

HELP WANTED: P.A.C.E. Headstart is seeking to fill a Nurse/Health Manager position

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

QUALIFICATIONS: RN licensure required in the State of Massachusetts and the understanding of the policies and procedures that govern Early Childhood Learning Programs. Bilingual skills preferred. Must be able to pass a background check.

Must be physically able to safely supervise pre-school children and attend to the scope of the duties listed in the job description including, but not limited to: lifting a child up to 40 lbs., able to climb stairs, walk moderate distances for home visits and related activities.

JOB SUMMARY: The Nurse/Health Manager will oversee the operations of the Health Service area of P.A.C.E., Head Start. This position will assist the program in adhering to the NAEYC, EEC, and Federal Program Standards regarding the physicals and vaccinations for children in the program ranging from birth to 5 years old. Will be responsible for supervising the Health Assistants; perform mandatory vision, hearing, and health screenings for all children. This role will work professionally and possess the communication skills necessary to work collaboratively with other staff, parents, and community members to support Head Start in understanding the health needs of the population and developing strategies to address those needs.

Low cost Health Insurance, Dental, Vision Plan and no cost

Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Friday, January 4, 2019

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

CLOSED: City of New Bedford is hiring a Temporary Library Assistant

***** This position has been filled and is no longer available.

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. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision, and observing all policies as outlined in the staff and circulation manuals.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. 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. New Bedford has a residency requirement. EEO

CLOSED: City of New Bedford is seeking to fill a Library Branch Manager position

***** This position has been filled and is no longer available.

PAY: \$59,841 – \$74,809

Manages the overall service plan and daily operation of a branch library, including staff management, collection development and maintenance, services and programs, customer and community relations, outreach, developing partnerships and overseeing the general maintenance and security of the library building and grounds.

Oversees the operation of the branch library; supervises

trains, evaluates, schedules and participates in selection of branch staff. Plans and implements library programs for all ages including story hours, after-school activities, educational workshops, reading groups, and technology literacy classes. Analyzes circulation rates and patron requests to prepare current collections and respond to local needs; prepares displays of library materials. Collaborates with the Library Director on grants development, grant writing and related activities.

Master's Degree in Library Science. Two years of relevant experience working in a library or a related library field. Spanish speaking preferred. 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. New Bedford has a residency requirement. EEO

HELP WANTED: City of New Bedford seeks to fill a Park Maintenance position

PAY: \$14.20hr-\$18.79hr

Performs a variety of semi-skilled tasks in the maintenance and operation of City property such as Parks, recreation areas (playgrounds), and Historic and Downtown Districts including streets, sidewalks, grounds, open spaces and facilities.

Daily cleaning and maintenance of all City streets, sidewalks

and public areas; mows and maintains open space areas such as baseball and soccer fields; mows and removes weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems; and assists in the repair and installation of sprinkler lines and heads; maintains, cleans, paints and repairs lamp posts including cleaning glass and changing light bulbs; maintains, washes, paints and repairs or replaces public benches as needed.

Drags ball fields; lines fields for games; inspects, washes, paints and repairs or replaces park tables and slabs; performs minor semi-skilled maintenance such as painting, plumbing, carpentry and unskilled work; performs routine maintenance on lawn and power equipment; plants and maintains lawns, trees, shrubs and flowers; carries out the seeding, top dressing, soil conditioning and watering of the City's parks, and Historic and Downtown Business Districts; performs routine maintenance on lawn and power equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, weed eaters and irrigation systems; operates tractors, mowers, jack hammers, trucks steam cleaners, buffers, washers and other listed equipment as needed.

Possession of a valid Massachusetts driver's license and good driving record. Graduation from a high school or GED equivalent preferred. Considerable knowledge of equipment, materials and supplies used in building and grounds maintenance; considerable knowledge of equipment and supplies used to do minor repairs. Some knowledge of first aid and applicable safety precautions.

For more information, please visit:

Employment Opportunities

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

New Bedford has a residency requirement.

The South Coast Hot Jobs List – December 16, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 16, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Bi-lingual Switchboard Operator – Greater New Bedford Community Health Center

Full-Time/em>

Hours: 40 hours per week – Flexible Hours (Hours of Operation Monday – Friday 7:00am – 7:00pm, and Saturdays 8:00am – 4:30pm).

Duties:

- Answers telephone and route calls promptly. Does not leave callers on hold and unattended for longer than 20 seconds.
- Determines the priority of each call based on the callers request and perceived demeanor. Routes call to the appropriate department (i.e., Adult Medicine, Pediatrics, Urgent Care, Lab, etc.).
- Takes messages for staff as needed. Ensures staff receives urgent messages within five minutes and routine messages within one business day.
- Notifies supervisor when need arises to vary office hours (leave early or have planned absences) so a substitute can be arranged.

- Calls answering service each morning to open board and if any messages forward to correct departments.
- Ensures the switchboard is turned over to the answering service each evening. Verifies the transfer was done accurately by calling the main number to ensure the answering service picks up.
- Responsible for overhead paging within the Health Center (i.e., announcements of unlocated medical records, meetings, personnel, etc.).

Qualifications:

- High School diploma or equivalent. Minimum one year of technical training in relevant field.
- Ability to recognize those patients who are in distress and take appropriate action.
- 2-4 years experience as a receptionist working in a relevant field.
- Strong verbal, organizational and interpersonal skills.
- Bilingual in Spanish/Portuguese preferred.

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

Customer Service Associate – TileCraft (Fairhaven)

Part-Time, \$30,000-\$35,000 a year

To work with walk-in clients on any of their floorcovering or tile needs. Follow up with proposals and potential leads. Typing up estimates checking email and answering phones on a daily basis. Working with our team on a daily basis must be a people person and very organized and work well with others looking for a team player. Helping to organize our work schedule for our installers. Growth potential as you become more efficient and able to work independently. Looking for select person that may have some floorcovering knowledge background.

Experience:

- Customer service: 2 years (Preferred)

Communication method(s) used:

- Email
- Phone
- Chat
- In person

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

Water System Maintenance Worker – City of New Bedford

PAY: \$13.99hr – \$18.51hr

RESPONSIBILITIES:

Taps water mains 4" to 48" in size with a small taping machine from $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves. Performs other work in connection with the maintenance, construction, and repairs of the distribution, collection (and Highway System.) Installs water meters, operates gate valves, and service shutoffs. Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs treatment plants, pump stations and water gates. Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

DESIRED MINIMUM QUALIFICATIONS:

- * Education and Experience: Graduation from a high school or GED equivalent preferred.
- * Requires one year of prior experience.
- * Necessary Knowledge, Skills and Abilities: Must be able to work with hydrants, water gates,
 - * valves and collection system related equipment

SPECIAL REQUIREMENTS:

Must possess a valid Massachusetts driver's license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Subject to call seven days a week/twenty four hours a day for emergency work. This position is deemed essential personnel and must report for duty during emergency situations.

TOOLS AND EQUIPMENT USED:

Performs semi-skilled manual work using taping machines; various digging devices.

PHYSICAL DEMANDS:

- * The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- * Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
- * Operation of equipment that causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

WORK ENVIRONMENT:

Works outdoors in all types of situations and weather conditions. Works with water and sewage.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of

the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Driver's Helper – UPS

UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 – 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday. Workdays can vary (Monday – Friday) or (Tuesday – Saturday) depending on the building needs. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including

the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer. UPS does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law

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

Entry-Level Police Officers – Massachusetts

Applications, together with the \$100 application fee, must be filed no later than February 5, 2019. An extended deadline of February 19, 2019 is being offered, however, a late fee of \$50 will be required.

No applications will be accepted after the final February 19, 2019 deadline.

Exam information is available at www.newbedford-ma.gov; or the Massachusetts Human Resources Division, civilservice@state.ma.us CivilService@state.ma.us.

To apply for the exam, please visit <http://www.mass.gov/civilservice>.

Receptionist/Administrative Assistant – High Point Treatment Center

Join a dynamic team providing behavioral health services in an High Point outpatient clinic located in Taunton Ma. Responsibilities involve providing oversight to office staff; assist in greeting patients, answering phones, scheduling appointments, verification of insurance eligibility, prior authorizations, data entry , providing front office support, and other administrative tasks. Excellent computer and communication skills needed.

Experience:

- Receptionist: 2 years (Preferred)
- Customer service: 1 year (Preferred)
- Administrative Assistant: 1 year (Preferred)

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

Clinical Care Manager – St. Vincent's Home

Two full-time positions are available within our Intensive Group Home Program.

Job Description

These positions will work as part of a team with four other Clinical Care Managers to:

- Provide clinical and care coordination services to youth; provide individual and family therapy; facilitate psychoeducational groups;
- Develop behavior support plans with family and staff;
- Provide ARC-based therapeutic support in the milieu; chair Individual Treatment Plan meetings;
- Participate in after-hours on-call rotation for clinical issues; provide consultation for program staff.

Flexible hours required including one early evening.

Requirements

- MSW/MA in clinical area with 1 to 2 years of direct clinical experience;
- Independent licensure or license eligible required.
- Valid driver's license is required.

Benefits Include

- Health and dental insurance
- 10 holidays
- 4 weeks paid time off with 5 weeks paid time off after one year
- 403B with employer match

- Dependent assistance
- Tuition assistance

Supervision for licensure and significant professional development and training opportunities available.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/E0E and a COA Accredited Agency. Email resume to khayes@stvincentshome.org.

About Us:

Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

Store Clerk – Save-A-Lot

Part-time

Purpose

The Retail Sales Clerk (PT) reports directly to the store manager and indirectly to the assistant store managers and shift leaders. This position is responsible for duties such as, but not limited to, cashiering, stocking, cleaning and

monitoring perishables. The Retail Sales Clerk provides excellent customer service and assists in maintaining excellent daily store conditions. This position accomplishes all job duties in accordance with Save-A-Lot policies, procedures and Best Methods.

Job Responsibilities and Accountabilities

- Operate a cash register efficiently and perform checkout procedures at or above expected performance standards including, but not limited to, minimum transaction time per item rate and accurate handling/counting of cash, EBT, debit cards, credit cards, WIC Vouchers, Gift Cards, coupons and checks. Follow all check-out and cash handling procedures and policies.
- Consistently meet or exceed the company standards involving the handling, stocking, and the maintaining of grocery, frozen, dairy, smoked meat, and all perishable products.
- Assist with unloading delivery trucks. Stock product on platforms, shelving, peg hooks and in baskets or refrigerated cases as needed. Handle power and non-powered equipment and hand tools to move stock as needed after properly trained.
- Retrieve carts from the parking lot.
- Maintain excellent store conditions.
- Maintain a safe and clean working environment. Complete cleaning duties as assigned, including floors, windows, display cases, shelves, register area, backroom, restrooms, parking lot, and other fixtures. Responsible to 5S areas assigned per company guidelines.
- Provide excellent customer service, which includes but not limited to, communicating in a friendly/courteous manner.
- Assist store management in training other store employees.
- Maintain proper rotation for dated and undated products.
- Ensure products have price tags/signs and are displayed per company guidelines.
- Protect company property, funds and merchandise at all times.
- Properly display, trim, package, and fill authorized fresh

produce.

- Assist Fresh Meat personnel as needed. Duties may include but are not limited to wrapping packages, using scales to weigh & tag products and stocking meat packages as needed.
- May participate in panel interviewing process, but does not have authority to make hiring decisions.
- Performs other duties, including working in other areas of the store, as assigned.

This is a non-management position. This position does not have the authority to make decisions concerning hiring, firing, demotions, promotions, or otherwise take tangible employment actions.

Relevant Experience, Education, Certification, Knowledge, Skills and Abilities

- Must be 18 years of age
- Proven, efficient retail sales experience; experience in dry grocery, perishable, meat, general grocery, cash management and excellent customer service preferred.
- High School diploma or equivalent preferred.
- Excellent teamwork and problem solving skills.
- Must be able to read, write and speak in English. Demonstrate effective oral and written communication, interpersonal skills.
- Language proficiency in Spanish or other languages are a plus in certain locations.
- Proficiency in basic math skills required, including addition, subtraction, multiplication and division, and basic computer skills.
- Must be dependable and flexible to work scheduled shifts, including a willingness to work in other areas of the store as needed with little or no advance notice.
- Must adhere to safety standards.
- Must possess the following leadership competencies:

Physical Requirements

- Requires the ability to reach, bend, balance, lift and transport various objects weighing 20-50 pounds repeatedly

throughout the shift; at times, product weight could be 50-80 pounds.

- Must have the ability to stand, walk and / or move about for extended periods of time.
- Requires the ability to push, pull, grasp, twist and use sawing motions for extended periods of time.
- Regularly works in freezers, coolers, refrigerators, inside and outside of the store in all weather conditions and inside delivery trucks.
- The above statements are intended to describe the general nature of the work performed by the employees assigned to this job. • All employees must comply with Company policy and applicable laws. The responsibilities, duties and skills required of personnel so classified may vary within each department and/or location.

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

Recovery Advocate – Fellowship Health Resources, Inc. (New Bedford)

Full-Time

Responsibilities:

Serves as a member of the Integrated Team/Group Living Environment /Intensive Group Living Environment, responsible for providing young adult to geriatric individuals with person centered, strength-based, time-limited therapeutic supports and clinical interventions that focus on each individual's recovery. Provide assessment of needs, intensive clinical interventions with recovery tools, in a therapeutic setting or supporting individuals living independently in the community to promote stability.

Qualifications:

Bachelor's degree in Human Service field, such as Social Work, Psychology, Rehabilitative Counseling, or closely related discipline required. Five or more years of behavioral health

direct care experience can be substituted for Bachelor's degree.

Computer literacy including past experience with keyboarding, email, internet and computerized health record systems is desired. Preference will be given to candidates that may meet the cultural and linguistic needs of the geographic needs and area. Multilingual candidates are preferred.

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

Receptionist – Steward Health Care (Dartmouth)

Part-Time

General Summary/Overview:

- Responsible for all front desk functions including general business office functions, and patient reception/registration.
- May be responsible for telephone triage and scheduling depending upon location.
- Supports the facility's ideology, mission, goals, and objectives.
- Performs in accordance with the facility's policies and procedures. Follows the facility's standards for ethical business conduct.
- Conducts self as a positive role model and team member.
- Recognizes patients' rights and responsibilities and supports them in performance of job duties.
- Participates in facility committees, meetings, in-services, and activities.
- Performs in accordance with the facility's policies and procedures.
- Follows the facility's standards for ethical business conduct. Conducts self as a positive role model and team member.
- Participates in facility committees, meetings, in-services, and activities.

Work Schedule:

Sun. 7:45am – 3:45pm; Thurs. 3:45pm – 7:45pm; and Fri. 4pm – 8pm

Principal Duties and Responsibilities:

1. Registers patients, collects appropriate co-pays, deductibles and other related payments that are due. Adheres to established cash control policies and procedures.
2. As part of the check in process, provides new patients with patient registration form and copies insurance card for file. Registers patients into the computer system. Verifies existing patients' demographics and insurance information at each visit; Checks referrals and POS or paper, obtaining required authorization, eligibility verification and confirmation of registration information.
3. Responsible for preparation of billing packets on a daily basis which includes:
 - Assuring that an insurance face sheet is attached to each encounter
 - Checking off each encounter against the schedule
 - Ensuring that each encounter has been confirmed in the system,
 - Tracking and following up on any missing encounters
 - Ensuring correct entries on day sheet
 - Completion of batch sheet checklist and all items listed on checklist
 - Ensuring that each batch is sent to billing by courier
 - Any other billing responsibility as designated by manager
4. Schedules appointments accurately and efficiently within established scheduling protocols as appropriate
5. Serves as liaison with centralized Medical Records department as appropriate.
6. Demonstrates courteous, professional, and cooperative behavior towards patients, visitors, coworkers, and providers.
7. Performs duties as a team member, integrating activities with fellow employees and providers
8. Other duties as assigned.

Qualifications:

High school diploma or equivalent. Prior front-desk experience preferably within a medical clinic setting

Skills and Abilities Required:

Experience managing a multi-line phone system, experience with computer systems and the ability to type, strong understanding of medical terminology, understanding of different insurance plans and referral procedures preferred. Must be flexible, customer / patient focused, possess a positive attitude, strong learning aptitude and the ability to work well both independently and on a team in a fast paced environment. Bilingual communication skills are a plus.

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

Customer Service Associate – Zutano Global Inc

\$35,000 – \$50,000 a year

We are looking for a customer service associate to join our team! This is an exciting opportunity for an enthusiastic and self-motivated individual to grow professionally by performing a variety of customer service related roles for a small but growing baby apparel brand. Primary responsibilities will be managing wholesale customer relations and serving as a liaison between sales reps, customers, internal operations and distribution.

Responsibilities

- Serve as the primary point of contact for wholesale customers and effectively communicate via email and phone about orders, shipments, account standing, and any other issues that arise.
- Serve as the primary point of contact for external sales reps and liaise between reps, customers and operations staff.
- Use internal order management and customer relations software to import and monitor orders, make changes when necessary, allocate inventory, and update customer accounts.

- Communicate with the distribution team to relay special customer requests and ensure timely delivery of orders.
- Analyze inventory quantities and customer history to determine which orders get shipped and when they get shipped. Communicate changes in ship dates or order changes with customers and/or reps.
- Be available to assist other employees in areas outside of primary responsibilities such as shipping, office management, internal operations or marketing.

Skills & Qualifications

- High school diploma required, college degree preferred
- 1+ year of previous customer service experience
- Previous experience in consumer goods preferred
- Strong verbal and written communication skills, keen ability to relate to customers
- Proficiency in Microsoft Excel and other common computer software
- Self motivating, must have initiative to learn and help others even when not given direct instructions
- Willingness to work as part of a small team with an entrepreneurial culture. All team members are flexible and willing to fulfill multiple roles at different times.

Experience:

Customer service: 1 year (Preferred)

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

Fruit Expert – Edible Arrangements

Part-time

Fruit Expert Edible Arrangements Dartmouth and Fall River, MA. Want to join a work place that is fun and exciting place to work? Edible Arrangements is looking for new PART TIME Fruit Experts! The Fruit Expert ensures Edible Arrangements service standards are met and surpassed by providing Guests with prompt, quality product selection, purchase, and preparation.

Summary of Key Responsibilities

- Demonstrates a strong understanding of product knowledge and quality standards
- Develops enthusiastically satisfied Guests all of the time
- Welcomes and connects with every Guest to provide excellent Guest Service.
- Discover Guest needs and appropriately suggests product with every Guest to enhance service and meet sales goals.
- Uses effective sales approaches
- Effectively converts Guest inquiries into sales
- Builds long-term relationships and builds the trust and loyalty of Guests.
- Maintains Guest Service area and equipment in a clean and appealing manner.
- Demonstrates “just say yes” behavior when taking care of Guest needs
- Manages difficult Guest situations in a calm and professional manner.
- Maintains Quality Store Operations.
- Follows store policies and procedures for operational flow at each station
- Performs cleaning tasks in accordance with the cleaning standards and works as a team player
- Presents oneself professionally and demonstrates clear communication by using FruitExpert skills with all Guests and co-worker interactions.
- Follows standards for merchandising, stocking, rotating and storing all products.
- Financial Contribution
- Follows cash handling and register policies
- Takes responsibility to learn all aspects of the Fruit Expert position
- Learns and performs duties of Guest Service and production
- Learns and demonstrates all performance standards by completing In Store TrainingExperience and utilizes Nspire training on ongoing basis.

Qualifications and Skills Required:

- High School Diploma or equivalent preferred
- Previous experience working in Guest Service or food service establishment preferred *
- Excellent Guest Service and communication skills
- Demonstrated ability to sell and up-sell products
- Good math and money handling skills
- Enjoys working within a team
- Enjoys working in a fast-paced environment
- Desire for personal and professional growth
- Computer skills including Microsoft software and register skills
- Ability to stand, bend, reach and scoop through-out assigned shift
- We have 2 positions available.
- Our hours are Monday- Friday 8-7, Saturday 8-5, Sunday 10-3
- Must have flexible availability as shifts vary
- Must be available on holidays
- Must have reliable transportation
- Must be able to go between both stores in Fall River and Dartmouth,MA

Experience:

- Guest Services: 1 year (Preferred)
- Food Service: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

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

Store Associate – Payless ShoeSource

Part-time

Job Description:

Payless ShoeSource has immediate part-time openings for enthusiastic Retail Store Associates seeking fun, flexible opportunities in a family footwear setting.

Part-time Store Associates enjoy flexible work schedules, working up to 20 hours per week while earning great discounts on our affordable On Trend products.

Our teams are friendly, outgoing, and create a fun shopping experience for each customer who walks through the door – which helps us sell lots of shoes! They also keep our stores looking great and stock our shelves with today's latest trends.

Payless offers:

- An inspiring, innovative atmosphere that's as fast-paced as it is fun
- Opportunities to learn and grow your career through defined career planning
- The chance to earn reward and recognition through hard work and dedication
- Great discounts on our On-Trend products for the entire family
- An inclusive environment that embraces and celebrates diversity

Why Payless?

Payless has a simple mission: To be the Go To, Get More, Pay Less shoe store for our customers. Since 1956, Payless has offered a wide range of fashionable shoes and accessory items at affordable prices for every member of the family. When you work at Payless, you'll find your fit – not only in the perfect pair of shoes, but in your career, too!

Qualifications

- Associates must be at least 17 years old with a high school diploma or GED
- Previous retail experience is desired, but not a requirement
- You must have a passion for selling shoes and for meeting our customers' needs
- Proven teamwork and verbal communication skills are critical to this role

- Basic math skills are required
- Ability to lift goods weighing up to 40 pounds a distance of several feet

Equal Employment Opportunity

Payless ShoeSource is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, color, creed, religion, national origin, ancestry, citizenship, age, sex, pregnancy, sexual orientation, marital status, disability, veteran status, or any other characteristic protected by federal, state or local laws.

E-Verify

Payless ShoeSource is enrolled in the E-verify program in certain states. This program allows an employer to electronically confirm an employee's eligibility to work in the United States after completion of Form I-9. Please refer to the below website and the E-Verification and right to Work Posters for additional information

APPLY ONLINE OR IN-PERSON!

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

Retail Beauty Sales – Macy's (Dartmouth)

Seasonal, Part-Time, Temporary

Job Overview:

The Seasonal Cosmetics/Fragrances Associate is responsible for providing professional service to customers by selling and demonstrating cosmetics and fragrances, as well as contributing to the success of the department. The associate is also responsible for fulfillment and performing other duties as necessary.

In order to present our customers with the best holiday shopping experience, many of our Seasonal associates arrive

prior to store opening and remain after closing to ensure we are ready to make Macy's magic. Seasonal associates will have the opportunity to work a flexible schedule on a temporary basis, which may include early mornings, evenings, weekends and busy events such as the day after Thanksgiving and the day after Christmas. And don't forget – just in time for holiday shopping, you will receive an employee discount of up to 20% starting your first day!

Any schedule hours listed in the job posting title are subject to change based on business needs. All holiday associates may be required to work hours other than those stated in the job posting title on weekends, or on key holiday events such as the Friday after Thanksgiving.

Essential Functions:

- Be proficient in POS and MPOS systems including Search and Send, My Client and More@ Macy's tablet app
- Proactive in assisting customers who are using devices to shop and compare, whether Macy's devices or their own
- Assist customers in all aspects of total store fulfillment and have the ability to satisfy the needs of our digital and physical customers by making appropriate partnerships when necessary.
- Provide an exceptional customer experience by ensuring the customer is always the priority
- Acknowledge customers in a friendly and helpful manner within 30 seconds of their entry into the area
- Handle all returns courteously and professionally
- Sell cosmetics and related merchandise according to customer service techniques and professional selling skills
- Determine customer needs based on personal features and other customer preference related factors
- Explain and demonstrate use of cosmetics through actual application
- Use clientele program to maintain customer profile and contact information to increase personal sales

- Be knowledgeable of and perform sales support functions related to POS procedures
- Alert Cosmetics Counter Manager or Cosmetics Sales Manager of inventory and other inaccuracies
- Attend product training classes and seminars and participate in pre-selling drives to maximize sales
- Ensure proper presentation, organization, storing, and replenishment of stock
- Ensure timely processing of new receipts, damages, testers, and return to vendors (RTVs)
- Ensure work area is free from hazards and work in a safe manner
- Adhere to Asset Protection and inventory control and compliance procedures
- Be in compliance with all hygiene standards
- Perform other duties as necessary
- Follows shortage programs and procedures
- Perform these functions in an efficient manner, as directed by the Supervisor
- Regular, dependable attendance and punctuality

Education/Experience:

High School degree or equivalent.

Previous selling experience is desired, preferably in cosmetics.

Communication Skills:

Excellent written and verbal communication skills.

Ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills:

Basic math functions such as addition, subtraction, multiplication, and division.

Able to use a calculator.

Reasoning Ability:

Self-starter, able to work independently and as part of a team and must have good time management skills.

Physical Demands:

- This position involves constant moving and standing.
- Involves standing for at least two consecutive hours.
- Involves lifting at least 30 lbs.
- May occasionally involve reaching, stooping, kneeling, crouching, and climbing ladders.
- May involve reaching above eye level.
- Involves close vision, color vision, depth perception, and focus adjustment.

Other Skills:

- Superior organizational and time management skills.
- Must be able to multi-task in a fast-paced environment during constant periods of high volume.
- Must be able to build relationships and influence others.
- Must possess a thirst for knowledge.
- Must be flexible in regards to hours worked.
- Ability to collaborate and function as a member of a team.
- Must possess a strong sense of urgency.
- Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours:

Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays based on department and store/company needs.

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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

Driver – LL Medical Transportation (Dartmouth)

Part-time

Looking for early morning driver to do route in tiverton, Middle town, Portsmouth, Newport, Must have good driving record, be able to pass drug test to start will be 12\$ once you get all testing done you will get 13\$ must have no limitations

Experience:

- Para transit: 3 years (Preferred)
- Driving: 5 years (Required)

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

Style Advisor – Justice (N. Dartmouth)

Part-time

Justice is a world-class specialty retailer that builds an exciting and powerful connection with our customer through well-defined fashion brands. We believe we are creating one of the best work experiences in retail. Justice is a place where people can do great work and live great lives! Each area in our company plays an important role in the delivery of quality products for tweens (7 thru 14 years of age).

What you'll do:

The Style Advisor (SA) demonstrates selling behaviors consistent with the current selling model and happily engages both mom and girl to create a positive customer experience. Demonstrates company values by working cooperatively with others. Approaches work with positive intent and has the ability to properly communicate and interact with associates and customers. Completes tasks as assigned.

Are you Justice material? We hope so. Here's what we look for:

- 16 years of age in the US; 18 years of age in Canada
- Ability to perform duties as described

- Ability to communicate and interact effectively with customers and associates at all times
- Ability to work various hours/days of the week
- Ability to move throughout the store continually for periods of up to 8 hours with fifteen minute breaks and meal periods, as required by state law
- Ability to read documents and computer screens, and write and count in order to accurately complete company documentation and tasks
- Ability to operate cash register by depressing keys and remembering keying sequences and policies
- Ability to reach for, push, pull and/or move merchandise throughout the store generally weighing 0-50 pounds

What we value – we are:

- Focused: as the premier tween specialist, we put our customer first in everything we do!
- Driven: we set goals, have high standards, and achieve results!
- Creative: our girl is all about what's new and what's hot. We encourage innovation and support creativity because that's what she expects from us.
- Ethical: simply put, our girl and her mom expect us to always do the right thing!
- Balanced: everyone needs to be rejuvenated – we want you to enjoy life, have fun, and take care of you!

Position Requirements:

- At least 16 years of age in US; At least 18 years of age in Canada
- Ability to relate to customers of all ages & backgrounds
- Ability to follow directions & work productively with others

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

Sales Associate – Spencer Gifts (Dartmouth)

The Sales Associate is responsible for maintaining Guest

Services as per Company Standard. The Sales Associate will support the Store Management Team by generating sales, conducting housekeeping, merchandising, signing, pricing, POS operations and loss prevention in adherence to all Company policies and procedures. The minimum age requirement for a Sales Associate is between 17 or 18 depending on the location. The physical demands of the job require climbing ladders, lifting up to 50 pounds and may require 8 hours of standing/walking.

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

Store Employee – 7-Eleven (Fairhaven)

Overview

Franchisees typically rely on Sales Associates to provide outstanding service, maintain a clean, customer friendly environment, stock and merchandise products, and operate the register. Franchisees expect store employees to demonstrate reliability, honesty, and greet customers with a smile.

What might you do?

- Provide prompt, efficient and courteous customer service
- Drive sales through effective communication with customers
- Maintain a clean, customer friendly environment in your franchisee's store
- Ring sales and maintain cash control
- Perform all regular cleaning activities, and other tasks included in your job assignments
- Forecast, order and stock merchandise (with appropriate training)
- Check in merchandise deliveries from vendors

Responsibilities

While physical requirements for store employees may change depending on your franchisee, the position typically requires constant standing, bending, reaching, frequent lifting of 1-5 lbs, and occasional lifting of up to 40 -50 lbs.

Qualifications

You acknowledge and understand that this position is for a potential employment opportunity at a 7-Eleven convenience store operated by an independent contractor franchisee of 7-Eleven, Inc., and is not for a potential employment opportunity at 7-Eleven, Inc. The information you provide will be provided directly to the franchisee. You must communicate directly with the franchisee who will conduct the entire hiring process. The franchisee is solely responsible for all hiring decisions and other employment matters and may contact you to request additional information or conduct an interview. 7-Eleven Franchisees are Independent Contractors who are solely responsible to control the manner and means of the day to day operation of their stores. As such, each Franchisee solely controls all aspects of his or her employment practices.

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

Sales Associate – Party City (Dartmouth)

KNOWLEDGE SKILLS & ABILITIES:

- Excellent verbal and written communication skills
- Good planning and organizational skills
- Ability to multi-task
- Creative thinking
- Ability to maintain composure under pressure
- Ability to lead, delegate and motivate staff

PHYSICAL REQUIREMENTS

- Lift, push, pull 25 lbs
- Frequent kneeling, bending and stooping
- Climb ladders

JOB SUMMARY:

- Delivers exceptional customer service through personal contact with customers

- Interacts with and assists customers
- Answers the telephone and rings on register
- Processes balloon orders
- Handles Personalization Studio orders
- Assists in receiving and stocking procedures
- Unloads merchandise from trucks
- Checks in shipments
- Stages merchandise for the sales floor
- Packs out merchandise
- Top and down stocks merchandise
- Assists in merchandising procedures
- Responsible for maintaining assigned sections in store as determined by the General Manager
- Sets and maintains merchandise presentation planner (MPP)
- Sets and maintains plan-o-grams
- Flexes and fills seasonal aisles
- Ensures proper labeling and signing
- Sets and maintains ad in-stock
- Executes corporate directed price changes and clearance markdowns
- Assists in ensuring data integrity
- Assists with seasonal packaway
- Performs other duties as needed

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

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection

program. Ensures customer compliance with City Ordinances, as well as any State and/or Federal regulations.

Issues Violation Notices to achieve compliance with regulations. Initiates litigation against parties who fail to comply with departmental notices.

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration

plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Waste Reduction Assistant – Greater New Bedford Regional Refuse Management

JOB DESCRIPTION

Position: Waste Reduction Assistant

Classification: Non-Exempt

Reports To: Waste Reduction Coordinator

Salary: \$13.00 per hour (part-time; approximately 15 (not to exceed 19) hours per week; no benefits

Essential Job Functions:

- Assist Waste Reduction Coordinator and Assistant Waste Reduction Coordinator on waste reduction efforts in New Bedford & Dartmouth.
- Responsibilities include answering incoming phone calls, returning phone calls from voicemail messages, educating the general public in person, distributing flyers, posting on social media, data entry in Excel, and assisting in the office.
- Has frequent contact with residents.
- Occasionally delivers recycling carts and bins to City

buildings and businesses using a District pick-up truck and helps with errands.

- Assist with office work (e.g. copying and mailings).
- Work on special projects relating to waste reduction programs.
- Works flexible hours including some weekends.

Job Knowledge/ Skills

- Personal commitment to waste reduction
- Knowledge of New Bedford and Dartmouth waste reduction programs.
- Ability to communicate effectively orally and in writing.
- Ability to maintain accurate records; attention to detail is important.
- Skilled in operation of computer (including Microsoft Office software and performing Internet searches), telephone, photocopier, and fax machine.
- Proficiency or ability to become proficient in the use social media including Facebook, Twitter, and Instagram.
- Must possess a valid Massachusetts motor vehicle operator's license and have a good driving record.
- Must have neat handwriting.

Required Level of Education and Experience

- High school diploma. At least one year experience in an office setting and experience speaking with the public is desirable.
- Knowledge of Spanish or Portuguese is desirable.

Physical and Mental Demands:

- Occasionally moves items weighing up to 30 pounds from one location to another; Frequently moves about outside over uneven terrain (sometimes in adverse weather), inside District buildings, and to and from events, meetings, appointments, neighborhoods and facilities in different locations;
- Frequently must be able to remain seated in an office or stand or walk for up to 3 hours; Must be able to listen to and clearly communicate verbally and in writing with employees and the public; Must have eyesight and hearing at or correctable

to normal ranges; Ability to operate a keyboard at an efficient speed.

How to apply:

Applicants must submit a completed, signed application to be considered. Employment Application.

Submit the application, along with any other supporting information (such as a resume) to:

*Greater New Bedford Regional Refuse Management District
300 Samuel Barnet Blvd
New Bedford, MA 02745*

or by email to: lferreira@gnbrrmdistrict.org

Director of Facilities & Fleet – City of New Bedford

PAY: \$88,642 – \$110,811

- * Directs and administers all activities of the Facilities and Fleet Management Department.
- * Oversees maintenance and capital needs of City buildings and fleet.
- * Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- * Manages the budget using responsible and sound fiscal practices.
- * Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- * Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- * Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- * Investigates advanced methods and technologies of

accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Airport Technician – City of New Bedford

PAY: \$16.04 hr – \$21.84 hr

Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139 regulations. Paints airfield and landside markings. Repairs runway and taxiway lights; airfield and landside mowing, weed eating, tree cutting and grading. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Acts as part of an integrated security system. Removes snow airside and landside. Maintains grounds, structures and facilities. Performs general custodial and maintenance work in and around buildings. Landscapes, removes trash, changes light fixtures, paints; general cleaning duties (vacuum, dust, wash windows, clean restrooms). Provides escorts as needed. Must communicate professionally on company and FAA radios.

Assists in any emergency or incident at the airport.

High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check).

Must be familiar with Microsoft Word, Microsoft Outlook. Ability to issue Digital NOTAM System. Ability to issue "Notice to Airmen" field condition reporting. Log all needed Veoci and Lucity-reporting work orders.

Must attend mandatory annual on-the-job trainings in compliance with FAR part 139 regulations. Must possess and maintain a valid Massachusetts driver's license. Must possess and maintain a valid Class B CDL license and a 2B and 4G Classification Hoisting license or be able to obtain said licenses within 180 days of employment.

This position requires availability of nights and weekends. The airport is open 7 days a week, 24 hours a day. Normal staffing hours are from 6:00a.m. to 11:15p.m. daily.

For more information, please visit:

Employment Opportunities

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

New Bedford has a residency requirement.

Pipefitter – City of New Bedford's Department of Public Infrastructure

PAY: \$15.46hr – \$20.92hr

Fabricates and installs all related piping as pertaining to water distribution and sewage collection systems. Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and

other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade. Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. 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 is deemed essential personnel and must report for duty during emergency situations.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned

properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

Associate City Solicitor – City of New Bedford

PAY: \$70,599 – \$88,257

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel. Conducts factual investigations and develops legal recommendations based on

information obtained in investigations.

A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Associate City Solicitor – City of New Bedford

PAY: \$70,599 – \$88,257

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel. Conducts factual investigations and develops legal recommendations based on information obtained in investigations.

A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit

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

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender

Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

Diesel Engine Repairman – City of New Bedford

PAY: \$15.42hr – \$23.00hr

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors, and ignition problems. Disassembles, overhauls, removes and replaces all types of engines. Assembles and disassembles transmissions. Knowledge of various hydraulic systems, clutch replacements and components. Performs track replacements and various components, brake jobs, and other miscellaneous maintenance tasks requested. Works on emergency vehicles. Performs all preventative maintenance and any related work. Ability to write detailed reports and estimate repair costs.

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. Possession of Class B CDL or the ability to obtain one within six months of hire. 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be

accepted until a suitable candidate is found. EEO New Bedford has a residency requirement.

Environmental Project Manager – City of New Bedford

PAY: \$70,599 – \$88,257

Manages contaminated site projects at City properties. Coordinates with environmental consultants and engages in community outreach. Interfaces with the public to address concerns regarding impacted properties. Coordinates contaminated site assessment and cleanup activities. Integrates the efforts of consultants and City staff to ensure that environmental projects are conducted efficiently and cost effectively.

Represents the City's Environmental Stewardship Department in regulatory, academic, and legal fora. Attends meetings with regulators, presents projects and results at conferences and participates in environmental research conducted in New Bedford. Assists with environmental litigation.

Bachelor's Degree in engineering, geology, environmental studies or a related discipline. At least four (4) years of experience in the engineering, geology, environmental studies, or related subject or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

Garage Attendant – City of New Bedford

PAY: \$13.99hr – \$18.51hr

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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

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

HELP WANTED: City of New Bedford is seeking to fill an EMT position

PAY: \$13.39hr – \$19.12hr

Responds to given locations with lights and siren, driving in a defensive manner, obeying the rules of the road.

Working alongside a Paramedic, stabilizes patients at scene, i.e. CPR, airway management, control bleeding, assists in starting IV, splints body as needed using proper equipment to load patient into ambulance.

Prepares patient care reports contiguous with incidents to ensure continuity of care for the EMS Office, billing records and physician information.

Ensures that equipment is in proper places and in good working order, cleans equipment and patient care compartment in order to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.

Contacts the Dispatch Center in order to inform them of status relative to response, arrival, availability, deployment of additional resources for any other reason necessary for operation.

Minor vehicle maintenance, which includes washing; checking oil, water, fuel; washing floors and cleaning windows.

Attends re-certification classes in order to maintain certification.

Applicants must possess current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare

Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6). Must have a valid Massachusetts driver's license and good driving record.

This position is subject to re-certification by the State Office of Emergency Medical Service.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

The South Coast Hot Jobs List – December 9, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 9, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Fruit Expert – Edible Arrangements

Part-time

Fruit Expert Edible Arrangements Dartmouth and Fall River, MA. Want to join a work place that is fun and exciting place to work? Edible Arrangements is looking for new PART TIME Fruit Experts! The Fruit Expert ensures Edible Arrangements service standards are met and surpassed by providing Guests with prompt, quality product selection, purchase, and preparation.

Summary of Key Responsibilities

- Demonstrates a strong understanding of product knowledge and quality standards
- Develops enthusiastically satisfied Guests all of the time
- Welcomes and connects with every Guest to provide excellent Guest Service.
- Discover Guest needs and appropriately suggests product with every Guest to enhance service and meet sales goals.
- Uses effective sales approaches
- Effectively converts Guest inquiries into sales
- Builds long-term relationships and builds the trust and loyalty of Guests.
- Maintains Guest Service area and equipment in a clean and appealing manner.
- Demonstrates “just say yes” behavior when taking care of Guest needs
- Manages difficult Guest situations in a calm and professional manner.
- Maintains Quality Store Operations.
- Follows store policies and procedures for operational flow at each station
- Performs cleaning tasks in accordance with the cleaning standards and works as a team player
- Presents oneself professionally and demonstrates clear communication by using FruitExpert skills with all Guests and co-worker interactions.
- Follows standards for merchandising, stocking, rotating and storing all products.
- Financial Contribution
- Follows cash handling and register policies
- Takes responsibility to learn all aspects of the Fruit Expert position
- Learns and performs duties of Guest Service and production
- Learns and demonstrates all performance standards by completing In Store TrainingExperience and utilizes Nspire training on ongoing basis.

Qualifications and Skills Required:

- High School Diploma or equivalent preferred
- Previous experience working in Guest Service or food service establishment preferred *
- Excellent Guest Service and communication skills
- Demonstrated ability to sell and up-sell products
- Good math and money handling skills
- Enjoys working within a team
- Enjoys working in a fast-paced environment
- Desire for personal and professional growth
- Computer skills including Microsoft software and register skills
- Ability to stand, bend, reach and scoop through-out assigned shift
- We have 2 positions available.
- Our hours are Monday- Friday 8-7, Saturday 8-5, Sunday 10-3
- Must have flexible availability as shifts vary
- Must be available on holidays
- Must have reliable transportation
- Must be able to go between both stores in Fall River and Dartmouth,MA

Experience:

- Guest Services: 1 year (Preferred)
- Food Service: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

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

Store Clerk – Save-A-Lot

Part-time

Purpose

The Retail Sales Clerk (PT) reports directly to the store manager and indirectly to the assistant store managers and shift leaders. This position is responsible for duties such

as, but not limited to, cashiering, stocking, cleaning and monitoring perishables. The Retail Sales Clerk provides excellent customer service and assists in maintaining excellent daily store conditions. This position accomplishes all job duties in accordance with Save-A-Lot policies, procedures and Best Methods.

Job Responsibilities and Accountabilities

- Operate a cash register efficiently and perform checkout procedures at or above expected performance standards including, but not limited to, minimum transaction time per item rate and accurate handling/counting of cash, EBT, debit cards, credit cards, WIC Vouchers, Gift Cards, coupons and checks. Follow all check-out and cash handling procedures and policies.
- Consistently meet or exceed the company standards involving the handling, stocking, and the maintaining of grocery, frozen, dairy, smoked meat, and all perishable products.
- Assist with unloading delivery trucks. Stock product on platforms, shelving, peg hooks and in baskets or refrigerated cases as needed. Handle power and non-powered equipment and hand tools to move stock as needed after properly trained.
- Retrieve carts from the parking lot.
- Maintain excellent store conditions.
- Maintain a safe and clean working environment. Complete cleaning duties as assigned, including floors, windows, display cases, shelves, register area, backroom, restrooms, parking lot, and other fixtures. Responsible to 5S areas assigned per company guidelines.
- Provide excellent customer service, which includes but not limited to, communicating in a friendly/courteous manner.
- Assist store management in training other store employees.
- Maintain proper rotation for dated and undated products.
- Ensure products have price tags/signs and are displayed per company guidelines.
- Protect company property, funds and merchandise at all times.

- Properly display, trim, package, and fill authorized fresh produce.
- Assist Fresh Meat personnel as needed. Duties may include but are not limited to wrapping packages, using scales to weigh & tag products and stocking meat packages as needed.
- May participate in panel interviewing process, but does not have authority to make hiring decisions.
- Performs other duties, including working in other areas of the store, as assigned.

This is a non-management position. This position does not have the authority to make decisions concerning hiring, firing, demotions, promotions, or otherwise take tangible employment actions.

Relevant Experience, Education, Certification, Knowledge, Skills and Abilities

- Must be 18 years of age
- Proven, efficient retail sales experience; experience in dry grocery, perishable, meat, general grocery, cash management and excellent customer service preferred.
- High School diploma or equivalent preferred.
- Excellent teamwork and problem solving skills.
- Must be able to read, write and speak in English. Demonstrate effective oral and written communication, interpersonal skills.
- Language proficiency in Spanish or other languages are a plus in certain locations.
- Proficiency in basic math skills required, including addition, subtraction, multiplication and division, and basic computer skills.
- Must be dependable and flexible to work scheduled shifts, including a willingness to work in other areas of the store as needed with little or no advance notice.
- Must adhere to safety standards.
- Must possess the following leadership competencies:

Physical Requirements

- Requires the ability to reach, bend, balance, lift and

transport various objects weighing 20-50 pounds repeatedly throughout the shift; at times, product weight could be 50-80 pounds.

- Must have the ability to stand, walk and / or move about for extended periods of time.
- Requires the ability to push, pull, grasp, twist and use sawing motions for extended periods of time.
- Regularly works in freezers, coolers, refrigerators, inside and outside of the store in all weather conditions and inside delivery trucks.
- The above statements are intended to describe the general nature of the work performed by the employees assigned to this job. • All employees must comply with Company policy and applicable laws. The responsibilities, duties and skills required of personnel so classified may vary within each department and/or location.

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

Entry-Level Police Officers – Massachusetts

Applications, together with the \$100 application fee, must be filed no later than February 5, 2019. An extended deadline of February 19, 2019 is being offered, however, a late fee of \$50 will be required.

No applications will be accepted after the final February 19, 2019 deadline.

Exam information is available at www.newbedford-ma.gov; or the Massachusetts Human Resources Division, civilservice@state.ma.us CivilService@state.ma.us.

To apply for the exam, please visit <http://www.mass.gov/civilservice>.

Customer Service Associate – Zutano Global Inc

\$35,000 – \$50,000 a year

We are looking for a customer service associate to join our team! This is an exciting opportunity for an enthusiastic and self-motivated individual to grow professionally by performing a variety of customer service related roles for a small but growing baby apparel brand. Primary responsibilities will be managing wholesale customer relations and serving as a liaison between sales reps, customers, internal operations and distribution.

Responsibilities

- Serve as the primary point of contact for wholesale customers and effectively communicate via email and phone about orders, shipments, account standing, and any other issues that arise.
- Serve as the primary point of contact for external sales reps and liaise between reps, customers and operations staff.
- Use internal order management and customer relations software to import and monitor orders, make changes when necessary, allocate inventory, and update customer accounts.
- Communicate with the distribution team to relay special customer requests and ensure timely delivery of orders.
- Analyze inventory quantities and customer history to determine which orders get shipped and when they get shipped. Communicate changes in ship dates or order changes with customers and/or reps.
- Be available to assist other employees in areas outside of primary responsibilities such as shipping, office management, internal operations or marketing.

Skills & Qualifications

- High school diploma required, college degree preferred
- 1+ year of previous customer service experience
- Previous experience in consumer goods preferred
- Strong verbal and written communication skills, keen ability to relate to customers
- Proficiency in Microsoft Excel and other common computer software

- Self motivating, must have initiative to learn and help others even when not given direct instructions
- Willingness to work as part of a small team with an entrepreneurial culture. All team members are flexible and willing to fulfill multiple roles at different times.

Experience:

Customer service: 1 year (Preferred)

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

Clinical Care Manager – St. Vincent's Home

Two full-time positions are available within our Intensive Group Home Program.

Job Description

These positions will work as part of a team with four other Clinical Care Managers to:

- Provide clinical and care coordination services to youth; provide individual and family therapy; facilitate psychoeducational groups;
- Develop behavior support plans with family and staff;
- Provide ARC-based therapeutic support in the milieu; chair Individual Treatment Plan meetings;
- Participate in after-hours on-call rotation for clinical issues; provide consultation for program staff.

Flexible hours required including one early evening.

Requirements

- MSW/MA in clinical area with 1 to 2 years of direct clinical experience;
- Independent licensure or license eligible required.
- Valid driver's license is required.

Benefits Include

- Health and dental insurance
- 10 holidays

- 4 weeks paid time off with 5 weeks paid time off after one year
- 403B with employer match
- Dependent assistance
- Tuition assistance

Supervision for licensure and significant professional development and training opportunities available.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/E0E and a COA Accredited Agency. Email resume to khayes@stvincentshome.org.

About Us:

Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

Sales Associate – GNC – General Nutrition Centers (North Dartmouth)

Part-time

Description

GNC is looking for dynamic sales associates that not only “Live Well” as a lifestyle, but have the desire to share that passion with others. If that describes you, then join the high energy, stores team at GNC. This outstanding opportunity is designed to help you reach your full earning potential. In addition to your base pay, you have the ability to earn additional cash through 2 programs that we offer:

- Auto-Deliver & Save – This program lets you sell healthy, nutritional products to customers that can be automatically sent to them by way of a subscription service. Both the service and shipping are absolutely free. An additional benefit is that the customer saves 10%. Going forward, each time eligible items are automatically re-ordered and delivered, you have the potential to receive commission!
- Promotional Money (PM). Money that is paid to you, above and beyond your base salary as an additional incentive on certain products.

The possibilities are endless! If you are career minded, this opportunity provides you with the perfect springboard to full-time or managerial positions.

Essential Duties and Responsibilities

- A Sales Associate who enjoys interacting with customers and is committed to helping them choose the right products, as well as making recommendations based on your overall product knowledge and understanding of their needs
- The ability for you to generate sales, not only for the benefit to the company and your store, but for you and your financial well-being.
- The drive to achieve and exceed personal sales and productivity goals
- Promote career growth by working with store management in the opening, closing and operating of a retail store. This includes cash handling, inventory count and deposits according to GNC procedures, as well as maintaining the appearance of the store

- Display an awareness of all store communications including: product information, advertising, promotions and other marketing initiatives
- Boost product knowledge by learning the features, advantages and benefits. Staying on top of nutritional, wellness trends

Requirements:

- Passion to Live Well!
- Self-motivated
- Strong communication and team building skills
- Ability to work a flexible schedule (i.e. Holidays, weekends)
- As a key holder, candidate must have the ability to work alone, due to scheduling.
- Must be at least 18 years of age

Education:

- High school diploma or GED preferred
- Basic math skills

Benefits:

- Employee discount

GNC has been a leading source of health and wellness products for more than 70 years and sets the standard in the nutritional supplement industry by demanding truth in labeling, ingredient safety and product potency, all while remaining on the cutting-edge of nutritional science. Since its foundation in the 1930's, GNC has prided itself on offering a challenging and rewarding work environment while delivering premium vitamins and other health supplements to our customers. GNC is an equal opportunity/affirmative action employer, which will consider all qualified applicants for employment without discrimination and takes affirmative action to employ and advance in employment individuals without regard to race, color, national origin, religion, age, protected veteran status or physical or mental disability. A notice describing these and other employment rights under federal law

can be viewed online.

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

Recovery Advocate – Fellowship Health Resources, Inc. (New Bedford)

Full-Time

Responsibilities:

Serves as a member of the Integrated Team/Group Living Environment /Intensive Group Living Environment, responsible for providing young adult to geriatric individuals with person centered, strength-based, time-limited therapeutic supports and clinical interventions that focus on each individual's recovery. Provide assessment of needs, intensive clinical interventions with recovery tools, in a therapeutic setting or supporting individuals living independently in the community to promote stability.

Qualifications:

Bachelor's degree in Human Service field, such as Social Work, Psychology, Rehabilitative Counseling, or closely related discipline required. Five or more years of behavioral health direct care experience can be substituted for Bachelor's degree.

Computer literacy including past experience with keyboarding, email, internet and computerized health record systems is desired. Preference will be given to candidates that may meet the cultural and linguistic needs of the geographic needs and area. Multilingual candidates are preferred.

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

Multiple Positions – Lloyds Deli & Pizza Hut Express

Lloyds Deli & Pizza Hut Express are hiring for full and part-time associates for their new location at 207 Theodore Rice

Blvd. in the New Bedford Industrial Park at New England Farms.

Founded in 1998, New England Farms finds the best locations, builds the best, cleanest facilities, and supports them with an exemplary staff delivering great brands. What sets us apart is our customer service. Join a great team and help open a brand new location from the ground up!

New England Farms offers gasoline and diesel, and a complete line of convenience store products at competitive prices. We firmly believe in a One Stop Shopping philosophy of offering customers quick access to grocery items, ATM's, lottery, coffee and quick meal options. You will always get the best customer service in the industry...Every Day, Every Customer, Every Location.

Want to be part of a growing team? A potential applicant should be reliable, dependable and honest. Cash handling and/or deli experience is a plus but not necessary. Salary will be determined based on experience.

To apply visit New England Farms online.

You can also send resumes to tprattjr@ne-farms.com.

Please specify in the "Notes" section of the online application or in the email which location and position with which you are interested.

Facebook: facebook.com/NewEnglandFarms/

Website: ne-farms.com/

Store Associate – Payless ShoeSource

Part-time

Job Description:

Payless ShoeSource has immediate part-time openings for enthusiastic Retail Store Associates seeking fun, flexible opportunities in a family footwear setting.

Part-time Store Associates enjoy flexible work schedules,

working up to 20 hours per week while earning great discounts on our affordable On Trend products.

Our teams are friendly, outgoing, and create a fun shopping experience for each customer who walks through the door – which helps us sell lots of shoes! They also keep our stores looking great and stock our shelves with today's latest trends.

Payless offers:

- An inspiring, innovative atmosphere that's as fast-paced as it is fun
- Opportunities to learn and grow your career through defined career planning
- The chance to earn reward and recognition through hard work and dedication
- Great discounts on our On-Trend products for the entire family
- An inclusive environment that embraces and celebrates diversity

Why Payless?

Payless has a simple mission: To be the Go To, Get More, Pay Less shoe store for our customers. Since 1956, Payless has offered a wide range of fashionable shoes and accessory items at affordable prices for every member of the family. When you work at Payless, you'll find your fit – not only in the perfect pair of shoes, but in your career, too!

Qualifications

- Associates must be at least 17 years old with a high school diploma or GED
- Previous retail experience is desired, but not a requirement
- You must have a passion for selling shoes and for meeting our customers' needs
- Proven teamwork and verbal communication skills are critical to this role
- Basic math skills are required

- Ability to lift goods weighing up to 40 pounds a distance of several feet

Equal Employment Opportunity

Payless ShoeSource is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, color, creed, religion, national origin, ancestry, citizenship, age, sex, pregnancy, sexual orientation, marital status, disability, veteran status, or any other characteristic protected by federal, state or local laws.

E-Verify

Payless ShoeSource is enrolled in the E-verify program in certain states. This program allows an employer to electronically confirm an employee's eligibility to work in the United States after completion of Form I-9. Please refer to the below website and the E-Verification and right to Work Posters for additional information

APPLY ONLINE OR IN-PERSON!

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

Licensed Practical Nurses – Lifestream

At LifeStream, Inc. we firmly believe that our employees drive our success as an organization. Are you an LPN looking to have a direct impact on the lives of individuals with disabilities? If so, we would love to have you on our team!

We are hiring full and part-time Licensed Practical Nurses (LPNs) to help ensure that medical needs of the individuals we serve are met. Additionally, you have the opportunity to assist people with daily living skills, including emotional and social support, in their homes and in the community.



No experience is required to qualify for these positions within the agency. You need a current LPN license, a valid driver's license and access to a vehicle. LifeStream, Inc. offers extremely generous benefits to our employees, including: health, dental, vision, free short and long-term disability insurance and life insurance, discounted gym memberships, 401k retirement savings plans, flexible spending accounts and tuition reimbursement and remission plans! Shift differentials are offered, dependent on the location, as well. We also offer our employees the opportunity to participate in seasonal farm share programs and company-sponsored activities and recognition events.

To apply, please visit our website at lifestreaminc.com/careers, where you can see a full list of our current job openings. Schedules vary by location.

You can also stop in at 13 Welby Rd., New Bedford, MA 02745 for a walk-in interview on Tuesdays from 9am-11am or Fridays from 1:30pm-3:30pm. Any questions can be emailed to hr@lifestreaminc.com. A full job description is available upon interview.



LifeStream

Retail Beauty Sales – Macy's (Dartmouth)

Seasonal, Part-Time, Temporary

Job Overview:

The Seasonal Cosmetics/Fragrances Associate is responsible for providing professional service to customers by selling and demonstrating cosmetics and fragrances, as well as contributing to the success of the department. The associate is also responsible for fulfillment and performing other duties as necessary.

In order to present our customers with the best holiday shopping experience, many of our Seasonal associates arrive prior to store opening and remain after closing to ensure we are ready to make Macy's magic. Seasonal associates will have the opportunity to work a flexible schedule on a temporary basis, which may include early mornings, evenings, weekends and busy events such as the day after Thanksgiving and the day after Christmas. And don't forget – just in time for holiday shopping, you will receive an employee discount of up to 20% starting your first day!

Any schedule hours listed in the job posting title are subject to change based on business needs. All holiday associates may be required to work hours other than those stated in the job posting title on weekends, or on key holiday events such as the Friday after Thanksgiving.

Essential Functions:

- Be proficient in POS and MPOS systems including Search and Send, My Client and More@ Macy's tablet app

- Proactive in assisting customers who are using devices to shop and compare, whether Macy's devices or their own
- Assist customers in all aspects of total store fulfillment and have the ability to satisfy the needs of our digital and physical customers by making appropriate partnerships when necessary.
- Provide an exceptional customer experience by ensuring the customer is always the priority
- Acknowledge customers in a friendly and helpful manner within 30 seconds of their entry into the area
- Handle all returns courteously and professionally
- Sell cosmetics and related merchandise according to customer service techniques and professional selling skills
- Determine customer needs based on personal features and other customer preference related factors
- Explain and demonstrate use of cosmetics through actual application
- Use clientele program to maintain customer profile and contact information to increase personal sales
- Be knowledgeable of and perform sales support functions related to POS procedures
- Alert Cosmetics Counter Manager or Cosmetics Sales Manager of inventory and other inaccuracies
- Attend product training classes and seminars and participate in pre-selling drives to maximize sales
- Ensure proper presentation, organization, storing, and replenishment of stock
- Ensure timely processing of new receipts, damages, testers, and return to vendors (RTVs)
- Ensure work area is free from hazards and work in a safe manner
- Adhere to Asset Protection and inventory control and compliance procedures
- Be in compliance with all hygiene standards
- Perform other duties as necessary
- Follows shortage programs and procedures
- Perform these functions in an efficient manner, as directed

by the Supervisor

- Regular, dependable attendance and punctuality

Education/Experience:

High School degree or equivalent.

Previous selling experience is desired, preferably in cosmetics.

Communication Skills:

Excellent written and verbal communication skills.

Ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills:

Basic math functions such as addition, subtraction, multiplication, and division.

Able to use a calculator.

Reasoning Ability:

Self-starter, able to work independently and as part of a team and must have good time management skills.

Physical Demands:

- This position involves constant moving and standing.
- Involves standing for at least two consecutive hours.
- Involves lifting at least 30 lbs.
- May occasionally involve reaching, stooping, kneeling, crouching, and climbing ladders.
- May involve reaching above eye level.
- Involves close vision, color vision, depth perception, and focus adjustment.

Other Skills:

- Superior organizational and time management skills.
- Must be able to multi-task in a fast-paced environment during constant periods of high volume.
- Must be able to build relationships and influence others.
- Must possess a thirst for knowledge.

- Must be flexible in regards to hours worked.
- Ability to collaborate and function as a member of a team.
- Must possess a strong sense of urgency.
- Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours:

Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays based on department and store/company needs.

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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

Sales Associate – Journeys

WHY WORK FOR JOURNEYS?

- We're committed to our people – we want you to succeed!
- We offer rapid promotions for top performers – we promote from within.
- You'll see the results of your hard work in your paycheck. Work hard, earn good money. Work harder, earn great money!
- Compensation includes base pay, sales commission
- Our store environment is unique
- We offer excellent benefits

SALES ASSOCIATE JOB RESPONSIBILITIES:

Sales

- Meet and exceed sales goals and standards of performance
- Provide a fun, full-service shopping experience to customers
- Stay informed of current fashion trends

Operations

- Follow all Loss Prevention practices and protect company assets
- Perform all operational procedures accurately, in accordance with Operations Policies
- Assist with receiving/sending shipments of merchandise

Organization

- Maintain store appearance and stock room organization

Requirements

- Prior sales experience in a retail environment preferred
- Ability to lift up to 50 pounds
- Ability to climb, lift, reach, and bend
- Excellent interpersonal skills and customer service skills

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

Personal Advocate – Lifestream

At LifeStream, Inc. we firmly believe that our employees drive our success as an organization. If you are someone looking to make a difference in the lives of individuals with disabilities, we would love to have you on our team!

We are hiring full and part-time Personal Advocates (PA) to provide assistance to individuals we serve with daily living skills, including emotional and social support, in their homes and in the community.

No experience is required to qualify for these positions within the agency. You need a high school diploma or GED, a valid driver's license, access to a vehicle.

LifeStream, Inc. offers extremely generous benefits to our employees, including: health, dental, vision and life insurance, free short and long-term disability insurance, discounted gym memberships, 401k retirement savings plans, flexible spending accounts and tuition reimbursement and

remission plans! Shift differentials are offered, dependent on the location, as well. We also offer our employees the opportunity to participate in seasonal farm share programs and company-sponsored activities and recognition events.

To apply, please visit our website at lifestreaminc.com/careers, where you can see a full list of our current job openings. Schedules vary by location.

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LifeStream

Customer Service Representative – Aaron's, Inc.

We are Aaron's – an industry leader in the sales and lease-to-own retailer known for quality brand names and superior customer service. We provide our team members the opportunity to reach their full potential in a team-oriented, high-energy, recognition-based environment with competitive pay and benefits. This is much more than a job – It is a career with purpose.

Aaron's Customer Service Representatives drive sales by providing a welcoming, supportive customer experience unmatched in our industry. They help bring our customers one-step closer to their goals of ownership and are critical to the success of our stores. As a Customer Service Representative, you will support in-store, telephone, and

direct marketing sales, assist with merchandising, and process renewal payments.

Skills for Success

Customer Service Representatives thrive in a fast-paced environment and are positive and professional problem-solvers motivated to do whatever it takes to help our customers achieve their goals. Customer Service Representatives can connect and relate well to people, listen attentively, explain things simply and easily. Like all Aaron's team members, they share our purpose and passion for making a real difference in the lives of others and the rewards that come from creating strong personal connections for life.

The Work

- Assist customers on the showroom floor
- Accept and process customer payments
- Direct customer opportunities to the Sales Manager as it relates to service and sales
- Maintain the appearance and organization of the customer transaction counter
- Assist in the maintenance of the showroom including but not limited to cleaning, organizing, and organizing merchandise
- Maintain regular mailing campaign to drive revenue and partner with sales manager on sales campaigns
- Input customer information for new lease agreements purposes
- Update customer information and account statuses
- Answer incoming phone calls and route to the appropriate team member
- Meet and exceed daily, weekly and monthly sales goals
- Process order forms and references
- File and maintain customer folders and customer files
- Any other reasonable duties requested by management

Requirements

- At least 18 years old
- Ability to work schedule of hours varying from 8 am to 9 pm
- High School diploma or equivalent preferred

- Strong organizational and communication, both verbal and interpersonal skills
- High energy with the ability to effectively perform all functions of the store and multitasking effectively
- Ability to assist with lifting up to 50 lbs. without help and up to 300 lbs. with the assistance of a dolly
- General product knowledge preferred
- Maintain a professional appearance
- Proficient computer skills and telephone etiquette
- Strong sales skills in person and via telephone
- Uphold the Aaron's Brand and protect company assets
- High level of energy in the workplace

Rewards

- Team members enjoy access to career training and advancement opportunities, and rewarded with competitive compensation and a comprehensive benefits package, which includes:
 - Paid time off including vacation days, sick days and holidays
 - Medical, dental & vision insurance
 - 401(k) plan with company match
 - Flexible spending accounts
 - Life insurance
 - Disability benefits
 - Stock Purchase Plan
 - Team Member purchase discounts

About Aaron's

At Aaron's we provide sales and lease-to-ownership specialty items relating to furniture, consumer electronics, home appliances, and accessories through its more than 1,800 Company-operated and franchised stores. Our customers shop at Aaron's for the same reason you should choose us for the next step in your career – our ability to influence people's lives. We help people "OWN IT", and if you are looking for a company with the passion and dedication to make a difference in the lives of customers and team members alike, join us today.

Aaron's is committed to creating a diverse work environment, celebrates our team members' differences, and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, pregnancy, religion, sex, sexual orientation, gender identity, national origin, age, disability, Veteran status, military duty, gender expression, genetic information, or any other protected class.

Aaron's is an Equal Opportunity Employer.

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

Nursing Positions – CO-OP

Cooperative Production, Inc. (CO-OP), a not-for-profit organization dedicated to assisting individuals with developmental and other disabilities in Southeastern Massachusetts is hosting an Employment Open House.

CO-OP representatives will be available on site to conduct interviews for residential direct care positions in the agency's fastest growing program assisting individuals with acquired brain injuries. Both full time and part-time positions are open on 2nd and 3rd shifts and starting at \$14.00 per hour. Relief and per diem positions are also available.

Nursing positions with CO-OP are also offered. The nurse shall administer, coordinate, and monitor all health care services for residential participants. In doing so, he/she shall establish and maintain appropriate relationships with families, other health care providers, pharmacists and residential providers. LPN's are needed for all shifts, both part-time and full-time. Sign-on nursing bonuses are available for new hires. Relief and per diem positions are also available.

To fill out an application online visit www.co-op.cc or call 508-824-1717 x217.

Residential Direct Care Positions PT & FT, all shifts

- Starting \$14/hr. upon MAP certification sponsored by CO-OP
- Relief/per diem also available

Nursing – LPN's

- PT & FT, all shifts
- Starting \$25.73/hr.
- Sign-on bonus
- Relief/per diem also available

CO-OP is a 501(c)3 not-for-profit organization in Southeastern MA dedicated to assisting individuals with developmental and other disabilities. Go to www.co-op.cc, facebook.com/CooperativeProduction/ for more information or to apply online.

Style Advisor – Justice (N. Dartmouth)

Part-time

Justice is a world-class specialty retailer that builds an exciting and powerful connection with our customer through well-defined fashion brands. We believe we are creating one of the best work experiences in retail. Justice is a place where people can do great work and live great lives! Each area in our company plays an important role in the delivery of quality products for tweens (7 thru 14 years of age).

What you'll do:

The Style Advisor (SA) demonstrates selling behaviors consistent with the current selling model and happily engages both mom and girl to create a positive customer experience. Demonstrates company values by working cooperatively with others. Approaches work with positive intent and has the ability to properly communicate and interact with associates and customers. Completes tasks as assigned.

Are you Justice material? We hope so. Here's what we look for:

- 16 years of age in the US; 18 years of age in Canada
- Ability to perform duties as described
- Ability to communicate and interact effectively with customers and associates at all times
- Ability to work various hours/days of the week
- Ability to move throughout the store continually for periods of up to 8 hours with fifteen minute breaks and meal periods, as required by state law
- Ability to read documents and computer screens, and write and count in order to accurately complete company documentation and tasks
- Ability to operate cash register by depressing keys and remembering keying sequences and policies
- Ability to reach for, push, pull and/or move merchandise throughout the store generally weighing 0-50 pounds

What we value – we are:

- Focused: as the premier tween specialist, we put our customer first in everything we do!
- Driven: we set goals, have high standards, and achieve results!
- Creative: our girl is all about what's new and what's hot. We encourage innovation and support creativity because that's what she expects from us.
- Ethical: simply put, our girl and her mom expect us to always do the right thing!
- Balanced: everyone needs to be rejuvenated – we want you to enjoy life, have fun, and take care of you!

Position Requirements:

- At least 16 years of age in US; At least 18 years of age in Canada
- Ability to relate to customers of all ages & backgrounds
- Ability to follow directions & work productively with others

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

Retail Sales Associate – Mobile Store Operators

Part-time, Commission

Mobile Store Operators (MSO) can promise you an environment that not only encourages your best, but also rewards it with plenty of room to grow. We are a top third party retailer for T-Mobile, the third largest wireless provider in the United States. MSO is headquartered in Coral Gables, Florida. In 2017, we will operate more than 80 T-Mobile stores across the eastern U.S. and Puerto Rico.

Culture:

At MSO, our success is powered by people and technology. Our culture is what makes MSO a fun and rewarding place to work. We encourage our employees to act like entrepreneurs. We champion diversity and we are always seeking new ways to amaze our customers. Success is celebrated and integrity is the core of who we are at MSO.

Give us your best and we'll give you ours.

Summary of Position:

MSO's T-Mobile retail sales associates are wireless experts that can sell all T-Mobile products and services, while providing amazing customerservice during each visit. To be the face of our company, you'll need to know wireless technology and loveto helppeople by assessing their needs. We provide our enthusiastic professionals the best in class training necessary for them to educate our customers on T-Mobile's many products and services.

Our team members embrace the challenges of meeting our goals and exceeding the standards. We go above and beyond to ensure that our team members receive the best training in retail. We keep our dress code professional and our attitudes playful. You are supportive of the team you work with as you all grow together. Internal growth and developmentare the keystones to our success.

Qualifications:

- Must have a high school diploma or equivalent
- Must have experience in the wireless industry and at least a year of amazing retail sales experience
- Must be willing to approach and greet the public
- Must be willing to participate in continuous learning and training
- Must be willing to adhere to “retail hours.” Ability and willingness to work days, nights, and weekends is a must

What Can We Offer You for All Your Hard Work?

Benefits:

- Uncapped commission, plus hourly wage
- Medical, dental, and vision coverage
- 401(K)
- Paid time off programs
- Discount programs

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

CNAs and HHAs – Lifestream

At LifeStream, Inc. we firmly believe that our employees drive our success as an organization. If you are someone looking to make a difference in the lives of individuals with disabilities, we would love to have you on our team!

We are hiring full and part-time Certified Nursing Assistants (CNA) and Home Health Aides (HHA) to provide assistance to individuals we serve with daily living skills, including emotional and social support, in their homes and in the community.

No experience is required to qualify for these positions within the agency. You need a current CNA or HHA certification, a valid driver's license and access to a vehicle.



LifeStream, Inc. offers extremely generous benefits to our employees, including health, dental, vision and life insurance, free short and long-term disability insurance, discounted gym memberships, 401k retirement savings plans, flexible spending accounts and tuition reimbursement and remission plans! Shift differentials are offered, dependent on the location, as well. We also offer our employees the opportunity to participate in seasonal farm share programs and company-sponsored activities and recognition events.

To apply, please visit our website at lifestreaminc.com/careers, where you can see a full list of our current job openings. Schedules vary by location.

You can also stop in at 13 Welby Rd., New Bedford, MA 02745 for a walk-in interview on Tuesdays from 9am-11am or Fridays from 1:30pm-3:30pm. Any questions can be emailed to hr@lifestreaminc.com. A full job description is available upon interview.



LifeStream

Sales Associate – Spencer Gifts (Dartmouth)

The Sales Associate is responsible for maintaining Guest Services as per Company Standard. The Sales Associate will support the Store Management Team by generating sales, conducting housekeeping, merchandising, signing, pricing, POS operations and loss prevention in adherence to all Company policies and procedures. The minimum age requirement for a Sales Associate is between 17 or 18 depending on the location. The physical demands of the job require climbing ladders, lifting up to 50 pounds and may require 8 hours of standing/walking.

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

Store Employee – 7-Eleven (Fairhaven)

Overview

Franchisees typically rely on Sales Associates to provide outstanding service, maintain a clean, customer friendly environment, stock and merchandise products, and operate the register. Franchisees expect store employees to demonstrate reliability, honesty, and greet customers with a smile.

What might you do?

- Provide prompt, efficient and courteous customer service
- Drive sales through effective communication with customers
- Maintain a clean, customer friendly environment in your franchisee's store
- Ring sales and maintain cash control
- Perform all regular cleaning activities, and other tasks

included in your job assignments

- Forecast, order and stock merchandise (with appropriate training)
- Check in merchandise deliveries from vendors

Responsibilities

While physical requirements for store employees may change depending on your franchisee, the position typically requires constant standing, bending, reaching, frequent lifting of 1-5 lbs, and occasional lifting of up to 40 -50 lbs.

Qualifications

You acknowledge and understand that this position is for a potential employment opportunity at a 7-Eleven convenience store operated by an independent contractor franchisee of 7-Eleven, Inc., and is not for a potential employment opportunity at 7-Eleven, Inc. The information you provide will be provided directly to the franchisee. You must communicate directly with the franchisee who will conduct the entire hiring process. The franchisee is solely responsible for all hiring decisions and other employment matters and may contact you to request additional information or conduct an interview. 7-Eleven Franchisees are Independent Contractors who are solely responsible to control the manner and means of the day to day operation of their stores. As such, each Franchisee solely controls all aspects of his or her employment practices.

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

Sales Associate – Party City (Dartmouth)

KNOWLEDGE SKILLS & ABILITIES:

- Excellent verbal and written communication skills
- Good planning and organizational skills
- Ability to multi-task
- Creative thinking

- Ability to maintain composure under pressure
- Ability to lead, delegate and motivate staff

PHYSICAL REQUIREMENTS

- Lift, push, pull 25 lbs
- Frequent kneeling, bending and stooping
- Climb ladders

JOB SUMMARY:

- Delivers exceptional customer service through personal contact with customers
- Interacts with and assists customers
- Answers the telephone and rings on register
- Processes balloon orders
- Handles Personalization Studio orders
- Assists in receiving and stocking procedures
- Unloads merchandise from trucks
- Checks in shipments
- Stages merchandise for the sales floor
- Packs out merchandise
- Top and down stocks merchandise
- Assists in merchandising procedures
- Responsible for maintaining assigned sections in store as determined by the General Manager
- Sets and maintains merchandise presentation planner (MPP)
- Sets and maintains plan-o-grams
- Flexes and fills seasonal aisles
- Ensures proper labeling and signing
- Sets and maintains ad in-stock
- Executes corporate directed price changes and clearance markdowns
- Assists in ensuring data integrity
- Assists with seasonal packaway
- Performs other duties as needed

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

CNAS, LPNS and Personal Advocates – Lifestream (Fall River)

LifeStream provides employees an opportunity to make a difference in the lives of others, as well as their own. The commitment and dedication on the part of our employees is integral to LifeStream's success. LifeStream, Inc. provides community-based services throughout southeastern Massachusetts that promote personal dignity, independence and the removal of barriers through the provision of individualized support and education.

We always welcome applications for the following positions:

Personal Advocates to assist adults with developmental disabilities

Certified Nursing Assistants

Licensed Practical Nurses

Registered Nurses

House Managers

Click [HERE](#) to see all available positions.

If you are interested in applying for a job with us, please note all positions require:

High School diploma or GED

Valid driver's license

Use of personal vehicle for work purposes

Ability to physically assist people



Join the team!

LifeStream is offering between **\$500 and \$2,500 signing bonuses** for Licensed Practical Nurses (LPN) and Certified Nursing Aides (CNA) for various shifts and locations in the New Bedford and Fall River areas. In addition to a generous benefits package, these positions offer higher hourly wages for third shift and weekend schedules. Full time employees are also eligible for 11 paid holidays, paid vacation health, dental and vision insurance as well as tuition reimbursement and a free gym membership.

On-the-spot interviews are offered at our office located at 13 Welby Road in New Bedford on Tuesdays from 9:00 to 11:00 a.m.; and Fridays from 1:30 – 3:30 p.m. No appointment is required. Please bring a resume and a copy of your driver's license.

For more information, current employment opportunities, or to obtain an application,

Email our Human Resources Department: hr@lifestreaminc.com

Call the Human Resources Department (508) 993-1991, extension 1030 | TTY (508) 998-2870

Apply Online: <http://www.lifestreaminc.com/careers/>

We are happy to provide assistance in filling out an

application.



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

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or

structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

Garage Attendant – City of New Bedford

PAY: \$13.99hr – \$18.51hr

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

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

Water System Maintenance Worker – City of New Bedford

PAY: \$13.99hr – \$18.51hr

RESPONSIBILITIES:

Taps water mains 4" to 48" in size with a small taping machine from $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves. Performs other work in connection with the maintenance, construction, and repairs of the distribution, collection (and Highway System.) Installs water meters, operates gate valves, and service shutoffs. Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs treatment plants, pump stations and water gates. Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

DESIRED MINIMUM QUALIFICATIONS:

- * Education and Experience: Graduation from a high school or GED equivalent preferred.
- * Requires one year of prior experience.
- * Necessary Knowledge, Skills and Abilities: Must be able to work with hydrants, water gates,
- * valves and collection system related equipment

SPECIAL REQUIREMENTS:

Must possess a valid Massachusetts driver's license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Subject to call seven days a week/twenty four hours a day for emergency work. This position is deemed essential personnel and must report for duty during emergency situations.

TOOLS AND EQUIPMENT USED:

Performs semi-skilled manual work using taping machines; various digging devices.

PHYSICAL DEMANDS:

- * The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- * Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
- * Operation of equipment that causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

WORK ENVIRONMENT:

Works outdoors in all types of situations and weather conditions. Works with water and sewage.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as well as any State and/or Federal regulations.

Issues Violation Notices to achieve compliance with regulations. Initiates litigation against parties who fail to comply with departmental notices.

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

Sr Systems Analyst – New Bedford Police

PAY: \$73,731 – \$92,170

Manages all Police computer network, servers and equipment; installs and maintains department computers, printers, servers, cameras and radio equipment. Monitors and troubleshoot end user problems with software, hardware and network. Maintains a variety of Microsoft based databases and data in department storage.

Performs ongoing review of existing systems' software and hardware, and researches and quotes new software, hardware and equipment to serve the needs of the department.

Oversees upgrades to 911 systems. Oversees and develops camera and video surveillance technology and analysis of emerging technology.

Investigates and resolves computer software problems of users; talks to users to learn procedures followed and source of error; answers questions, applying knowledge of computer software and procedures; researches problem and finds solution.

May be required to work nights and weekends as needed to complete project tasks or handle emergencies as they arise.

Bachelor's Degree in computer science or a related discipline. At least three years of experience in computer science, computer programming, software or related work experience. Any equivalent combination of education and experience.

Considerable knowledge of local area networks, Windows Server 2008, SQL Server 2005 & higher, vmware Virtualization, Active Directory, PowerShell, TCP/IP, SMTP, SNMP, DNS, DHCP, HTTP, FTP, Cloud Computing, Exchange 2010, SAN Storage, McAfee virus, Tyler Technologies, IMC Software, MUNIS Software and in surveillance camera technologies.

For application/complete job description, please visit www.newbedford-ma.gov or email the Personnel Dept. at personnel@newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Waste Reduction Assistant – Greater New Bedford Regional Refuse Management

JOB DESCRIPTION

Position: Waste Reduction Assistant

Classification: Non-Exempt

Reports To: Waste Reduction Coordinator

Salary: \$13.00 per hour (part-time; approximately 15 (not to exceed 19) hours per week; no benefits

Essential Job Functions:

- Assist Waste Reduction Coordinator and Assistant Waste Reduction Coordinator on waste reduction efforts in New Bedford & Dartmouth.
- Responsibilities include answering incoming phone calls, returning phone calls from voicemail messages, educating the general public in person, distributing flyers, posting on social media, data entry in Excel, and assisting in the office.
- Has frequent contact with residents.
- Occasionally delivers recycling carts and bins to City buildings and businesses using a District pick-up truck and helps with errands.
- Assist with office work (e.g. copying and mailings).
- Work on special projects relating to waste reduction programs.
- Works flexible hours including some weekends.

Job Knowledge/ Skills

- Personal commitment to waste reduction
- Knowledge of New Bedford and Dartmouth waste reduction programs.
- Ability to communicate effectively orally and in writing.
- Ability to maintain accurate records; attention to detail is important.
- Skilled in operation of computer (including Microsoft Office software and performing Internet searches), telephone, photocopier, and fax machine.
- Proficiency or ability to become proficient in the use social media including Facebook, Twitter, and Instagram.
- Must possess a valid Massachusetts motor vehicle operator's

license and have a good driving record.

- Must have neat handwriting.

Required Level of Education and Experience

- High school diploma. At least one year experience in an office setting and experience speaking with the public is desirable.
- Knowledge of Spanish or Portuguese is desirable.

Physical and Mental Demands:

- Occasionally moves items weighing up to 30 pounds from one location to another; Frequently moves about outside over uneven terrain (sometimes in adverse weather), inside District buildings, and to and from events, meetings, appointments, neighborhoods and facilities in different locations;
- Frequently must be able to remain seated in an office or stand or walk for up to 3 hours; Must be able to listen to and clearly communicate verbally and in writing with employees and the public; Must have eyesight and hearing at or correctable to normal ranges; Ability to operate a keyboard at an efficient speed.

How to apply:

Applicants must submit a completed, signed application to be considered. Employment Application.

Submit the application, along with any other supporting information (such as a resume) to:

*Greater New Bedford Regional Refuse Management District
300 Samuel Barnet Blvd
New Bedford, MA 02745*

or by email to: lferreira@gnbrrmdistrict.org

Director of Facilities & Fleet – City of New Bedford

PAY: \$88,642 – \$110,811

* Directs and administers all activities of the Facilities and

Fleet Management Department.

- * Oversees maintenance and capital needs of City buildings and fleet.
- * Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- * Manages the budget using responsible and sound fiscal practices.
- * Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- * Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- * Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- * Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Airport Technician – City of New Bedford

PAY: \$16.04 hr – \$21.84 hr

Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139 regulations. Paints airfield and landside

markings. Repairs runway and taxiway lights; airfield and landside mowing, weed eating, tree cutting and grading. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Acts as part of an integrated security system. Removes snow airside and landside. Maintains grounds, structures and facilities. Performs general custodial and maintenance work in and around buildings. Landscapes, removes trash, changes light fixtures, paints; general cleaning duties (vacuum, dust, wash windows, clean restrooms). Provides escorts as needed. Must communicate professionally on company and FAA radios.

Assists in any emergency or incident at the airport.

High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check).

Must be familiar with Microsoft Word, Microsoft Outlook. Ability to issue Digital NOTAM System. Ability to issue “Notice to Airmen” field condition reporting. Log all needed Veoci and Lucity-reporting work orders.

Must attend mandatory annual on-the-job trainings in compliance with FAR part 139 regulations. Must possess and maintain a valid Massachusetts driver’s license. Must possess and maintain a valid Class B CDL license and a 2B and 4G Classification Hoisting license or be able to obtain said licenses within 180 days of employment.

This position requires availability of nights and weekends. The airport is open 7 days a week, 24 hours a day. Normal staffing hours are from 6:00a.m. to 11:15p.m. daily.

For more information, please visit:

Employment Opportunities

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

New Bedford has a residency requirement.

Pipefitter – City of New Bedford's Department of Public Infrastructure

PAY: \$15.46hr – \$20.92hr

Fabricates and installs all related piping as pertaining to water distribution and sewage collection systems. Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade. Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. 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 is deemed essential personnel and must report for duty during emergency situations.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be

accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6

Sec. 172C.

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

Associate City Solicitor – City of New Bedford

PAY: \$70,599 – \$88,257

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel. Conducts factual investigations and develops legal recommendations based on information obtained in investigations.

A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Associate City Solicitor – City of New Bedford

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A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned

properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

Diesel Engine Repairman – City of New Bedford

PAY: \$15.42hr – \$23.00hr

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors, and ignition problems. Disassembles, overhauls, removes and replaces all types of engines. Assembles and disassembles transmissions. Knowledge of various hydraulic systems, clutch replacements and components. Performs track replacements and various components, brake jobs, and other miscellaneous

maintenance tasks requested. Works on emergency vehicles. Performs all preventative maintenance and any related work. Ability to write detailed reports and estimate repair costs.

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. Possession of Class B CDL or the ability to obtain one within six months of hire. 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO New Bedford has a residency requirement.

Environmental Project Manager – City of New Bedford

PAY: \$70,599 – \$88,257

Manages contaminated site projects at City properties. Coordinates with environmental consultants and engages in community outreach. Interfaces with the public to address concerns regarding impacted properties. Coordinates contaminated site assessment and cleanup activities. Integrates the efforts of consultants and City staff to ensure that environmental projects are conducted efficiently and cost effectively.

Represents the City's Environmental Stewardship Department in regulatory, academic, and legal fora. Attends meetings with regulators, presents projects and results at conferences and participates in environmental research conducted in New

Bedford. Assists with environmental litigation.

Bachelor's Degree in engineering, geology, environmental studies or a related discipline. At least four (4) years of experience in the engineering, geology, environmental studies, or related subject or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

2019 Civil Service Police Officer Exam for entry-level Police Officers scheduled for March 23, 2019

Applications, together with the \$100 application fee, must be filed no later than February 5, 2019. An extended deadline of February 19, 2019 is being offered, however, a late fee of \$50 will be required.

No applications will be accepted after the final February 19,

2019 deadline.

Exam information is available at www.newbedford-ma.gov; or the Massachusetts Human Resources Division, civilservice@state.ma.us CivilService@state.ma.us.

To apply for the exam, please visit <http://www.mass.gov/civilservice>.

HELP WANTED: St. Vincent's Home is hiring for Clinical Care Manager positions

Two full-time positions are available within our Intensive Group Home Program.

Job Description

These positions will work as part of a team with four other Clinical Care Managers to:

- Provide clinical and care coordination services to youth; provide individual and family therapy; facilitate psychoeducational groups;
- Develop behavior support plans with family and staff;
- Provide ARC-based therapeutic support in the milieu; chair Individual Treatment Plan meetings;
- Participate in after-hours on-call rotation for clinical issues; provide consultation for program staff.

Flexible hours required including one early evening.

Requirements

- MSW/MA in clinical area with 1 to 2 years of direct clinical

experience;

- Independent licensure or license eligible required.
- Valid driver's license is required.

Benefits Include

- Health and dental insurance
- 10 holidays
- 4 weeks paid time off with 5 weeks paid time off after one year
- 403B with employer match
- Dependent assistance
- Tuition assistance

Supervision for licensure and significant professional development and training opportunities available.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/EOE and a COA Accredited Agency. Email resume to khayes@stvincentshome.org.

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About us:

Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

HELP WANTED: City of New Bedford is currently hiring for a Tourism & Marketing Manager position

PAY: \$47,339 – \$59,178

Assist the Director of Tourism & Marketing in departmental needs. Manage the City's marketing efforts and coordinates the Seaport Cultural District Initiative. Manage marketing efforts including advertising opportunities; add timely updates to the City's website, social media, and app. Handle the graphic design of necessary materials. Administer programs and coordinate with partners to manage current initiatives to promote the City of New Bedford.

Bachelor's Degree in Marketing, Business, Hospitality or a related discipline. Occasional weekends and evenings may be necessary. 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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0