

# **P.A.C.E. is hiring for an Early Head Start / LEAD Teacher in New Bedford**

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



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# Complete Labor & Staffing is hiring in New Bedford

**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

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## **HELP WANTED: SStar is seeking to fill a Health Center**

# Manager position

## 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](http://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](http://sstar.org) to fill out an online application.

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# The South Coast Hot Jobs List – October, 20 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of October 20, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Job Fair – Tech-Etch Inc. (Plymouth)**

Join one of the largest employers in the South Shore – and growing!

Tech-Etch, Inc., is hosting a job fair! If you are a mechanically-inclined individual looking to join a rapidly growing manufacturing company in the precision parts industry, please visit us between 4-6 p.m. on Wednesday, October 23, at 45 Aldrin Road. **If you have a resume, please bring it with you as you will be interviewed by one of our department managers.** Headquartered in Plymouth, MA, Tech-Etch serves the medical, aerospace, military, automotive, electronic, and telecommunications industries just to name a few. If you can't attend the job fair you can apply ONLINE.

VETERANS WELCOME!

## **\$1000 SIGN ON BONUS FOR SECOND SHIFT!**

First shift hours are from 7 a.m. to 3:30 p.m.

Second shift hours are from 3:30 p.m. to 12 a.m.

Third shift hours available

Available positions include:

Entry Level Manufacturers (all shifts)

Strip Line Operator (2nd shift)  
Form Press Operator (2nd shift)  
Flex Inspector (2nd shift)  
Manufacturing Engineer (1st shift)

## **Benefits**

Competitive salary with excellent benefits including health, dental, vision, life, disability  
401k with company matching  
Employee stock ownership  
Paid vacation, sick time and holidays  
Exciting perks and much more!

Tech-Etch, Inc. is a manufacturing & design services provider of precision engineered thin metal components, flexible printed circuits and EMI/RFI shielding solutions. Tech-Etch is strongly committed to providing world class service to our customer partners across the medical, aerospace & defense, instrumentation, and telecommunications marketplace. We value and promote our ESOP culture focusing on employee recognition and community involvement while bringing a fair return to our employee owners.

**TECH-ETCH IS LOCATED AT 45 ALDRIN ROAD, PLYMOUTH, MA, 02360.**

Founded in 1964, Tech-Etch operates local facilities in Plymouth, MA, Fall River, MA.



## **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](#)

### **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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

### **Amazon Delivery – Amazon (Fall River)**

*\$18.25/hr*

#### **Get a job you'll love:**

Amazon is hiring delivery drivers for the holidays. Drive an Amazon van this holiday season and deliver packages to customers.

We offer flexible schedules and seasonal full-time positions. No special driver's license (CDL not required) or driving experience needed. Drive to earn extra cash, or get driver experience to start a career as a delivery driver.

Work independently. Use an Amazon-provided mobile device to get route information, see delivery instructions, and scan packages. Delivery drivers are active roles that get you outside.

Shifts are full time, 8-10 hours long, for the 2019 holiday season.

#### **Apply:**

No resume. No prior driving experience needed. Start working in as little as 2-3 weeks.

#### **Job Requirements:**

- You need a valid driver's license.
- You must be at least 21 years old.

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

## **Crew Member – McDonalds – New Bedford**

Crew Person – You don't want to work just anyplace, and you don't want to work just anytime. Maybe it's breakfast. Maybe it's lunch. Maybe it's late nights. Maybe it's weekends. Whatever it is, you want to be challenged. And have fun. We think we can fit in. For job openings on your schedule, give us a try.

### **Requirements:**

It's time you worked for someone who will give you the tools to learn, grow and be what you want to be – both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you.

### **As a Crew Person, you may be responsible for:**

- Greeting customers with a smile
- Taking accurate food orders
- Preparing all of McDonald's World Famous food
- Partnering with other Crew and Managers to meet target goals during your shift
- Restaurant Cleanliness
- Ensuring items are well stocked

### **Additional Info:**

This job posting is for a position in a restaurant owned and operated by an independent franchisee, not McDonald's Corporation or McDonald's USA, LLC. This means the independent franchisee, and not McDonald's Corporation or McDonald's USA, LLC, is alone responsible for all employment related matters in the restaurant including, among other things, setting any requirements for this job and all decisions concerning hiring, firing, discipline, supervisions, staffing and scheduling.

McDonald's Corporation or McDonald's USA, LLC will not receive a copy of any application you submit for this job posting and will have no control over whether you receive an interview and/or are ultimately hired, does not control and is not responsible for the employment policies and practices of independent franchisees, and does not employ independent franchisees' employees. If you are hired for this job posting, the independent franchisee, and not McDonald's Corporation or McDonald's USA, LLC, will be your employer.

This job posting contains some general information about what it is like to work in a McDonald's restaurant, but is not a complete job description. People who work in a McDonald's restaurant perform a number of different tasks every day, and this posting does not list all of the essential functions of the job.

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

### **Direct-Care Relief Staff – Veterans Transition House (New Bedford)**

*1st shift \$13, 2nd shift \$13.50, 3rd shift \$13.75*

#### **Qualifications:**

- Must be twenty-one (21) years of age or older with a high school diploma or equivalent. Must be able to directly supervise drug testing of male residents.
- Must be able to demonstrate awareness of the causes and effects of, and the ability to establish a respectful relationship with persons who have experienced homelessness. Must be willing to work infrequent/intermittent shifts on short notice (relief).

#### **Responsibilities:**

- Responsible for ensuring a safe, secure, and structured environment for all residents
- Responsible for the direct supervision and care of residents. Performs regular resident checks, as directed, to

ensure safety.

- Supervises resident self-administration of medication as required.
- Provides accurate and timely documentation; such as daily logs, incident reports, isolation reports, progress toward goals, medication logs, etc.
- Provides appropriate assistance during crisis situations. Makes referrals to the program supervisor and/or emergency responders, when deemed necessary, per policies and procedures. Ensures all necessary notifications occur.
- Assists in maintaining the cleanliness of the residences common areas.
- Communicates regularly any concerns to the supervisor and/or designee as appropriate.
- Follows the appropriate procedures for all intakes, and discharges.
- Adheres to all governing standards.
- Completes other additional duties as assigned

**Experience:**

- Direct Care: 1 year (Preferred)

**Benefits offered:**

- Paid time off
- Parental leave
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts

**This job will require you to pass a background check:**

- Yes

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](#)

### **Team Member – Domino's Pizza**

*Full-time, Part-time, \$12.00 to \$15.00/hour*

JOIN OUR AWARD-WINNING TEAM. NEW BEDFORD ( 821 Rockdale Avenue, 109 Rockdale Avenue) Make Great Pizzas, Make Great Dough! Compensation: Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Requirements to join our award-winning team: \* Enthusiasm, strong basic math and spelling skills. \* Commitment to teamwork, desire to work in a fast-paced environment. \* Bilingual or multilingual a plus. Must be over 18-years for most positions, but strong youth candidates encouraged to apply. Part-time and full-time positions available. Equal Opportunity Employer. Apply online at:

<https://jobs.dominos.com/dominos-careers>

**Experience:**

- Customer Service: 1 year (Required)

**Education:**

- High school or equivalent (Required)

**Benefits:**

- Flexible schedule

**Hours per week:**

- 20-29

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

**Cashier – JCPenney (Dartmouth)**

*Part-Time*

As a Cashier you are accountable for the customer service and sales experience including: maintaining checkout standards; assisting with general operations such as Omnichannel, recovery and inventory; and upholding performance standards relative to shrink/safety and meeting performance standards associated with the role.

**Primary Responsibilities:**

- Customer Service & Sales – Greets and assists customers while providing excellent customer service. Demonstrates WORTH behaviors consistently. Partners where needed for additional support. Actively and enthusiastically engages customer while working to resolve problems and assist with credit, rewards and gift card programs. Promotes Findmore and other programs intended to drive sales and enhance customer service.
- Checkout Standards – Completes checkout processes including returns and re-ticketing. Assists with the signing and merchandising standards at all checkouts while stocking and



merchandising Impulse Fixtures and replenishment. Proactively calls for assistance when additional help is needed in checkout. Utilizes Point of Sale on Mobile Warrior device to support line management.

- General Operations – Assists with Omnichannel efforts as needed. Assists with recovery, put backs and fitting room maintenance as needed. Participates in annual inventory processes

- Performance Standards – Supports company shrink and safety initiatives. Meets established performance standards for the role on a consistent basis, including (but not limited to) the company's iCAP program, product and service sales, customer service, profit, productivity, and attendance.

### **Core Competencies & Accomplishments:**

To achieve success at JCPenney, a Cashier will possess the following:

- Solve problems and make smart decisions that drive sales, profit or customer service; execute your work efficiently and effectively; inspire strong performance in yourself and others.

- Provide great customer service; cooperate and build positive, inclusive and respectful relationships; take accountability for your actions and outcomes

- Proactively find ways to improve the customer experience; show the confidence and courage to do what's right; take action with energy and urgency

- Results – Solves problems and makes smart decisions that drive sales, profit and customer service; executes work effectively and efficiently; holds self accountable to a high standards to achieve results; adapts quickly to changing situations with energy and a positive attitude

- Ownership – Provides great customer service; cooperates and builds positive, inclusive and respectful relationships; takes accountability for own actions and outcomes

- Intensity – Proactively finds ways to improve the customer experience; shows the confidence and courage to do what is right; takes action with energy and urgency

### **About JCPenney:**

At JCPenney, we share a passion for serving customers, supporting our communities and being the best retailer for all families. As a company founded on the Golden Rule, our success is rooted in the belief that we treat everyone the way we would want to be treated. At every touchpoint, customers discover stylish merchandise at incredible value from an extensive portfolio of private, exclusive and national brands. Reinforcing this shopping experience is the customer service and warrior spirit of approximately 98,000 associates across the globe, all driving toward the Company's mission to help customers find what they love for less time, money and effort.

Working at JCPenney means joining a dedicated team of associates who are encouraged to be uniquely themselves in a safe, caring and welcoming environment. It is a place where careers prosper, accomplishments are celebrated and diversity flourishes. It's a place that's meant for you.

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

### **Front Desk Coordinator/Receptionist – New Bedford Pediatric Dentistry & Orthodontics**

New Bedford Pediatric Dentistry & Orthodontics is seeking a Front Desk Coordinator who is reliable, motivated, organized, efficient, with outstanding communication skills, and a team player to join our practice. Spanish speaking a plus. This is a Full-time position with benefits.

Responsibilities include:

- Patient scheduling
- Accounts receivables
- Extensive phone communication skills

- Background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics
- Knowledge of Masshealth Insurance.
- Strong computer knowledge including Eaglesoft

**Experience:**

- Dental office: 1 year (Preferred)

**Language:**

- Spanish (Required)

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

**Direct Support Professional I – Arbor Associates**

*\$14-\$16/hr*

Arbor Associates is excited to announce an opportunity for Direct Support Professionals in New Bedford, Ma. We are seeking applicants that have a minimum of 6-months experience working in the Human Services or related field that have a passion for providing care to individuals with behavioral challenges, mental health diagnoses, or developmental disabilities. Our ideal candidate should be reliable, compassionate, dedicated, and have a strong desire to assist people in achieving a better quality of life.

**Why work at Arbor?**

- Flexible schedules
- Competitive pay rate
- Opportunities close to home
- Rewarding Career
- No shift mandates
- Join our large network of human service professionals
- Reliable Source for Supplemental Income
- Gain experience working with various populations

**Responsibilities:**

- Assist with the day to day operations working in a variety of settings for individuals with (developmental disabilities, mental health diagnoses, brain injury, autism, etc)
- Provide a safe living environment for all individuals in our care
- Responsible for all documentation related to program operations in an organized and timely manner.
- Participate in daily shift duties which also include engaging in activities, housekeeping to ensure a clean environment, and meal preparation
- Ability to maintain a flexible schedule

#### **Requirements:**

- HS diploma or GED. Bachelor's degree in a social service discipline is strongly preferred.
- Minimum of 6-months experience working in Human Services or related field
- Current CPR and First Aid Certification required
- MAP, TCI, CPI, CNA Certification a plus

Arbor is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

All interested applicants must be over the age of 18, authorized to work in the United States and pass a stringent background check including Criminal History, Sexual Offender Registry and Department of Children and Families (DCF-MA)/Department of Children, Youth and Families.

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](http://www.newbedford-ma.gov). New Bedford has a residency requirement. EE0.

### **Corrections Officer – Bristol County Sheriff's Office (North Dartmouth)**

*Full-time, \$46,611.55 to \$60,899.28/year*

Bristol County Sheriff's Office (BCSO) is looking to hire Correction Officers. Starting salary \$46,611 to \$60,899, two weeks paid vacation, three personal days, health, dental and

vision benefits, earned sick time, and state pension.

#### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

CORRECTION OFFICER SHALL FOLLOW THE BRISTOL COUNTY SHERIFF'S OFFICE CHAIN OF COMMAND AND WORK UNDER THE SUPERVISION OF THE ASSIGNED SERGEANT AND/OR RESPECTIVE ZONE LIEUTENANT.

#### **REQUIRED DOCUMENTS:**

- Valid Driver's License
- High School Diploma or GED
- Birth Certificate or Certificate of Naturalization

#### **RESPONSIBILITIES:**

- THE SUPERVISION OF STAFF IN PERFORMING POST ASSIGNMENTS WITHIN THE RESPECTIVE CORRECTIONAL FACILITY, ENSURING AREAS OF RESPONSIBILITY ARE MAINTAINED IN A CLEAN, SECURE AND SANITARY MANNER.
- OBSERVING THE DAILY ACTIVITIES OF ALL INMATES/DETAINEES COMMITTED TO THE CUSTODY OF THE BRISTOL COUNTY SHERIFF'S OFFICE.
- INITIATE AND DIRECT SEARCHING OF VARIOUS SECTIONS OF THE RESPECTIVE UNITS FOR CONTRABAND IN ACCORD WITH B.C.S.O PROCEDURES
- SHALL DIRECTLY COMMUNICATE WITH OTHER OFFICERS ASSIGNED TO THE SAME UNIT ROTATION ABOUT UNIT CLIMATE ISSUES, MAINTENANCE REQUESTS, INMATE UNIT WORKER ASSIGNMENTS, ACTIVITY SCHEDULES, RELEASE OR OTHER PERTINENT PROBLEMS.

#### **Benefits:**

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off

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](http://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](http://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](#)

**Office Administration Assistant – Amaral Bus (Westport)**

*\$18 – \$20 an hour – Full-time, Part-time*

Due to recent expansion within the company, Amaral Bus Co., Inc. is seeking an Office Administrative Assistant, who is proficient in Microsoft office, is detail-oriented, has strong customer service skills, and is looking to grow within the company.

The Office Administrative Assistant will assist the transportation Director with the day to day duties of overseeing bus routes, including; updating route changes, data entry, marketing, and helping to ensure the safe



transportation of students.

- Ability to work either split shift (6:00am-10:00am, 1:30pm-5:30pm) or standard shift (9:00am-6:00pm)
- Weekends, Holidays, and School vacations off
- Paid Vacations, Major Holidays
- Full-time position includes Health Insurance, Vision, Dental and profit-sharing
- Career advancement opportunities

CDL Class B is not required but can be obtained through our training program.

**Qualifications:**

- Strong organizational and planning skills
- Ability to work in a fast-paced environment
- Excellent written and verbal communication skills
- Valid Driver's License, reliable transportation
- Clean CORI background check

**Education and/or Experience Required:**

- College Education: 2+ Years (preferred)
- Microsoft Office: 2+ Years (preferred)
- Administrative: 2+ Years (preferred)
- Customer Service: 4+ Years (preferred)

**Experience:**

- Microsoft Office: 2 years (Preferred)
- Administrative: 2 years (Preferred)

**Education:**

- High school or equivalent (Preferred)

**Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off

Must Apply in Person at:

1090 State Rd  
Westport MA 02790

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

**National Hiring Day: Cashiers, Stockers, Sales Associates – Christmas Tree Shops andThat! (Dartmouth)**

*Full-Time, Part-time*

**Job Summary:**

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast-paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

**We are now hiring for the following Seasonal Part-Time positions:**

- Cashiers
- Truck Unloader/Merchandise Processing Associates
- Stockers
- Sales Floor Associates
- Cart Retrieval/Maintenance Associates
- Service Desk Associates
- Receivers

Top performers have an opportunity for permanent positions. Please join us on Thursday, October 17th at this location. We will be interviewing for all the positions above between the hours of 12:00pm and 6:00pm – No appointments necessary.

Please apply on-line before arriving.

*National Hiring Day 2019*

*Thursday, October 17th*

*12:00pm to 6:00pm*

*On the spot interviews. Quick hiring decisions.*

If you are not available to interview on this date or time, please search our career page for opportunities at [jobs.christmastreeshops.com](https://jobs.christmastreeshops.com), Text "jobs" to 47283, or apply in-person at your local store location and ask for the Manager on Duty.

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

### **Holiday Clerk Assistant – United States Postal Service (New Bedford)**

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

#### **Position Information**

Individual(s) selected for this position will support USPS during the holiday season from November 09, 2019 through January 03, 2020.

#### **SALARY RANGE:**

- \$17.19 per hour paid bi-weekly

#### **BENEFIT INFORMATION:**

- May receive Wounded Warrior leave provided eligibility criteria are met. No other benefits are available for this position.

#### **Persons Eligible to Apply**

- All U.S. Citizens, permanent resident aliens, citizens of American Samoa or any other territory owing allegiance to the United States. Applicants must be available for screening activities, including an interview. Applicants entitled to veterans' preference and/or covered by the Veterans Employment

Opportunity Act may apply for any posted position.

Applicants must apply online at [www.usps.com/employment](http://www.usps.com/employment) to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email. Please add the following email domain addresses to your contact list to allow all correspondences to be received.

**NOTICE SCREENINGS REQUESTED:** You may receive multiple requests for background checks in regards to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

Current non-career Postal Service employees who wish to apply for this vacancy must go to [usps.com/employment](http://usps.com/employment) and use your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser before going to [usps.com/employment](http://usps.com/employment).

### **Background Check**

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories.

As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government

(military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### **Functional Purpose**

- Performs a variety of distribution, and sales and customer support duties for postal products and services.

### **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
5. Distributes and scans incoming and outgoing mail at a post office, branch or station.
6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment,

removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.

7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

### **SUPERVISION**

- Supervisor Customer Services, or other supervisor/designee.
- Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug-free. Applicants must also be a U.S. citizen or have permanent resident alien status.

### **IMPORTANT INFORMATION:**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

### **SPECIAL NOTE:**

- Current career Postal Service employees are ineligible to apply to this posting.

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](http://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](http://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](http://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](http://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](http://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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## 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](http://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](http://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](http://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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

#### **Account Clerk – City of New Bedford Auditor's Office**

**PAY: \$15.46 – \$20.92**

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other

projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; 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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

**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](http://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](mailto:leo@newbedfordguide.com).

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## **Tech-Etch Inc. is HIRING and Hosting a Job Fair on October 23rd in Plymouth**

Join one of the largest employers in the South Shore – and growing!

Tech-Etch, Inc., is hosting a job fair! If you are a mechanically inclined individual looking to join a rapidly

growing manufacturing company in the precision parts industry, please visit us between 4-6 p.m. on Wednesday, October 23, at 45 Aldrin Road. **If you have a resume, please bring it with you as you will be interviewed by one of our department managers.** Headquartered in Plymouth, MA, Tech-Etch serves the medical, aerospace, military, automotive, electronic, and telecommunications industries just to name a few. If you can't attend the job fair you can apply ONLINE.

VETERANS WELCOME!

**\$1000 SIGN ON BONUS FOR SECOND SHIFT!**

First shift hours are from 7 a.m. to 3:30 p.m.

Second shift hours are from 3:30 p.m. to 12 a.m.

Third shift hours available

Available positions include:

Entry Level Manufacturers (all shifts)

Strip Line Operator (2nd shift)

Form Press Operator (2nd shift)

Flex Inspector (2nd shift)

Manufacturing Engineer (1st shift)

## **Benefits**

Competitive salary with excellent benefits including health, dental, vision, life, disability

401k with company matching

Employee stock ownership

Paid vacation, sick time and holidays

Exciting perks and much more!

Tech-Etch, Inc. is a manufacturing & design services provider of precision engineered thin metal components, flexible printed circuits and EMI/RFI shielding solutions. Tech-Etch is strongly committed to providing world class service to our customer partners across the medical, aerospace & defense,

instrumentation, and telecommunications marketplace. We value and promote our ESOP culture focusing on employee recognition and community involvement while bringing a fair return to our employee owners.

**TECH-ETCH IS LOCATED AT 45 ALDRIN ROAD, PLYMOUTH, MA, 02360.**

Founded in 1964, Tech-Etch operates local facilities in Plymouth, MA, Fall River, MA.



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## **HELP WANTED: City of New Bedford is seeking to fill a Diesel Engine Repairman**

**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](http://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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## **The South Coast Hot Jobs List – October, 13 2019**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of October 13 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Job Fair – Blount Fine Foods**

Are you looking to work with a growing company? Come see what Blount has to offer you and add some spice to your work life. Join Blount for their Onsite Job Fair on Wednesday, October 16th from 6 to 8pm.

You will have the opportunity to speak with supervisors at the event and hear about their superior benefits package, competitive wages and room for advancement. Several positions are available.

We are looking for:

### **Overnight Sanitation**

**Packers**

**Machine Operators**

**Data Entry**

**All 2nd and 3rd shift. English not required, we have Spanish speaking leadership in place. and much more! See what Blount has to offer you!**

Can't make the job fair? Apply directly at [www.blountjobs.com](http://www.blountjobs.com)  
RSVP to the event on Facebook:  
<https://www.facebook.com/events/2229363420509109/>

Blount Fine Foods is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.



**Job Fair – Tech-Etch Inc. (Plymouth)**



Join one of the largest employers in the South Shore – and growing!

Tech-Etch, Inc., is hosting a job fair! If you are a mechanically-inclined individual looking to join a rapidly growing manufacturing company in the precision parts industry, please visit us between 4-6 p.m. on Wednesday, October 23, at 45 Aldrin Road. **If you have a resume, please bring it with you as you will be interviewed by one of our department managers.** Headquartered in Plymouth, MA, Tech-Etch serves the medical, aerospace, military, automotive, electronic, and telecommunications industries just to name a few. If you can't attend the job fair you can apply ONLINE.

VETERANS WELCOME!

**\$1000 SIGN ON BONUS FOR SECOND SHIFT!**

First shift hours are from 7 a.m. to 3:30 p.m.

Second shift hours are from 3:30 p.m. to 12 a.m.

Third shift hours available

Available positions include:

Entry Level Manufacturers (all shifts)

Strip Line Operator (2nd shift)

Form Press Operator (2nd shift)

Flex Inspector (2nd shift)

Manufacturing Engineer (1st shift)

## **Benefits**

Competitive salary with excellent benefits including health, dental, vision, life, disability

401k with company matching

Employee stock ownership

Paid vacation, sick time and holidays

Exciting perks and much more!

Tech-Etch, Inc. is a manufacturing & design services provider

of precision engineered thin metal components, flexible printed circuits and EMI/RFI shielding solutions. Tech-Etch is strongly committed to providing world class service to our customer partners across the medical, aerospace & defense, instrumentation, and telecommunications marketplace. We value and promote our ESOP culture focusing on employee recognition and community involvement while bringing a fair return to our employee owners.

**TECH-ETCH IS LOCATED AT 45 ALDRIN ROAD, PLYMOUTH, MA, 02360.**

Founded in 1964, Tech-Etch operates local facilities in Plymouth, MA, Fall River, MA.



### **Delivery Driver – Amazon (Providence)**

*\$17.25/hr*

Job opportunities vary by location. We update postings daily with open positions.

#### **Get a job you'll love:**

- Build a career or earn extra cash now. We offer schedules that work with your life.
- Drive an Amazon van to deliver packages the last mile to our customers. Work independently, using a supplied mobile device to get route information, see delivery instructions, and scan packages. Get out and about in this active job.
- Shifts are full-time, 8-10 hours long, for the 2019 holiday timeframe.

Apply: No resume. No prior experience needed. Start working in as little as 2-3 weeks.

You need a clean driving record and valid driver's license. You must be at least 21 years old.

Amazon is an Equal Opportunity-Affirmative Action Employer –

Minority/Women/Disability/Veteran/Gender Identity/Sexual Orientation/Age

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

### **Holiday Clerk Assistant – United States Postal Service (New Bedford)**

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

#### **Position Information**

Individual(s) selected for this position will support USPS during the holiday season from November 09, 2019 through January 03, 2020.

#### **SALARY RANGE:**

- \$17.19 per hour paid bi-weekly

#### **BENEFIT INFORMATION:**

- May receive Wounded Warrior leave provided eligibility criteria are met. No other benefits are available for this position.

#### **Persons Eligible to Apply**

- All U.S. Citizens, permanent resident aliens, citizens of American Samoa or any other territory owing allegiance to the United States. Applicants must be available for screening activities, including an interview. Applicants entitled to veterans'

preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

Applicants must apply online at [www.usps.com/employment](http://www.usps.com/employment) to be considered for this employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email. Please add the

following email domain addresses to your contact list to allow all correspondences to be received.

**NOTICE SCREENINGS REQUESTED:** You may receive multiple requests for background checks in regards to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

Current non-career Postal Service employees who wish to apply for this vacancy must go to [usps.com/employment](https://usps.com/employment) and use your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser before going to [usps.com/employment](https://usps.com/employment).

### **Background Check**

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories.

As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

## **Functional Purpose**

- Performs a variety of distribution, and sales and customer support duties for postal products and services.

## **DUTIES AND RESPONSIBILITIES**

1. Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
2. Provides sales and customer service support by greeting customers, offering assistance with product selection and use of self-service kiosk.
3. Maintains appearance of store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
4. Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage. Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
5. Distributes and scans incoming and outgoing mail at a post office, branch or station.
6. Performs any variety of mail processing tasks such as, preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow and culling out non-processable items.
7. May perform additional duties as assigned including but not limited to maintaining records of mail; facing and canceling mail; making emergency carrier relays; labeling and tying out mail for dispatch and other related duties for distribution.

## **SUPERVISION**

- Supervisor Customer Services, or other supervisor/designee.
- Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug-free. Applicants must also be a U.S. citizen or have permanent resident alien status.

## **IMPORTANT INFORMATION:**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

## **SPECIAL NOTE:**

- Current career Postal Service employees are ineligible to apply to this posting.

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](#)



## **Direct-Care Relief Staff – Veterans Transition House (New Bedford)**

*1st shift \$13, 2nd shift \$13.50, 3rd shift \$13.75*

### **Qualifications:**

- Must be twenty-one (21) years of age or older with a high school diploma or equivalent. Must be able to directly supervise drug testing of male residents.
- Must be able to demonstrate awareness of the causes and effects of, and the ability to establish a respectful relationship with persons who have experienced homelessness. Must be willing to work infrequent/intermittent shifts on short notice (relief).

### **Responsibilities:**

- Responsible for ensuring a safe, secure, and structured environment for all residents
- Responsible for the direct supervision and care of residents. Performs regular resident checks, as directed, to ensure safety.
- Supervises resident self-administration of medication as required.
- Provides accurate and timely documentation; such as daily logs, incident reports, isolation reports, progress toward goals, medication logs, etc.
- Provides appropriate assistance during crisis situations. Makes referrals to the program supervisor and/or emergency responders, when deemed necessary, per policies and procedures. Ensures all necessary notifications occur.
- Assists in maintaining the cleanliness of the residences common areas.
- Communicates regularly any concerns to the supervisor and/or designee as appropriate.
- Follows the appropriate procedures for all intakes, and discharges.
- Adheres to all governing standards.
- Completes other additional duties as assigned

**Experience:**

- Direct Care: 1 year (Preferred)

**Benefits offered:**

- Paid time off
- Parental leave
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts

**This job will require you to pass a background check:**

- Yes

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

**Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)**

Christmas Tree Shops is growing and so is our need for talented associates. We offer a distinctive, fast-paced, and dynamic retail environment where you can truly make a difference AND have an opportunity to grow your career! If you are looking for a retail company that values both its people and its customers, your search is over – you have discovered Christmas Tree Shops!

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

**National Hiring Day 2019**

Thursday, September 26th

12:00pm to 6:00pm

*On the spot interviews. Quick hiring decisions.*

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time, please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

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

### **Team Member – Domino's Pizza**

*Full-time, Part-time, \$12.00 to \$15.00/hour*

JOIN OUR AWARD-WINNING TEAM. NEW BEDFORD ( 821 Rockdale Avenue, 109 Rockdale Avenue) Make Great Pizzas, Make Great Dough! Compensation: Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Requirements to join our award-winning team: \* Enthusiasm, strong basic math and spelling skills. \* Commitment to teamwork, desire to work in a fast-paced environment. \* Bilingual or multilingual a plus. Must be over 18-years for most positions, but strong youth candidates encouraged to apply. Part-time and full-time positions available. Equal Opportunity Employer. Apply online at: <https://jobs.dominos.com/dominos-careers>

### **Experience:**

- Customer Service: 1 year (Required)

### **Education:**

- High school or equivalent (Required)

### **Benefits:**

- Flexible schedule

### **Hours per week:**

- 20-29

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

### **Sandwich Maker – Cafe Arpeggio**

*Full-Time, \$13.00 to \$15.00 /hour*

Looking for a full-time employee to work at our cafe. Experience in working at a cafe would be great but we can train as needed. hours are 6:30 am to 2:30 pm.

#### **Additional Compensation:**

- Tips

#### **This Company Describes Its Culture as:**

- People-oriented – supportive and fairness-focused
- Stable – traditional, stable, strong processes

#### **Schedule:**

- Monday to Friday
- No weekends

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

### **Front Desk Coordinator/Receptionist – New Bedford Pediatric Dentistry & Orthodontics**

New Bedford Pediatric Dentistry & Orthodontics is seeking a Front Desk Coordinator who is reliable, motivated, organized, efficient, with outstanding communication skills, and a team player to join our practice. Spanish speaking a plus. This is a Full-time position with benefits.

Responsibilities include:

- Patient scheduling
- Accounts receivables
- Extensive phone communication skills
- Background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing

including orthodontics

- Knowledge of Masshealth Insurance.
- Strong computer knowledge including Eaglesoft

**Experience:**

- Dental office: 1 year (Preferred)

**Language:**

- Spanish (Required)

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 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](#)

### **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](http://www.newbedford-ma.gov). New Bedford has a residency requirement. EEO.

### **Corrections Officer – Bristol County Sheriff's Office (North Dartmouth)**

*Full-time, \$46,611.55 to \$60,899.28/year*

Bristol County Sheriff's Office (BCSO) is looking to hire Correction Officers. Starting salary \$46,611 to \$60,899, two weeks paid vacation, three personal days, health, dental and vision benefits, earned sick time, and state pension.

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

CORRECTION OFFICER SHALL FOLLOW THE BRISTOL COUNTY SHERIFF'S OFFICE CHAIN OF COMMAND AND WORK UNDER THE SUPERVISION OF THE ASSIGNED SERGEANT AND/OR RESPECTIVE ZONE LIEUTENANT.

### **REQUIRED DOCUMENTS:**

- Valid Driver's License
- High School Diploma or GED
- Birth Certificate or Certificate of Naturalization

### **RESPONSIBILITIES:**

- THE SUPERVISION OF STAFF IN PERFORMING POST ASSIGNMENTS

WITHIN THE RESPECTIVE CORRECTIONAL FACILITY, ENSURING AREAS OF RESPONSIBILITY ARE MAINTAINED IN A CLEAN, SECURE AND SANITARY MANNER.

- OBSERVING THE DAILY ACTIVITIES OF ALL INMATES/DETAINEES COMMITTED TO THE CUSTODY OF THE BRISTOL COUNTY SHERIFF'S OFFICE.
- INITIATE AND DIRECT SEARCHING OF VARIOUS SECTIONS OF THE RESPECTIVE UNITS FOR CONTRABAND IN ACCORD WITH B.C.S.O PROCEDURES
- SHALL DIRECTLY COMMUNICATE WITH OTHER OFFICERS ASSIGNED TO THE SAME UNIT ROTATION ABOUT UNIT CLIMATE ISSUES, MAINTENANCE REQUESTS, INMATE UNIT WORKER ASSIGNMENTS, ACTIVITY SCHEDULES, RELEASE OR OTHER PERTINENT PROBLEMS.

**Benefits:**

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off

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

**Team Member -Chipotle (Dartmouth)**

*Part-time*

**Job Description**

At Chipotle, we've created something special: a better place to eat and work. Many employees start just expecting a paycheck, but end up with a rewarding career. We provide exceptional training and a clear career path – over 80% of our managers got promoted from Crew.

**What's in it for you:**

- Tuition assistance (up to \$5,250 a year)
- Free food (yes, really FREE)
- Medical, dental, and vision insurance



- Paid breaks
- Paid time off
- Holiday closures
- Full time and part time opportunities
- Opportunities for advancement (80% of managers started as crew)
- Customized college degree programs that can be completed in as little as 18 months, for as low as \$250 a year\*
- Competitive compensation, including stock and company car allowance for our highest-performing managers (Restaurateurs)

#### **What we're looking for:**

- Someone with a friendly, enthusiastic attitude
- Someone that loves to help and serve others (both customers and team members)
- Someone ready to learn how to cook (a lot)
- We prepare real food by hand every day in our restaurants. No freezers, microwaves or can openers to be found.

We welcome experienced restaurant professionals and novices alike. We'll provide the training you need to feel confident working at any station – grill, cashier, prep, salsa and expo. We take pride in our exceptional customer service and it's up to each of our team members to create the friendly atmosphere that our customers expect and enjoy. So, whether you have experience as a dishwasher, cashier, server, host, bartender, cook, prep cook, FOH/BOH or no experience at all, we're always looking for passionate and enthusiastic people to join our team.

At Chipotle, you'll be part of a team that is working to cultivate a better world. If that sounds like something you would like to be a part of, apply today.

#### **Requirements (the fine print):**

- You have to be at least 16 years old to work at Chipotle
- You need to be able to communicate in the primary language(s) of the work location

- Receive up to \$5,250 from Chipotle in tuition assistance and up to \$5,185 in federal grants each year. Combined with up to 44 earned credit hours from on-the-job training at Chipotle, you could earn your degree for as little as \$250 a year.

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

### **Office Administration Assistant – Amaral Bus (Westport)**

*\$18 – \$20 an hour – Full-time, Part-time*

Due to recent expansion within the company, Amaral Bus Co., Inc. is seeking an Office Administrative Assistant, who is proficient in Microsoft office, is detail-oriented, has strong customer service skills, and is looking to grow within the company.

The Office Administrative Assistant will assist the transportation Director with the day to day duties of overseeing bus routes, including; updating route changes, data entry, marketing, and helping to ensure the safe transportation of students.

- Ability to work either split shift (6:00am-10:00am, 1:30pm-5:30pm) or standard shift (9:00am-6:00pm)
- Weekends, Holidays, and School vacations off
- Paid Vacations, Major Holidays
- Full-time position includes Health Insurance, Vision, Dental and profit-sharing
- Career advancement opportunities

CDL Class B is not required but can be obtained through our training program.

### **Qualifications:**

- Strong organizational and planning skills
- Ability to work in a fast-paced environment
- Excellent written and verbal communication skills

- Valid Driver's License, reliable transportation
- Clean CORI background check

**Education and/or Experience Required:**

- College Education: 2+ Years (preferred)
- Microsoft Office: 2+ Years (preferred)
- Administrative: 2+ Years (preferred)
- Customer Service: 4+ Years (preferred)

**Experience:**

- Microsoft Office: 2 years (Preferred)
- Administrative: 2 years (Preferred)

**Education:**

- High school or equivalent (Preferred)

**Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off

Must Apply in Person at:

1090 State Rd  
Westport MA 02790

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

**National Hiring Day: Cashiers, Stockers, Sales Associates – Christmas Tree Shops andThat! (Dartmouth)**

*Full-Time, Part-time*

**Job Summary:**

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast-paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that

values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

**We are now hiring for the following Seasonal Part-Time positions:**

- Cashiers
- Truck Unloader/Merchandise Processing Associates
- Stockers
- Sales Floor Associates
- Cart Retrieval/Maintenance Associates
- Service Desk Associates
- Receivers

Top performers have an opportunity for permanent positions. Please join us on Thursday, October 17th at this location. We will be interviewing for all the positions above between the hours of 12:00pm and 6:00pm – No appointments necessary.

Please apply on-line before arriving.

*National Hiring Day 2019*

*Thursday, October 17th*

*12:00pm to 6:00pm*

*On the spot interviews. Quick hiring decisions.*

If you are not available to interview on this date or time, please search our career page for opportunities at [jobs.christmastreeshops.com](http://jobs.christmastreeshops.com), Text “jobs” to 47283, or apply in-person at your local store location and ask for the Manager on Duty.

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

**Watchperson – Buttonwood Park Zoo**

**PAY: \$13.92hr – \$18.31hr (plus 7% night differential)**

Provides security to eliminate thefts or vandalism to vehicles

and property, and performs janitorial duties. Guards against fire, theft, vandalism and unlawful entry at assigned areas and buildings; checks locks to see that they are secure; maintains order in a given area; reports situations to police that cannot be handled immediately. Checks the validity of individuals' credentials; patrols buildings and grounds looking for foreign objects, missing or inoperable lights. Checks gates, doors, exhibit fences inside perimeter; patrols parking lot. May perform other duties such as checking boilers, regulating heat. Maintains and cleans buildings, offices and restrooms to ensure that these are kept clean and orderly. This position is deemed essential personnel and must report for duty during emergency situations.

Possession of a valid Massachusetts driver's license with a good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

### **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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

### **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](http://www.newbedford-ma.gov). Applications will be accepted until a

suitable candidate is found. 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](http://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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**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](http://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*

### **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](http://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](http://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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### **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](http://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](http://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](http://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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

### **Account Clerk – City of New Bedford Auditor's Office**

**PAY: \$15.46 – \$20.92**

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for

appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of increasingly responsible related experience; 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](http://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.



Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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# **HELP WANTED: City of New Bedford's Dept. of Facilities & Fleet Management is currently hiring for an Electrician & Carpenter**

## **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 call backs 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](http://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](http://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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## **Blount Fine Foods to host Job Fair in Fall River on October 16th**

Are you looking to work with a growing company? Come see what Blount has to offer you and add some spice to your work life. Join Blount for their Onsite Job Fair on Wednesday, October 16th from 6 to 8pm.

You will have the opportunity to speak with supervisors at the event and hear about their superior benefits package, competitive wages and room for advancement. Several positions are available.

We are looking for:

**Overnight Sanitation**

**Packers**

**Machine Operators**

**Data Entry**

**All 2nd and 3rd shift. English not required, we have Spanish**

**speaking leadership in place. and much more! See what Blount has to offer you!**

Can't make the job fair? Apply directly at [www.blountjobs.com](http://www.blountjobs.com)  
RSVP to the event on Facebook:  
<https://www.facebook.com/events/2229363420509109/>

Blount Fine Foods is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.



# **HELP WANTED: City of New Bedford is hiring for a Library Asst.**

**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](http://www.newbedford-ma.gov). New Bedford has a residency

requirement. EE0.