.

Job Duties:

- Provides 1:1 care, skilled teaching, supports and evaluation of required programmatic services.
- Transports, accompanies and supports individuals to and from home, medical, dental and psychiatric appointments and / or leisure activities.
- Assists in providing crisis assessment, prevention and needed intervention according to trained Crisis Prevention Intervention (CPI)
- Attends pool and gym with individuals

Requirements:

- High School diploma or G.E.D. equivalent and/or Bachelor's Degree in related field preferred.
- Must have at least one-year experience/specific skills in working with developmentally disabled individuals in a

Habilitation/vocational setting.

- Valid Drivers license for 6 months with clean driving record
- Ability to pass van driving in-service
- Ability to pass an acceptable Criminal Records Check (CORI)
- Ability to maintain and conduct functional life skill, behavioral and therapeutic programs, ability to collect data and maintain records as established within day program
- One year's previous experience working with individuals with severe to profound developmental disabilities.

Experience:

- Relevant: 1 year (Required)

Education:

- High school or equivalent (Required)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Parental leave

Interested in applying? See full details and how to apply [here](#)

Medical Secretary – Steward Health Care (Dartmouth)

Are you looking for an exciting, professional career with a company that treats each individual with dignity and respect? We take pride in our work and organization knowing that we each make a difference in the lives of our patients every day!

Steward Medical Group at Hawthorn Medical Associates is looking for an enthusiastic, professional Medical Secretary with a positive attitude, along with the ability to work both independently and on a team in a fast-paced environment!

The successful candidate will:

- Be responsible for scheduling, referral management, check-out, triaging calls appropriately while managing a multi-line phone system.
- Scheduling appointments accurately and efficiently.
- Manage physician schedules by following up on patient no-shows.
- Demonstrate courteous phone manners and cooperative behavior towards patients, visitors, coworkers and providers.
- Perform duties as a team member, integrating activities with fellow employees and providers in all departments.

Qualifications:

- High School diploma or equivalent required. At least 2 years of prior medical secretary or medical office experience.
- Must be familiar with using an electronic medical record (EMR) such as Athena, and have a strong understanding of medical terminology.
- Experience working with various insurance companies to obtain prior authorizations plans and referral procedures strongly preferred.

Interested in applying? See full details and how to apply [here](#)

Crew Member – Five Guys Burgers & Fries (Dartmouth)

Five Guys Burgers and Fries is one of America's most successful hamburger concepts, not just for its food, ranked the #1 burger in America by the Zagat survey, but also because of its employees.

We have a unique work environment where you're trained to work every position in the restaurant. From the register, to the grill, to morning prep and evening close, our crew members become a team working in all aspects of the restaurant.

We also have a unique crew bonus program that provides the opportunity to earn cash bonuses two times per week giving our crew members the opportunity to earn much higher incomes.

We have an open kitchen experience so its fun and its loud with lots of team communication. The crews burger creation is part of the customer experience.

So, what's it take to be a successful Five Guys crew member?

- Energy & Stamina it's a team-based work environment and crew energy is important.
- Ability To Work At A Fast Pace Our kitchens have a lot going on and there's lots of on-the-line communication and job rotation. It's not for everybody.
- Good Communication Our crew is vocal and supports and works with each other on what's happening in real-time during each shift.
- Love For Burgers and Classic Rock and Roll We make some of the best burgers and fries in the biz and do it to the sounds of classic rock and roll. Yes, singing is encouraged.
- Caring About Your Teammates Always working for the success of your team.

We provide Health Insurance (including Dental and Vision options) to crew members once they achieve 'full-time' status, 401K/Roth Retirement Plans with Employer Matches, Paid Personal Days, Complimentary Meals, Excellent Starting Pay and escalation of pay based upon performance, Voluntary Employer-Sponsored Fun Outings and Retreats, On-line and Hands-On Training Programs, and also Excellent Opportunities for Advancement.

Interested in applying? See full details and how to apply [here](#)

Janitor and Cleaner – King Village Apartments (New Bedford)

Looking for a part-time cleaner Monday, Wednesday & Friday of each week to Clean Bathrooms, vacuum, mop, Take out trash and clean empty apartments for new move-ins. Needs someone who is very reliable, consistent, detail-oriented and Hard-Working.

Interested in applying? See full details and how to apply [here](#)

Utility Pole Inspection Foreman – OSMOSE UTILITIES SERVICES INC

Full-time

Job Description

Are you looking for a career with excellent advancement potential where you get to work outdoors and utilize leadership abilities? Start your career with Osmose! FACT: 90% of our Senior Management started with Osmose in the Foreman position!

Osmose Utilities Services, Inc. is an 80-year strong company that provides a variety of services to the electric and telecommunications industries. Learn more about us at www.osmose.com

We are proud to offer:

- \$23 per hour (after training) plus an opportunity for weekly production bonuses based on individual initiative and crew performance
- See the average income per Foreman Level here: www.osmosehiring.com/become-a-foreman
- Paid on-the-job training. You earn while you learn at a rate of \$20 per hour during the 8-9-week training program
- Family medical and dental insurance
- 401k retirement plan
- Full-time, year-round employment with overtime potential
- Paid vacations and holidays
- Company truck and tools
- Excellent advancement opportunities with a rapidly growing company

Do you have what it takes to be an Osmose Foreman?

- Must be at least 21 years old
- High school diploma or GED
- Have the leadership ability required to supervise and motivate a working field crew
- Can assume full responsibility for the safe operation and

maintenance of a company vehicle, equipment, and tools

- Ability to positively represent the Osmose organization to customers and the communities in which they work
- Enjoy working outdoors in all types of weather and have the desire to actively participate in physically demanding work lifting or moving up to 50 lbs. on a regular basis
- Possess a valid driver's license
- Willing to travel locally, statewide or regionally as required

Responsibilities include:

- Hiring, training, and supervising a field crew of 1-5 people
- Maintain all tools, vehicles, and equipment
- Achieve expected safety, quality, and production goals
- Collect field data and maintain daily and weekly reports
- Embrace the core values of the company

For a career opportunity that involves outdoor work, travel, excellent income potential and the opportunity for advancement, please apply online no later than October 30th.

Osmose is an equal opportunity employer. M/F/D/V

Interested in applying? See full details and how to apply [here](#)

Sales Associate – Pacific Sunwear (Dartmouth Mall)

Part-time

Overview

The Sales Associate is responsible for generating sales through exhibiting passion for product, brands, fashion and trends with all customers. The Sales Associate is also responsible for executing initiatives and tasks as assigned by the leadership team. Overall, the Sales Associate is expected to work as a positive member of the store team and consistently provide an exceptional customer experience.

Responsibilities

- Reflects the PacSun brand by demonstrating passion and affinity for product, brands, fashion and trends.
- Contributes to a positive working environment by consistently exhibiting core value behaviors
- Maintains and drives the company's fashion image by adhering to the Employee Appearance Guidelines
- Demonstrates willingness, aptitude, and initiative to learn what is unknown about product, brands, fashion and trends
- Strive to improve individual performance while working as a productive member of the team

Customer Experience

- Delivers an engaging, positive and authentic customer experience with all customers
- Focuses on full-price selling while maintaining awareness of product value and promotions
- Handles customer situations in compliance with policy and procedures, attempts to "solve for yes" and partners with the leadership when dealing with escalated issues
- Completes all assigned tasks in a timely and efficient manner
- Executes all visual directives and maintains visual standards set by the company and as directed by the management team
- Supports high standards of organization and cleanliness, promoting a safe working and shopping environment to maximize the customer experience
- Upholds and complies with all company policies as outlined in the Policy and Procedure Manual, Code of Business Conduct, Employee Policy Guide and the Safety Program
- Complies with all Loss Prevention policies, and communicates violations directly to the leadership team or via the Silent Witness Hotline
- Shares feedback from customers with the leadership team to improve the overall customer experience
- Results Driven
- Actively participates in all company and store contests and

events

- Stays current on all financial goals and priorities
- Assists the leadership team in achieving all sales and operational goals

Additional Responsibilities

- Ability and willingness to take on additional tasks
- Adheres to federal, state and local labor laws
- Ability to work flexible hours and understands and complies with all scheduling policies and practices
- Secures and maintains any assigned company property
- Ability to safely lift up to 50 pounds
- Ability to utilize power tools and navigate a ladder as needed
- Ability to work on the store sales floor for extended periods of time (up to 90% of shift)

Qualifications

- Passion for product, brands, fashion and trends
- Excellent selling skills
- Proven to exhibit a friendly, out-going, open-minded, engaging personality that enjoys being a team player
- Strong time management, communication, and organizational skills
- Ability to receive feedback and take action when appropriate
- Basic math and computer proficiency
- Previous retail experience preferred

Physical Demands

List equipment to be operated, lifting requirements, crouching, bending, etc required by the job. Lifting in pounds should be clarified, stating the weight of objects that need to be lifted, such as "ability to lift objects weighing 35 pounds." For most other positions, language like "operate normal office equipment," "ability to travel" or "extensive use of computer" are helpful.

Interested in applying? See full details and how to apply [here](#)

Dietary Aide – High Point Treatment Center

Immediate openings for Full and Part-Time kitchen aides. Available shifts include 6:30-3pm, 10:30-7Pm and 3:00PM to 7:00 PM M-F and Weekend shifts. New hourly rates including weekend differential rates increase. Daily responsibilities include prepping, delivering, setting up and serving food at mealtime. Qualifications: Must be 16 years or older. Must have the ability to interact and communicate respectfully with patients, staff and visitors. Conveniently located in New Bedford near bus stop and RT 195. Excellent Benefit Packages. Applications available at 108 N. Front St. or Call Food Service Director for further information at 774-628-1046. EOE

Education Level:

- High School Diploma or Equivalent

Experience:

- Food Service: 1 year (Preferred)
- Dietary: 1 year (Preferred)
- Dietary aide: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

Interested in applying? See full details and how to apply [here](#)

Bus/Van Monitor – Kennedy-Donovan Center

Part-time

KDC is seeking Monitors to provides supervision to persons with disabilities or special healthcare needs while being transported to various locations as assigned. This position is part-time.

Responsibilities:

- Maintain safety and order on vehicle while in transit
- Maintain visual contact with passengers at all times
- Assure that all restraints and safety equipment are properly

engaged before transit begins

- Monitor consumers' health and well being and provide care as trained
- Respond to medical emergencies as trained
- Utilize communication devices as needed to maintain contact with transportation base, destinations and other vehicles
- Ensure that when in transit, any medical equipment is positioned and secured to the floor, vehicle seat or wall of vehicle below the window line.
- Assure that vehicle interiors are kept clean and safe for passengers
- Immediately report any safety equipment (tie downs, seat belts, etc) malfunctions or needed repairs to supervisor
- Maintain agency standards of confidentiality
- Maintain a respectful manner and tone of voice with others
- Promote teamwork and open communication among staff members and consumers
- Perform other job-related responsibilities as assigned.

Required Skills

- Ability to sit for extended periods of time
- Ability to kneel, bend and lift to assist clients
- Ability to assist consumers entering and exiting vehicles
- Ability to operate all safety equipment, including wheelchair tie-downs.
- Ability to propel consumers' manual or power wheelchairs to assure safe movement on and off the vehicle lift.

At Kennedy-Donovan Center, everything that we do is tied to our mission. No matter your role at KDC, we are all working together to support individuals with developmental delays, disabilities, or family challenges to pursue their personal potential and success in the community.

With over 50 years of experience in the Human Services field, we provide employees with an opportunity to join a forward-thinking agency. You can be a part of a team that provides support for over 10,000 individuals and their families every

year. And our focus isn't just on empowering those we support- but at KDC our goal is to empower you. We value the opportunity to allow our employees to advance their careers by exploring opportunities available to them, all while providing you with the resources and tools you need to succeed. KDC is not just a job, it is a career- a career in which our employees are able to collaborate and learn from one another to succeed together.

Requirements

- Must be at least 19 years of age. Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.

Interested in applying? See full details and how to apply [here](#)

Merchandise Associate – The TJX Companies, Inc (Fairhaven)

All 1,000 of our Marshalls stores embrace discovery, from designer luggage to statement shoes. Our assortment of brands is always changing, but our mission to provide the surprises that make the everyday a little more fun is unwavering. Just like working here. Everyone encourages each other and embraces the excitement that can come with change. Each shift is a new opportunity to Discover Different.

Job Summary:

Responsible for delivering a highly satisfied customer experience demonstrated by engaging and interacting with all customers, embodying customer experience principals and philosophy, and maintaining a clean and organized store environment. Adheres to all operational, merchandise, and loss prevention standards. May be cross-trained to work in multiple areas of the store in order to support the needs of the business.

Responsibilities:

- Role models established customer experience practices with

internal and external customers

- Supports and embodies a positive store culture through honesty, integrity, and respect
- Accurately rings customer purchases/returns and counts change back to customer according to established operating procedures
- Promotes credit and loyalty programs during customer interactions
- Maintains and upholds merchandising philosophy and follows established merchandising procedures and standards
- Accurately processes and prepares merchandise for the sales floor following company procedures and standards
- Initiates and participates in store recovery as needed throughout the day
- Maintains all organizational, cleanliness, and recovery standards for the sales floor and participates in the maintenance/cleanliness of the entire store
- Provides and accepts ongoing recognition and constructive feedback
- Adheres to all labor laws, policies, and procedures
- Supports and participates in store shrink reduction goals and programs
- Participates in safety awareness and maintenance of a risk-free environment
- Performs other duties as assigned

Requirements:

- Possesses excellent customer service skills
- Able to work a flexible schedule to support business needs
- Possesses strong organizational skills with attention to detail
- Capable of handling multiple tasks at one time
- Able to respond appropriately to changes in direction or unexpected situations
- Possesses strong communication skills
- Capable of lifting heavy objects with or without reasonable accommodation

- Works effectively with peers and supervisors to accomplish tasks
- Retail customer experience preferred

We're reinventing retail and helping people discover that next find that's going to be their new signature look. You can be a part of their journey to look amazing. Our inventory is always changing and our approach is continually evolving, which means every day is another chance to Discover Different. In fact, that's what it's like throughout the entire TJX family, which includes TJ Maxx, HomeGoods, Sierra, and Homesense.

Discover Different also means we embrace each other's differences and unique perspectives. We consider all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, gender identity and expression, marital or military status. We also provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law.

Interested in applying? See full details and how to apply [here](#)

Two positions: Electrician & Carpenter – City of New Bedford's Dept. of Facilities & Fleet Management

ELECTRICIAN

PAY: \$25.54/HR

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment. Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and

other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and repair electrical parts.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Is required to respond to callbacks on a 24-hour basis as needed for emergencies in the opinion of the Director.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

CARPENTER

PAY: \$16.04 – \$21.84

Reads and understands blueprints, drawings and specifications of building methods, means and materials. Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables,

shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for

processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

Employment Opportunities

Welder – City of New Bedford

PAY: 17.42 – \$24.18

Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or

method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City

employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis

and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability

to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Director of Purchasing – City of New Bedford

PAY: \$79,326 – \$99,166

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EE0.

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, “community-friendly” print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department’s goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor’s degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years’ experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years’ experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Admin Manager – City of New Bedford

PAY: \$54,278 – \$67,853

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Handle customer and city residents' issues in a professional manner that meets the City's standards; assists residents, customers, or vendors that come to the Department office.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Diesel Engine Repairman – City of New Bedford

PAY: 17.42hr – \$24.18hr

Performs various types of skilled repairs on diesel equipment. Trouble shoots all types of diesel equipment in use by the City to determine repair costs. Diagnoses and repairs work in the area of electrical systems, fuel systems, ignition systems. Ability to read and understand all schematics in the related field. Disassembles, overhauls, removes and replaces all types of engines. Diagnoses, repairs or replaces transmissions, four wheel drive components, hydraulic pumps, or any related components.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of Class B CDL or the ability to obtain one within six months of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Mason – City of New Bedford

PAY: \$17.42hr – \$24.18hr

Performs work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles such as wall, floors and other structural projects. Performs masonry repairs and brickwork, pours new concrete sidewalks, installs blue stone and pours foundations.

Thorough knowledge of laying bricks, stone, concrete blocks and tiles in construction, alteration or repair of walls, floors, passageways or other structures. Constructs and repairs brick work in sewers, catch basins and manholes. Lays and sets cut stone. Performs all phases of cement work.

High school graduate or GED equivalent preferred. Possession of a valid Massachusetts driver's license and good driving record.

Requires two years' paid experience in masonry trade. Knowledge of equipment, materials and supplies used in masonry work, and equipment and supplies used to do minor repairs. Skills in operation of listed tools and equipment. Ability to work independently and complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO.

New Bedford has a residency requirement.

Sewage Disposal Systems Maintenance Foreman – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Assists in the supervision of maintenance staff under the direction of the Superintendent of Wastewater. Assists in planning and scheduling maintenance and preventive maintenance work of the pumping stations and wastewater system to make maximum effective use of employees, equipment and material

within an approved budget and quality standards.

Develops and implements a program to meet the preventative and emergency maintenance of the wastewater systems including unplugging blockages, flushing and rodding lines to prevent blockages and accumulation of grit, rags and other debris. Makes inspections to check that standard maintenance procedures are being followed.

Reviews the maintenance needs of the pumping stations and wastewater system, and develops procedures and programs for the maintenance and preventative maintenance of the system and related appurtenances. Investigates, diagnoses and recommends correction of abnormalities occurring within the pumping station, wastewater system, structures and related appurtenances.

Makes continuous inspections to check that standard maintenance procedures are being followed and detects the existing or potentially unsafe or unhealthy working procedures, equipment or conditions.

Participates in safety committee activities.

High school education or GED equivalent is highly regarded. Five years of progressively responsible experience in mechanical maintenance and the maintenance of wastewater systems and appurtenant structures and devices. Eligible for, or possession of, certification in wastewater collection maintenance at the appropriate level required of the New Bedford system.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Library Assistant – City of New Bedford

PAY: \$15.00/hr, 15 hours per week

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Possession of a valid Massachusetts driver's license and good driving record preferred. Ability to speak Spanish preferred. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. New Bedford has a residency requirement. EE0.

Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

HELP WANTED: City of New Bedford is hiring for a Director of Human Resources

PAY: \$96,271 – \$120,347

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments; answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget

including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

The South Coast Hot Jobs List – November 03, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 03, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Automotive Technicians, Parts Dept. and Service Advisors – Empire Ford

Empire Ford is looking to hire for several key positions at their growing dealership in New Bedford. Portuguese and

Spanish speaking a plus! These are full time jobs with excellent benefits.

Please submit resumes to: jdio@buyempireautogroup.com

Automotive Service Advisor/Writer

They are seeking a full-time Automotive Service Advisor/Writer with a minimum of 2 years experience. Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product knowledge to effectively assist customers with service maintenance and warranty information.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent.

Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.

Must be able to perform basic computer skills and will be trained on how to use our internal system.

Ford experience a plus. **Portuguese and Spanish speaking a plus.**

Please submit resume to: jdio@buyempireautogroup.com

Automotive Technician

Due to an increase in sales we are expanding our service department to accommodate the higher demand of service work!

WHAT WE OFFER: Automotive Technician Benefits

Competitive Pay Scale

State-of-the-art facility

401(k)

Paid vacation

Health insurance

Dental insurance

Great culture and work environment

RESPONSIBILITIES: Automotive Technician

Troubleshoot, diagnose and repair components

Willingness and ability to maintain current product technical knowledge, ability to estimate time of service or repair of job for efficient scheduling

Knowledge of parts requirements to complete a job

Ability to comply with quality control and inspection requirements

A self-starter who is organized and dependable

Communicate well with others

Perform basic computer skills and will be trained on how to use our internal system.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Ford experience a plus. Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com

Automotive Parts Counterperson

Due to Explosive Growth we are looking for another full-time Parts Counter Person with TWO OR MORE years of dealership

experience. Candidate should enjoys working with the public and have a friendly and out-going personality. We are a team-oriented company looking for someone who displays a positive attitude when working with customers and co-workers. Must be responsible, courteous and professional.

Candidate must be detail oriented, able to work independently and manage his or her time and workflow. Must be alert to sales opportunities by the taking the time to ask customers questions and provide information about parts and service. Must research the availability of certain parts, either within the retail facility or from other sources if necessary and must search parts numbers using the computer.

Prior Ford parts experience helpful and knowledge of wholesale parts a plus.

Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com



Multiple Positions – Complete Labor & Staffing

IMMEDIATE OPENINGS for multiple positions.

Complete Labor and Staffing is looking for the following:

Carpenters

Manufacturing

Production

REQUIREMENTS: Reliable transportation and a drivers license.

Stop by their downtown New Bedford Location and ask for Katie.

If you meet the above requirements just bring yourself down to 256 Union Street, New Bedford.

They are open daily from 5am until 7pm.

If you are willing and able to work hard and have a positive attitude, Complete Labor & Staffing will put 100% effort into finding the right assignment for you.

Their offices open at 5:00AM, and we begin the process of finding the right assignment for you that matches the skills you possess and interest that you have.

Many assignment begin daily, and many progress to week-long assignments and in often cases, full-time employment!

Please stop by one of our 10 locations, complete an application and meet us! Let's get you to work!

What is needed to apply:

Please bring two forms of valid ID (Example: Driver's License, State Id, Military Id, Passport, in conjunction with Social Security Card, Birth Certificate)

You will be required to fill out an application.

If you have any certifications, Example: Osha, CDL-A, Medical Card, Dot Card, Forklift Certification etc. please provide them.

A resume is helpful, but not required

Located at:

256 Union Street
New Bedford. MA
508-858-5595

Youth Mentor – Kennedy-Donovan Center, Inc.

Responsibilities:

- Provide the designated hours of supportive mentoring weekly per assigned participant.
- Establishes and maintains relationships with other agencies and organizations in the community toward meeting community needs and services.
- Ensures compliance and adherence to the Kennedy-Donovan Center and the Department of Children and Families (DCF) philosophy and mission statements.
- Assess individual's needs and develop safe and helping relationships with assigned individuals.
- Participate in the development of treatment plans.
- Provide advocacy for individuals as needed.
- Collaborate with internal and external resources and community providers to ensure timely, safe, and appropriate placement services.
- Comply with all KDC and DCF documentation requirements
- Participate and co-lead monthly LIFT trainings held at KDC
- Provide transportation to identified appointments.
- Provide assistance with job placement activities.
- Provide opportunities for recreational activities.
- Perform other job-related responsibilities as assigned.

Required Skills:

- Extensive Travel required
- Ability to sit for extended periods of time
- Frequent telephone use required
- Ability to use computer

Sign On Bonus:

- \$250.00 after successful completion of 90 days of employment

- \$250.00 after one year of employment

Experience

- Experience with the Department of Children and Families (DCF) preferred. Commitment to community based supports to individuals. Able to meet required competency level in Microsoft Office software. Knowledge of community resources available to assist participants in achieving their goals.
- High School/GED or better

Interested in applying? See full details and how to apply [here](#)

Sewage Disposal Systems Maintenance Foreman – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Assists in the supervision of maintenance staff under the direction of the Superintendent of Wastewater. Assists in planning and scheduling maintenance and preventive maintenance work of the pumping stations and wastewater system to make maximum effective use of employees, equipment and material within an approved budget and quality standards.

Develops and implements a program to meet the preventative and emergency maintenance of the wastewater systems including unplugging blockages, flushing and rodding lines to prevent blockages and accumulation of grit, rags and other debris. Makes inspections to check that standard maintenance procedures are being followed.

Reviews the maintenance needs of the pumping stations and wastewater system, and develops procedures and programs for the maintenance and preventative maintenance of the system and related appurtenances. Investigates, diagnoses and recommends correction of abnormalities occurring within the pumping station, wastewater system, structures and related appurtenances.

Makes continuous inspections to check that standard maintenance procedures are being followed and detects the existing or potentially unsafe or unhealthy working procedures, equipment or conditions.

Participates in safety committee activities.

High school education or GED equivalent is highly regarded. Five years of progressively responsible experience in mechanical maintenance and the maintenance of wastewater systems and appurtenant structures and devices. Eligible for, or possession of, certification in wastewater collection maintenance at the appropriate level required of the New Bedford system.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Health Center Manager – SStar

Job Description:

Overall responsibility for Health Center operation, including patient flow, telephone transactions, and team interaction to provide quality and efficient healthcare. Please visit www.sstar.org to learn more about our facilities.

Specific Responsibilities

- Ensures clinical records and peer reviews per Health Center policy and procedure.
- Monitors quality of services by participation and/or review

of quality assurance activities, co-chairs the Health Center's TQM Committee.

- Participates in SSTAR committees relevant to the Health Center, including monthly Leadership and Board of Directors meeting. Designates staff to represent Health Center on other SSTAR committees.
- Responsible for coordination of health center's risk management activities and represents the health center on the agency's Risk Management Committee
- Represents the health center with outside organizations, as deemed by the CEO, such as MLCHC, HRSA, ACOs,
- Meets with the Medical Director of the Health Center periodically to formulate Health Center policy, clinical & Procedures and report on Health Center operation.
- Ensures implementation of health care provider policies and procedures; assigns appropriate tasks to personnel consistent with their job descriptions and evaluates performance.
- Provides direct care as necessary, corresponding to current licensure.
- Promotes and maintains compliance with Federal, State, and Local regulations.
- Researches and prepares grant RFRs to increase revenue and services at the health center.
- Prepares reports required by SSTAR, HealthFirst and Federal and State funding sources.
- Determines/oversees client services provided at clinic in collaboration with the medical director.
- Responsible for recruitment of staff to ensure medical coverage for services.
- Responsible for updating current agreements and contracts of outside providers/agencies.
- Other duties as required

Experience and Skills:

Level of Education: Master's Degree

1. Minimum of 2 years knowledge/practice in Health Center Office Management preferred.
2. Current License in job expertise in medical field, i.e. RN, MD, NP.
3. Computer skills required for grant writing – knowledge of MSWord, Excel
4. Knowledge of electronic records system, NextGen preferred
5. Ability to work in a team approach with excellent people skills

- At least two years continuous sobriety is required for people in recovery from drugs or alcohol

Job Benefits:

Medical, Dental, Vision, Generous Time Off Accrual System, Company paid Life and Short Term Disability, 403B Retirement Plan, Pet insurance and AFLAC.

Please go to sstar.org to fill out an online application.

Customer Service Representative & Receptionist – Empire Ford

Receptionist/Cashier/Customer Service

Job Description:

As a Receptionist/Cashier you will work with our service customers to ensure that the customer's communications needs are met during their overall experience. This position requires strong attention to detail and the ability to multi task. The ideal candidate has a can-do positive attitude . You will be interacting closely with customers and will need to maintain a high level of service aptitude. This position is the first impression our customers have of our company. Therefore, a commitment to consistently extraordinary customer service is required. This is a full time position. Automotive Experience Preferred, but not required.

Service Requirements:

HOURS 7:30AM-4:30PM MONDAY, TUESDAY, WEDNESDAY & FRIDAY & THURSDAY 12PM-9PM

Genuine desire to serve

High School Diploma a MUST

Ability to handle multiple tasks at once

Meticulous attention to detail

Consistent composure

On Time & Reliable

Enthusiastic presence

Professional appearance and communication

Desire to be the best

Receptionist/Cashier/Customer Service Responsibilities:

Answer several phone lines

Assist customers

Cashier

Job Type: Full-time

Please submit resume to: calexander@buyempireautogroup.com

<https://www.empirefordofnewbedford.com/>

Head Start/Lead teacher – P.A.C.E.

JOB POSTING for People Acting in Community Endeavors, INC.

Hiring for: Early Head Start Infant/toddler LEAD Teacher

Salary: \$16.02 to \$21.93 per hour, 40 hrs. per week 52 weeks per year

Qualifications:

Candidates MUST be EEC Infant/Toddler Lead Teacher qualified with an Associates/Bachelor's degree or enrolled in a program leading to a Bachelor's degree or higher. Candidates will be supervised under the direction of the Education Office, and

will have responsibility for planning and managing daily activities in the classroom as well as creating a positive social/emotional environment in accordance with the Pyramid model. Communication with families, home visits, leading parent-teacher conferences, entering observations in TSG and data into Child Plus are also essential components of this position.

Valid drivers license required. Must be able to pass CORI and DCF background checks.

Low coast Health Insurance, Dental, Vision Plan and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5pm on Thursday, October 31st.

HOW TO APPLY: You must email a cover letter with your mailing address, title of position and resume/application to: hrjobapplications@paceinfo.org OR you may mail the same information to:

PACE Inc.
P.O. Box 5-626
New Bedford, MA 02742
Attn: Director of Human Resources



Activities Aide – Sacred Heart Home

Our skilled nursing and rehabilitative care facility has an opening for: Activities Aide in the Alzheimer's Unit. **Must have some related field experience.**

Are you a people person? Do you enjoy having fun and sharing those things that you are passionate about? Are you dependable with the initiative to work independently? Do you also enjoy working as part of a team? Are you compassionate and patient with a listening ear? Do you have reliable transportation? If you can answer yes to all of the questions above, we want to hear from you! Come join our team, we care about our residents and our staff.

12 hours guaranteed weekly with possible picking up shifts:

- Week Day Shifts: 1:30p-7:30p/3:30p-7:30p
- Weekend Shifts: 8:30a-1:30a/1p-5p

Perform a variety of duties assigned by the Director of Activities to provide recreational activities for groups and/or individual residents. Overtime after 8.5 hours, Weekend Differential. Excellent orientation program, 403b retirement savings plan, Cell Phone Bill Discounts, Ample free parking.

Interested in applying? See full details and how to apply [here](#)

Adult Companion – Kaleidoscope Family Solutions Inc (Dartmouth)

Come create a colorful difference with Kaleidoscope Family Solutions (KFS)! We are looking for dedicated and committed In Home Case Managers who are striving to make a difference in the lives of the individuals we serve.

SUMMARY OF RESPONSIBILITIES

The primary role of the In Home Case Manager is to assist individuals acquire and maintain skills to improve their daily-living, domestic, adaptive, and socialization skills.

Responsibilities will vary from case to case but may include:

- Supporting individuals learn, maintain or improve skills through their participation in a variety of activities of everyday life
- Engage in activities with the individuals to allow them to live in the community, to live more independently, or to be more productive and participatory in community life
- Submit accurate and complete daily progress notes for each shift worked with individual
- Maintain annual 24 hour training requirements

REQUIRED EXPERIENCE & EDUCATION

- Must be compassionate and willing to care for the well-being of others
- Minimal of a High School Diploma or General Equivalency Diploma (GED)
- Willing to comply with required policies, standards and regulations
- Must have a valid driver's license and existing insurance
- Must be willing to complete given background checks
- Must be willing to drive individuals in personal car throughout the community
- Must have flexible availability
- Excellent organizational, interpersonal, and communication skills

ADVANTAGES

- Paid on a weekly basis
- Flexible work hours including evenings and weekends
- Personal and professional fulfillment in an impactful role

ORGANIZATION OVERVIEW

Kaleidoscope Family Solutions, Inc. provides community and home based services to persons with developmental and intellectual disabilities. Our team partners with family members and existing providers to create individualized goals allowing the team to help improve their life experiences.

Interested in applying? See full details and how to apply [here](#)

Store Team Member (Cashier/Stocker/Animal Care) – Pet Supplies Plus (Fairhaven)

Part-Time

Did you know bearded dragons grow up to 2 feet long? Or that the average life span for an umbrella cockatoo is 50 years? Our team members are pet lovers and like to know it all! As a Store Team Member at Pet Supplies Plus, you're pawsitively passionate about people and their pets.

Providing exceptional, neighborly service at every opportunity during your workday, you will:

- stop to help a neighbor select the perfect toy for a terrier that likes to chew
- review and compare the ingredient labels of several food brands for a concerned cat parent
- fit a squirming dachshund with the perfect harness
- educate a sixth grader on bird ownership
- stock shelves and ring up neighbors' purchases
- feed all the furry pets and make sure their cages are spiffy

All while engaging with PSP neighbors and smiling in the face of puppy breath. Are you awesome? No, you are more than that. You're PAWsome!

A Pet Supplies Plus team member will likely do it all, but may specialize in any of the following areas:

Cashier

- Processes neighbors' purchases with trustworthy accuracy and efficiency
- Provides Preferred Pet Club membership information to ensure neighbors don't miss any outstanding offers

Stocker

- Safely unloads our delivery trucks using the proper equipment
- Stocks shelves to ensure Fido always gets his favorite chew toy and treats

- Carries bags of kibble, cat litter, aquariums and other purchases out to neighbors' cars

Pet Care

- Provides care for pets in our store, which may include cleaning habitats, feeding and handling the animals
- Answers neighbor's questions on animal care to help them find or maintain the perfect pet

The Store Team member position can be physically demanding, requiring heavy lifting (40-65 lbs) and standing for long periods of time. We support learning through our interactive Pet Degree pay-for-knowledge programs.

PAWsome Store Team Members will:

- Support each other by acting as back-up when extra help is needed
- Be knowledgeable about animals and our products in order to provide outstanding neighborly service
- Be flexible to work evenings, weekends and holidays
- All candidates must pass a drug screening (in applicable states), and be 16 years or older.

Interested in applying? See full details and how to apply [here](#)

Day Hab Aide – Crystal Springs Inc. (Assonet)

Full-time, \$12.30 to \$14.30 /hour

Summary

We are looking for two dependable team members for our ABLE II Day Hab facility. This is a 1:1 position that is 30 hours per week, Monday – Friday from 9:00 am – 3:00 pm.

Crystal Springs is dedicated to creating a nurturing environment where people will be treated with dignity, respect, care, and compassion supporting them to achieve their greatest potential while becoming contributing members of the community.

The Day Habilitation Aide will provide support to individuals in active treatment/teaching of Habilitative goals/objectives and direct care supports in a manner that promotes development of independent and community integration skills and an improved quality of life.

Job Duties:

- Provides 1:1 care, skilled teaching, supports and evaluation of required programmatic services.
- Transports, accompanies and supports individuals to and from home, medical, dental and psychiatric appointments and / or leisure activities.
- Assists in providing crisis assessment, prevention and needed intervention according to trained Crisis Prevention Intervention (CPI)
- Attends pool and gym with individuals

Requirements:

- High School diploma or G.E.D. equivalent and/or Bachelor's Degree in related field preferred.
- Must have at least one-year experience/specific skills in working with developmentally disabled individuals in a Habilitation/vocational setting.
- Valid Drivers license for 6 months with clean driving record
- Ability to pass van driving in-service
- Ability to pass an acceptable Criminal Records Check (CORI)
- Ability to maintain and conduct functional life skill, behavioral and therapeutic programs, ability to collect data and maintain records as established within day program
- One year's previous experience working with individuals with severe to profound developmental disabilities.

Experience:

- Relevant: 1 year (Required)

Education:

- High school or equivalent (Required)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Parental leave

Interested in applying? See full details and how to apply [here](#)

Medical Secretary – Steward Health Care (Dartmouth)

Are you looking for an exciting, professional career with a company that treats each individual with dignity and respect? We take pride in our work and organization knowing that we each make a difference in the lives of our patients every day!

Steward Medical Group at Hawthorn Medical Associates is looking for an enthusiastic, professional Medical Secretary with a positive attitude, along with the ability to work both independently and on a team in a fast-paced environment!

The successful candidate will:

- Be responsible for scheduling, referral management, check-out, triaging calls appropriately while managing a multi-line phone system.
- Scheduling appointments accurately and efficiently.
- Manage physician schedules by following up on patient no-shows.
- Demonstrate courteous phone manners and cooperative behavior towards patients, visitors, coworkers and providers.
- Perform duties as a team member, integrating activities with fellow employees and providers in all departments.

Qualifications:

- High School diploma or equivalent required. At least 2 years of prior medical secretary or medical office experience.
- Must be familiar with using an electronic medical record

(EMR) such as Athena, and have a strong understanding of medical terminology.

- Experience working with various insurance companies to obtain prior authorizations plans and referral procedures strongly preferred.

Interested in applying? See full details and how to apply [here](#)

Juvenile Justice Group Care Worker – Eliot Community Human Services (New Bedford)

Eliot's program is currently seeking a Direct Care Professional to assist in the daily coordination of youth in executing the plan of the day. Participating in the development and implementation of Individual Service Plans. Ideal candidates should be compassionate, dedicated and committed.

Eliot's juvenile justice programming includes a residential network for youth ages 13 to 21 who are court involved and need placement while awaiting return to court, assessment or longer term treatment. These highly structured, self-contained programs offer a comprehensive intervention for juvenile offenders.

Responsibilities:

- Daily coordination of direct-care staff and youth in executing the plan of the day
- Participate in the development and implementation of Individual Service Plans
- Attend staff and shift change meetings and trainings as required
- Lead daily groups as assigned
- Monitor and report on program culture
- Submit timely, complete, legible and accurate documentation as required
- Safely transport residents to activities, appointments, school, work, and visits

- Conduct supervision of assigned youth
- Serve as an advocate for assigned youth
- Schedule: 3pm-11pm; Wednesday-Thursday off

Experience

- 21 year(s): Age requirement
- 1 year(s): Working with population

Interested in applying? See full details and how to apply [here](#)

Teller – Santander Bank (Fall River)

As a member of Santander's retail banking division you'll help serve Santander's retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander's retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank. The Representative, Teller processes face-to-face Customer transactions for a variety of routine financial transactions.

Responsibilities

- Adheres to safe deposit box procedures/ operations and guidelines
- Assists in exceeding service goals by minimizing Customer wait times and accurately and efficiently processing Customer transactions
- Educates and engages Customers in conversations regarding their current and future financial needs and educates Customers about Bank products and services
- Provides exceptional Customer service by meeting all Customer demands as they relate to relatively straightforward inquiries, with the support of more experienced
- Recognizes sales opportunities and cross-sells bank products by making quality referrals, meeting all assigned teller goals

- Validates transactions for system or operational changes to ensure operational integrity and compliance to all required regulations

Qualifications

- Bachelor's Degree, or equivalent work experience;
- 0-3 years; Cash Handling experience in a Retail or Banking environment
- Ability to adhere to policies, procedures, and instructions of management
- Ability to effectively ask questions and identify needs to enhance the customer relationship
- Detail oriented with the ability to function in a fast-paced and changing environment
- Superior customer service skills
- Minimal physical effort such as sitting, standing, and walking
- Actively seeks information to understand customer needs
- Communicates clearly and precisely
- Listens carefully and asks questions to clarify understanding
- Displays a can-do attitude and willingness to learn
- Proactively clarifies one's tasks and responsibilities
- Has basic understanding of organization's flagship products and services
- Can identify the risk return of products and services
- Learns about and diligently follows established risk management policies, processes and procedures
- Learns new methods and procedures or modifies them to meet new standards Is positive about new approaches and methods resulting from change
- Works effectively in team settings
- Shows appreciation for others' help and lends a hand when needed to complete shared tasks

This is a Part Time position and the hours per week will generally be between 20 and 29 hours per week. The Recruiter

for this position will be able to discuss the specifics of the schedule requirements and hours for the position. This is a non-exempt position eligible for overtime compensation calculated at 1.5 times your regular rate of pay for any hours worked over 40 hours per week, subject to all Santander policies and approvals regarding overtime.

At Santander, we value and respect differences in our workforce and strive to increase the diversity of our teams. We actively encourage everyone to apply.

Interested in applying? See full details and how to apply [here](#)

Library Assistant – City of New Bedford

PAY: \$15.00/hr, 15 hours per week

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated

library system preferred. Possession of a valid Massachusetts driver's license and good driving record preferred. Ability to speak Spanish preferred. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. New Bedford has a residency requirement. EE0.

Janitor and Cleaner – King Village Apartments (New Bedford)

Looking for a part-time cleaner Monday, Wednesday & Friday of each week to Clean Bathrooms, vacuum, mop, Take out trash and clean empty apartments for new move-ins. Needs someone who is very reliable, consistent, detail-oriented and Hard-Working.

Interested in applying? See full details and how to apply here

Utility Pole Inspection Foreman – OSMOSE UTILITIES SERVICES INC

Full-time

Job Description

Are you looking for a career with excellent advancement potential where you get to work outdoors and utilize leadership abilities? Start your career with Osmose! FACT: 90% of our Senior Management started with Osmose in the Foreman position!

Osmose Utilities Services, Inc. is an 80-year strong company that provides a variety of services to the electric and telecommunications industries. Learn more about us at www.osmose.com

We are proud to offer:

- \$23 per hour (after training) plus an opportunity for weekly production bonuses based on individual initiative and crew

performance

- See the average income per Foreman Level here: www.osmosehiring.com/become-a-foreman
- Paid on-the-job training. You earn while you learn at a rate of \$20 per hour during the 8-9-week training program
- Family medical and dental insurance
- 401k retirement plan
- Full-time, year-round employment with overtime potential
- Paid vacations and holidays
- Company truck and tools
- Excellent advancement opportunities with a rapidly growing company

Do you have what it takes to be an Osmose Foreman?

- Must be at least 21 years old
- High school diploma or GED
- Have the leadership ability required to supervise and motivate a working field crew
- Can assume full responsibility for the safe operation and maintenance of a company vehicle, equipment, and tools
- Ability to positively represent the Osmose organization to customers and the communities in which they work
- Enjoy working outdoors in all types of weather and have the desire to actively participate in physically demanding work lifting or moving up to 50 lbs. on a regular basis
- Possess a valid driver's license
- Willing to travel locally, statewide or regionally as required

Responsibilities include:

- Hiring, training, and supervising a field crew of 1-5 people
- Maintain all tools, vehicles, and equipment
- Achieve expected safety, quality, and production goals
- Collect field data and maintain daily and weekly reports
- Embrace the core values of the company

For a career opportunity that involves outdoor work, travel, excellent income potential and the opportunity for

advancement, please apply online no later than October 30th.

Osmose is an equal opportunity employer. M/F/D/V

Interested in applying? See full details and how to apply [here](#)

Sales Associate – Pacific Sunwear (Dartmouth Mall)

Part-time

Overview

The Sales Associate is responsible for generating sales through exhibiting passion for product, brands, fashion and trends with all customers. The Sales Associate is also responsible for executing initiatives and tasks as assigned by the leadership team. Overall, the Sales Associate is expected to work as a positive member of the store team and consistently provide an exceptional customer experience.

Responsibilities

- Reflects the PacSun brand by demonstrating passion and affinity for product, brands, fashion and trends.
- Contributes to a positive working environment by consistently exhibiting core value behaviors
- Maintains and drives the company's fashion image by adhering to the Employee Appearance Guidelines
- Demonstrates willingness, aptitude, and initiative to learn what is unknown about product, brands, fashion and trends
- Strive to improve individual performance while working as a productive member of the team

Customer Experience

- Delivers an engaging, positive and authentic customer experience with all customers
- Focuses on full-price selling while maintaining awareness of product value and promotions
- Handles customer situations in compliance with policy and procedures, attempts to "solve for yes" and partners with the leadership when dealing with escalated issues

- Completes all assigned tasks in a timely and efficient manner
- Executes all visual directives and maintains visual standards set by the company and as directed by the management team
- Supports high standards of organization and cleanliness, promoting a safe working and shopping environment to maximize the customer experience
- Upholds and complies with all company policies as outlined in the Policy and Procedure Manual, Code of Business Conduct,
- Employee Policy Guide and the Safety Program
- Complies with all Loss Prevention policies, and communicates violations directly to the leadership team or via the Silent Witness Hotline
- Shares feedback from customers with the leadership team to improve the overall customer experience
- Results Driven
- Actively participates in all company and store contests and events
- Stays current on all financial goals and priorities
- Assists the leadership team in achieving all sales and operational goals

Additional Responsibilities

- Ability and willingness to take on additional tasks
- Adheres to federal, state and local labor laws
- Ability to work flexible hours and understands and complies with all scheduling policies and practices
- Secures and maintains any assigned company property
- Ability to safely lift up to 50 pounds
- Ability to utilize power tools and navigate a ladder as needed
- Ability to work on the store sales floor for extended periods of time (up to 90% of shift)

Qualifications

- Passion for product, brands, fashion and trends

- Excellent selling skills
- Proven to exhibit a friendly, out-going, open-minded, engaging personality that enjoys being a team player
- Strong time management, communication, and organizational skills
- Ability to receive feedback and take action when appropriate
- Basic math and computer proficiency
- Previous retail experience preferred

Physical Demands

List equipment to be operated, lifting requirements, crouching, bending, etc required by the job. Lifting in pounds should be clarified, stating the weight of objects that need to be lifted, such as "ability to lift objects weighing 35 pounds." For most other positions, language like "operate normal office equipment," "ability to travel "or" extensive use of computer" are helpful.

Interested in applying? See full details and how to apply [here](#)

Dietary Aide – High Point Treatment Center

Immediate openings for Full and Part-Time kitchen aides. Available shifts include 6:30-3pm, 10:30-7Pm and 3:00PM to 7:00 PM M-F and Weekend shifts. New hourly rates including weekend differential rates increase. Daily responsibilities include prepping, delivering, setting up and serving food at mealtime. Qualifications: Must be 16 years or older. Must have the ability to interact and communicate respectfully with patients, staff and visitors. Conveniently located in New Bedford near bus stop and RT 195. Excellent Benefit Packages. Applications available at 108 N. Front St. or Call Food Service Director for further information at 774-628-1046. EOE

Education Level:

- High School Diploma or Equivalent

Experience:

- Food Service: 1 year (Preferred)
- Dietary: 1 year (Preferred)
- Dietary aide: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

Interested in applying? See full details and how to apply [here](#)

Bus/Van Monitor – Kennedy-Donovan Center

Part-time

KDC is seeking Monitors to provides supervision to persons with disabilities or special healthcare needs while being transported to various locations as assigned. This position is part-time.

Responsibilities:

- Maintain safety and order on vehicle while in transit
- Maintain visual contact with passengers at all times
- Assure that all restraints and safety equipment are properly engaged before transit begins
- Monitor consumers' health and well being and provide care as trained
- Respond to medical emergencies as trained
- Utilize communication devices as needed to maintain contact with transportation base, destinations and other vehicles
- Ensure that when in transit, any medical equipment is positioned and secured to the floor, vehicle seat or wall of vehicle below the window line.
- Assure that vehicle interiors are kept clean and safe for passengers
- Immediately report any safety equipment (tie downs, seat belts, etc) malfunctions or needed repairs to supervisor
- Maintain agency standards of confidentiality
- Maintain a respectful manner and tone of voice with others
- Promote teamwork and open communication among staff members and consumers

- Perform other job-related responsibilities as assigned.

Required Skills

- Ability to sit for extended periods of time
- Ability to kneel, bend and lift to assist clients
- Ability to assist consumers entering and exiting vehicles
- Ability to operate all safety equipment, including wheelchair tie-downs.
- Ability to propel consumers' manual or power wheelchairs to assure safe movement on and off the vehicle lift.

At Kennedy-Donovan Center, everything that we do is tied to our mission. No matter your role at KDC, we are all working together to support individuals with developmental delays, disabilities, or family challenges to pursue their personal potential and success in the community.

With over 50 years of experience in the Human Services field, we provide employees with an opportunity to join a forward-thinking agency. You can be a part of a team that provides support for over 10,000 individuals and their families every year. And our focus isn't just on empowering those we support- but at KDC our goal is to empower you. We value the opportunity to allow our employees to advance their careers by exploring opportunities available to them, all while providing you with the resources and tools you need to succeed. KDC is not just a job, it is a career- a career in which our employees are able to collaborate and learn from one another to succeed together.

Requirements

- Must be at least 19 years of age. Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.

Interested in applying? See full details and how to apply [here](#)

Merchandise Associate – The TJX Companies, Inc (Fairhaven)

All 1,000 of our Marshalls stores embrace discovery, from designer luggage to statement shoes. Our assortment of brands is always changing, but our mission to provide the surprises that make the everyday a little more fun is unwavering. Just like working here. Everyone encourages each other and embraces the excitement that can come with change. Each shift is a new opportunity to Discover Different.

Job Summary:

Responsible for delivering a highly satisfied customer experience demonstrated by engaging and interacting with all customers, embodying customer experience principals and philosophy, and maintaining a clean and organized store environment. Adheres to all operational, merchandise, and loss prevention standards. May be cross-trained to work in multiple areas of the store in order to support the needs of the business.

Responsibilities:

- Role models established customer experience practices with internal and external customers
- Supports and embodies a positive store culture through honesty, integrity, and respect
- Accurately rings customer purchases/returns and counts change back to customer according to established operating procedures
- Promotes credit and loyalty programs during customer interactions
- Maintains and upholds merchandising philosophy and follows established merchandising procedures and standards
- Accurately processes and prepares merchandise for the sales floor following company procedures and standards
- Initiates and participates in store recovery as needed throughout the day
- Maintains all organizational, cleanliness, and recovery standards for the sales floor and participates in the maintenance/cleanliness of the entire store

- Provides and accepts ongoing recognition and constructive feedback
- Adheres to all labor laws, policies, and procedures
- Supports and participates in store shrink reduction goals and programs
- Participates in safety awareness and maintenance of a risk-free environment
- Performs other duties as assigned

Requirements:

- Possesses excellent customer service skills
- Able to work a flexible schedule to support business needs
- Possesses strong organizational skills with attention to detail
- Capable of handling multiple tasks at one time
- Able to respond appropriately to changes in direction or unexpected situations
- Possesses strong communication skills
- Capable of lifting heavy objects with or without reasonable accommodation
- Works effectively with peers and supervisors to accomplish tasks
- Retail customer experience preferred

We're reinventing retail and helping people discover that next find that's going to be their new signature look. You can be a part of their journey to look amazing. Our inventory is always changing and our approach is continually evolving, which means every day is another chance to Discover Different. In fact, that's what it's like throughout the entire TJX family, which includes TJ Maxx, HomeGoods, Sierra, and Homesense.

Discover Different also means we embrace each other's differences and unique perspectives. We consider all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, gender identity and expression, marital or military status. We also provide reasonable accommodations to

qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law.

Interested in applying? See full details and how to apply [here](#)

**Two positions: Electrician & Carpenter – City of New Bedford's
Dept. of Facilities & Fleet Management**

ELECTRICIAN

PAY: \$25.54/HR

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment. Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and repair electrical parts.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Is required to respond to callbacks on a 24-hour basis as needed for emergencies in the opinion of the Director.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

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CARPENTER

PAY: \$16.04 – \$21.84

Reads and understands blueprints, drawings and specifications of building methods, means and materials. Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a

suitable candidate is found. New Bedford has a residency requirement. EEO

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

Employment Opportunities

Welder – City of New Bedford

PAY: 17.42 – \$24.18

Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency

requirement. EE0.

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Director of Purchasing – City of New Bedford

PAY: \$79,326 – \$99,166

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid

status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and

distribution of clear, concise, “community-friendly” print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department’s goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor’s degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years’ experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years’ experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Admin Manager – City of New Bedford

PAY: \$54,278 – \$67,853

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion

of varying duties including financial reports, correspondence, and other operational office procedures. Handle customer and city residents' issues in a professional manner that meets the City's standards; assists residents, customers, or vendors that come to the Department office.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Diesel Engine Repairman – City of New Bedford

PAY: 17.42hr – \$24.18hr

Performs various types of skilled repairs on diesel equipment. Trouble shoots all types of diesel equipment in use by the City to determine repair costs. Diagnoses and repairs work in the area of electrical systems, fuel systems, ignition systems. Ability to read and understand all schematics in the related field. Disassembles, overhauls, removes and replaces all types of engines. Diagnoses, repairs or replaces transmissions, four wheel drive components, hydraulic pumps, or any related components.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a

regular basis. Possession of Class B CDL or the ability to obtain one within six months of hire. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Mason – City of New Bedford

PAY: \$17.42hr – \$24.18hr

Performs work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles such as wall, floors and other structural projects. Performs masonry repairs and brickwork, pours new concrete sidewalks, installs blue stone and pours foundations.

Thorough knowledge of laying bricks, stone, concrete blocks and tiles in construction, alteration or repair of walls, floors, passageways or other structures. Constructs and repairs brick work in sewers, catch basins and manholes. Lays and sets cut stone. Performs all phases of cement work.

High school graduate or GED equivalent preferred. Possession of a valid Massachusetts driver's license and good driving record.

Requires two years' paid experience in masonry trade. Knowledge of equipment, materials and supplies used in masonry work, and equipment and supplies used to do minor repairs. Skills in operation of listed tools and equipment. Ability to work independently and complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EE0.

New Bedford has a residency requirement.

Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.