

# **HELP WANTED: City of New Bedford's Health Department is hiring a Public Health Program Manager**

**PAY: \$42,084 – \$52,608**

This position is dependent upon continued yearly funding from the Massachusetts Department of Public Health Bureau of Community Health and Prevention's Massachusetts Tobacco Cessation and Prevention program (MTCP). The manager will be responsible for the overall operations of the New Bedford partnership communities' tobacco program and enforcement of local marijuana regulations adopted by New Bedford Health Department. The manager will be supervised by the New Bedford Health Department.

Develop and implement tobacco control work plans for communities involved in program including policy development/enforcement and retailer education. Participate in meetings/trainings required by MTCP. Conduct tobacco youth control compliance checks of retail establishments throughout New Bedford partnership communities. Conduct annual inspections, following New Bedford Health Department and other partnership community's marijuana protocols as needed, including education and enforcement if there are any violations of federal, state and local laws. Attend occasional evening events/meetings which may occur outside of normal working hours.

Bachelor's Degree in Public Health, Public Policy or related field and experience working in the tobacco field preferred, or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation)

background check per City Council Ordinance effective May 14, 2013.

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

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## **The South Coast Hot Jobs List – November 25, 2018**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 25, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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### **Server – European Cafe**

*Part-time*

Candidates must have at least 1 year of restaurant experience and must have reliable transportation. Candidates must be available nights and weekends. Candidates must be team oriented and able to work in a high volume environment.

The main responsibility for this position is to deliver food to guests in a friendly, professional & knowledgeable manner.

#### **Key Requirements:**

- Experience in full service restaurant is desired
- Ability to work well under pressure, be professional, efficient, detail-oriented, and courteous.
- Solid communication skills

- Flexible schedule
- Task-driven individual
- Ability to utilize a restaurant POS software
- Must be able to work on your feet all day

**Responsibilities:**

- Knowledge of all the ingredient details of every dish on the menu
- Ensure that all orders are accurate
- Delivering food to guest quickly and efficiently
- Communicating clearly with the kitchen and front of house staff
- Work closely with restaurant management to immediately address all customer concerns and create a pleasant dining experience
- Assist with setting tables and rearranging tables

**To Apply:**

- Submit resume detailing your experience
- Submit a cover letter explaining why you would be a great fit
- You must be legal to work in the United States.

**Experience:**

- Server: 1 year (Required)

**Language:**

- English (Required)

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

**Dietary Aide – High Point Treatment Center**

*Part-time*

Seeking benefited full time, part time and per diem kitchen help. Available shifts include: 6am-2:30pm, 10:30am-7pm, and/or 3pm-7pm. Daily responsibilities include delivering, setting up and serving food at meal times, cleaning up work

areas, dishwashing, basic prepping and setting up of salad bars and desserts, assisting with putting away food deliveries.

Qualifications: Must be 16 years or older, competently able to read, write and speak English. Must have the ability to interact and communicate respectfully with patients, staff and visitors. Full time positions have benefits, part time and per diem may not.

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

### **Barista – The Green Bean**

*Full-Time*

We are looking for full time experienced baristas with open availability. If you have experience brewing coffee and/or making espresso drinks, a positive and friendly attitude, can multi-task and available mornings, afternoons until 6:00pm including weekends. PLEASE APPLY NOW.

#### **Duties and Responsibilities:**

- Greets all customers with fast, friendly, personalized

service and develops a rapport with our customers by learning their names, favorite drinks and food items.

- Provides superior services and promotes a friendly, comfortable environment by providing fast and friendly service.
- Able to describe menu items or specials to all customers or suggest products that might appeal to them.
- Receive and process customer payments.
- Prepares and serves hot or cold beverages, such as coffee, espresso drinks, teas, smoothies or fresh juices
- Cut fruits and vegetables for juicing
- Clean and sanitize work areas, utensils, equipment, service stations and dining room
- Assists in the distribution of weekly shipments and maintains a clean and organized storage room.
- Follows all company policies behind the bar and at the front of house, including those for cash handling and safety, while maintaining a clean and organized work space

**Experience:**

- Barista: 1 year (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](mailto: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/](https://facebook.com/NewEnglandFarms/)

**Website:** [ne-farms.com/](http://ne-farms.com/)

## **Customer Service/Sales – The Home Depot (Dartmouth)**

### **Job Description:**

- Customer Service/Sales associates provide fast, friendly service by actively seeking out customers to assess their needs and provide assistance.
- These associates learn about products using our tools, and provide information to customers in order to sell an entire project.
- Associates in this position will learn how to greet, qualify, recommend and close every customer in their department, and know how to handle basics in adjacent departments.
- Customer Service/Sales associates maintain the in-stock condition of assigned areas, and ensure it is clean, shoppable, and safe.
- Each associate has the responsibility of providing a safe working and shopping environment by following all safety

policies & standards, completing specified safety training, immediately correcting hazards & unsafe conditions or reporting conditions to the Manager on Duty, and working safely as not to endanger themselves, co-workers, vendors, or customers.

- These associates work in cooperation with their Department Supervisor and other associates in their department as well as other departments.

Specific store departments may include Building Materials, Décor, Electrical, Flooring, Garden, Hardware, Kitchen & Bath, Lumber, Millwork, Paint, Plumbing and Tool Rental. The Customer Service/Sales position types may include Department Sales, Lead Generator, Pro Account Sales, Sales Specialist, Special Services, and Customer Order Specialist.

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](http://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](mailto:hr@lifestreaminc.com). A full job description is available upon interview.



# LifeStream

## **Multiple Positions – New England Farms**

New England Farms is hiring for full and part-time associates for their new location at 207 Theodore Rice Blvd. in the New Bedford Industrial Park which includes the deli/Pizza Hut express.

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.

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](mailto: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.

# New England Farms

68 S Main St

Assonet, Massachusetts

Phone: (508) 644-3332

*Monday-Sunday: 5:00am-11:00pm*

## **Store Locations:**

- Berkeley – 145 Myricks St
- Bourne – 356 MacArthur Blvd
- Leominster – 180 Central St.
- Middleboro- 447 Wareham St.
- New Bedford – 207 Theodore Rice Blvd.
- North Carver – 133 N. Main St
- Sagamore – 80 Cranberry Hwy
- South Carver – 303 Tremont St.

**Facebook:** [facebook.com/NewEnglandFarms/](https://facebook.com/NewEnglandFarms/)

**Website:** [ne-farms.com/](https://ne-farms.com/)

## **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](http://lifestreaminc.com/careers), where you can see a full list of our current job openings. Schedules vary by location.

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# LifeStream

## **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.

**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](http://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](http://www.co-op.cc), [facebook.com/CooperativeProduction/](https://www.facebook.com/CooperativeProduction/) for more information or to apply online.*

### **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.

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# LifeStream

## **Dispatcher/Scheduler – CabTransportation**

*\$11-\$14 an hour, Part-time*

Cab Transportation LLC is looking for a Dispatcher/Scheduler who is both dynamic and flexible. The Individual must be reliable, self-motivated, detail oriented, have good communication skills, as well as be a problem solver who can think outside the box.

Responsibilities.

- Driver dispatching/routing
- Strong driver management skills
- Strong customer service skills
- Scheduling
- Processing related paperwork
- The ability to work as a team member
- Experience is a plus.

This position is Part time 20-25 hours a week willing to train.

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](#).

## **Cashier – JCPenney (Dartmouth)**

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

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

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

### **Responsibilities**

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

calls for assistance when additional help is needed in checkout. Utilizes Point of Sale on Mobile Warrior device to support line management.

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

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

### **Skills & Experience**

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

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

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

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

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

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

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

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

**Customer Service Representative/Pizza Maker/Shift Leader – Domino's Pizza**

*\$11 – \$18 an hour, Part-time*

Pizzas made in 1 min. or less? Oh yes we do! Looking for High Energy Candidates to keep up with the pack of being #1. Have a great smile and positive attitude? Do you like a Team atmosphere? Entry level to experienced pizza maker/ counter help positions available. Pay based on experience and performance. Full and Part Time is available. Paid training. Do you have what it takes? Performance incentives offered.

**Requirements:**

- Great attitude
- Able to work in a faced paced environment
- Basic communication, math, and reading skills
- Ability to memorize product formulas
- Strong communication skills
- Ability to or learn, or know how to problem solve

Equal Opportunity Employer

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](mailto: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.

## **Seasonal Associate – Victoria's Secret (North Dartmouth)**

### **Description**

Seasonal associates drive sales growth by flexing into multiple areas of the store during peak time frames in our stores.

Serving the customer is always the top priority regardless of work area. Seasonal associates assist in multiple areas of the store including setting floorsets and/or cleaning, processing, replenishing, cashiering, and selling.

### **Key Responsibilities:**

- Proactively engages with customers, reads cues and responds

effectively

- Delivers a friendly and efficient cash wrap experience, processing customer transactions accurately and efficiently
- Provides customers with the perfect bra fit by asking effective questions
- Processes merchandise to be floor ready and maintains back room and under stock to brand standards
- Replenishes merchandise to brand standards to ensure product is placed on the sales floor and available for purchase
- Assists with other projects as needed including markdowns, re-tickets and the mark out of stock process
- Assists with maintenance of back room and under stock, including merchandise and non-merchandise, to brand standards to enable efficient replenishment
- Understands and demonstrating Company values
- Maintains a focus on bras as the premier product differentiator, to build loyalty and support our “Best at Bras” culture

### **Qualifications**

- Schedule flexibility that includes peak dates that meet the needs of the customers during peak times of the business including: evenings, holidays, weekends
- Exhibits an authentic desire to exceed the customer’s expectations
- Proven ability to meet or exceed goals while demonstrating urgency
- Has a competitive spirit, while maintaining a team focus
- Is resilient and bounces back quickly from setbacks
- Seeks out coaching from leaders and peers to improve productivity; leads own learning

An equal opportunity employer, we do not discriminate in hiring or terms and conditions of employment because of an individual’s race, color, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, marital status or any other protected category

recognized by state, federal or local laws. We only hire individuals authorized for employment in the United States.

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

## **Sales Associate – Dollar General**

### **Job Summary**

The Sales Associate acts as a point of contact for our customers. The duties of the Sales Associate include assisting customers in locating and purchasing merchandise, operating the cash register, stocking merchandise, recovering merchandise, cleaning the store, and performing other duties as assigned by the Store Manager to maximize store profitability and customer satisfaction while protecting company assets.

### **DUTIES and ESSENTIAL JOB FUNCTIONS:**

- Provide excellent customer service, greet and assist customers.
- Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary.
- Follow company merchandise processes; unpack, stock, restock, and rotate merchandise on shelves and build merchandise displays.
- Clean the store, take out trash, dust and mop store floors, clean restroom and receiving room, and help set up sidewalk displays.

### **KNOWLEDGE and SKILLS:**

- Effective interpersonal and oral communication skills.
- Understanding of safety policies and practices.
- Ability to read and follow planogram and merchandise presentation guides.
  - Knowledge of basic cash handling procedures.
  - Basic mathematical skills.

- Ability to perform cash register functions.
- Ability to stock merchandise.

**WORK EXPERIENCE and/or EDUCATION:**

High school diploma or equivalent preferred.

**WORKING CONDITIONS:**

- Frequent walking and standing
- Frequent bending, stooping, and kneeling to run check out station, stock merchandise and unload trucks; which may also require the ability to push and/or pull rolltainers for stocking merchandise
- Frequent handling of merchandise and equipment such as handheld scanners, pricing guns, box cutters, merchandise container, two-wheel dollies, U-boats (six-wheel carts), and rolltainers
- Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds
- Occasional climbing (using step ladder) up to heights of six feet
- Fast-paced environment; moderate noise level
- Occasional exposure to outside weather conditions

Dollar General Corporation is an equal opportunity employer.

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

**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](http://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](http://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.

### **Water Treatment Plant Operator – City of New Bedford**

**PAY: \$23.00hr**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of treatment facilities and systems.

Adjusts equipment, as indicated, to regulate the flow of water and control the amount of treatment chemicals added; must assist with maintenance programs throughout the treatment plant, watershed and distribution system.

Accurately records plant data and makes associated computations as necessary, as well as maintains operation logs; maintains optimum process control via sampling, laboratory testing, and machinery and equipment inspections and adjustments.

Adheres to specific weekly schedule of responsibilities including chemical and preventative maintenance; assume

responsibility of handling chemicals in a safe and efficient manner.

Exhibits good attitude expected of employees in a health-related field; assumes responsibility for maintaining the plant in a clean and orderly fashion.

Must assume responsibility for plant operations when on duty.

Graduation from high school or GED equivalent, supplemented by four years' experience as an attendant of a water/wastewater facility required. Possession of a Grade III Drinking Water Operator license. Possession of a valid Massachusetts driver's license with good driving record. Must have a telephone and own transportation. This employee is subject to twenty-four hour call.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **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](http://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](http://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.

### **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](http://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.

### **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

## **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](http://www.newbedford-ma.gov) or email the Personnel Dept. at [personnel@newbedford-ma.gov](mailto: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](mailto: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](http://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](http://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](http://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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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

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

residency requirement. EEO

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

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## **The South Coast Hot Jobs List – November 18, 2018**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 11, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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### **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](http://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](mailto:hr@lifestreaminc.com). A full job description is available upon interview.



# LifeStream

## **Dispatcher/Scheduler – CabTransportation**

*\$11-\$14 an hour, Part-time*

Cab Transportation LLC is looking for a Dispatcher/Scheduler who is both dynamic and flexible. The Individual must be reliable, self-motivated, detail oriented, have good communication skills, as well as be a problem solver who can think outside the box.

Responsibilities.

- Driver dispatching/routing
- Strong driver management skills

- Strong customer service skills
- Scheduling
- Processing related paperwork
- The ability to work as a team member
- Experience is a plus.

This position is Part time 20-25 hours a week willing to train.

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](http://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](http://www.co-op.cc), [facebook.com/CooperativeProduction/](https://facebook.com/CooperativeProduction/) for more information or to apply online.*

## **Overnight Stocker – Christmas Tree Shops andThat! (Dartmouth)**

*Full-Time*

### **Description:**

Shipper position available at Reliable Truss and Components – a manufacturing division of National Lumber in New Bedford, MA. Prior experience with building material products and scheduling wide load deliveries preferred. Duties include coordinating shipments, assessing inventory needs, maintaining delivery paperwork, monitoring staff, and Epicor BisTrack software use. Sense of urgency, organization, and good communication skills required. This is a great opportunity to work in a nice team atmosphere. Full time / full benefits. Please reply with resume.

### **Qualifications:**

- Building materials products loading and shipping experience
- Good computer skills

### **Benefits:**

Medical, Dental, Vision, Life Insurance, Disability Insurance, Paid Vacation, Paid Sick Time, 401k, Uniform Allowance,

Employee Discount, Tuition Reimbursement

**Experience:**

- Building materials industry: 1 year (Required)
- Epicor BisTrack computer program: 1 year (Required)
- Shipping: 1 year (Required)

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](mailto: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/](https://facebook.com/NewEnglandFarms/)

**Website:** [ne-farms.com/](https://ne-farms.com/)

### **Retail Stock Associate – Bed Bath & Beyond**

Often times, people think that all retail positions are the same...and for the most part, they may be right! But when it comes to the merchandise we sell, the people that work for us and the scheduling flexibility we offer, we are definitely different! Our stores are very entrepreneurial and we have a unique approach to customer service, we are TRULY a retail phenomenon.

As a Stock Associate, you will be responsible for exceeding our customers' evolving expectations by providing "best in class" customer service and a pleasant and fulfilling shopping experience. Successful candidates will be given the opportunity to offer our customers the widest range of quality housewares, home furnishings and much more! We offer associate discounts, flexible schedules, ongoing training, and the potential for advancement. The Stock Associate performs a wide range of tasks in the Receiving Department including checking in shipment, processing damages and completing daily stock replenishment. In this role you will interact with customers throughout the day and you will be expected move through multiple tasks while meeting productivity standards and sales goals.

#### **Key Responsibilities:**

- Engage customers in a courteous, helpful, and respectful manner, promptly and politely responds to customer inquiries and customer requests for support
- Receive and unloads store merchandise from third party vendors
- Verify product type, quality, and quantity against invoices to ensure accurate receipt of product

- Process merchandise by scanning items to verify receipt
- Inspect shipments for damages or defects and records discrepancies or damages
- Perform daily replenishment duties by pulling products from top stock windows and/or stockroom
- Process freight by verifying units received and unpacking and processing merchandise
- Transport merchandise from the stockroom onto the sales floor according to store merchandise plans and organize/rearrange merchandise as needed to execute stocking plans and presentation standards
- Process customer transactions through the register when required
- Perform additional duties as required including, but not limited to, stocking, freight processing, price changes and cart retrieval

**Education/Experience/Qualifications:**

- High School diploma or equivalent
- 0-1 years of retail experience desired
- Effective communication and customer service skills
- Readily adjusts schedule, tasks, and priorities when necessary to meet business needs

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](http://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](mailto:hr@lifestreaminc.com). A full job description is available upon interview.



# LifeStream

## **Inventory Clerk – Sid Wainer & Son**

*Full time, first shift*

### **Summary/Objective**

The inventory control team member maintains records of materials on hand and on order. This associate monitors reorder points and initiates action to replenish stock. Associate is also responsible for reconciling discrepancies and notifying supervisor of irregularities.

This is a 1st shift position based in New Bedford, MA.

### **Essential Duties and Responsibilities:**

- Performs cycle counts according to schedule, verifying inventory accuracy and identifying root cause of any discrepancies.
- Perform inventory adjustments and update the same in database.
- Respond to inquiries regarding products and inventories.
- Physically counts all product in facility in a thorough, precise manner.
- Records items approaching 90-day expiration period.
- Responsible for reporting counts and processing paperwork.
- Assists with other departments as needed to meet daily goals.

### **Required, Education and Experience:**

#### **Education**

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

#### **Experience**

- 2+ years of inventory experience.
- Cycle counting experience preferred.
- Warehouse/distribution facility experience preferred.

### **Key Competencies**

1. Communication Proficiency.
2. Organizational Skills.
3. Problem Solving Skills.
4. Ability to Multitask.
5. Thoroughness.
6. Time Management.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; reach; climb and stoop, kneel, crouch or crawl. The employee must be able to work in tight and/or dim places, and be comfortable with heights. The employee must regularly lift and/or move objects up to 30 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- Language Skills: Ability to read, write and speak fluently in English.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Work Environment: Perishable warehouse can range from 28° to 60° Fahrenheit.

This is a full-time position. Days of work are Monday through Friday from 6:30AM-3:30PM (with mandatory OT and some weekends

as needed).

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

### **Multiple Positions – New England Farms**

New England Farms is hiring for full and part-time associates for their new location at 207 Theodore Rice Blvd. in the New Bedford Industrial Park which includes the deli/Pizza Hut express.

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.

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](mailto: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.

# **New England Farms**

68 S Main St

Assonet, Massachusetts

Phone: (508) 644-3332

*Monday-Sunday: 5:00am-11:00pm*

## **Store Locations:**

- Berkeley – 145 Myricks St
- Bourne – 356 MacArthur Blvd
- Leominster – 180 Central St.
- Middleboro- 447 Wareham St.
- New Bedford – 207 Theodore Rice Blvd.
- North Carver – 133 N. Main St
- Sagamore – 80 Cranberry Hwy
- South Carver – 303 Tremont St.

**Facebook:** [facebook.com/NewEnglandFarms/](https://facebook.com/NewEnglandFarms/)

**Website:** [ne-farms.com/](http://ne-farms.com/)

## **Confidential Secretary- Facilities Department – New Bedford Public Schools**

*Temporary*

The following is an opening for a Confidential Secretary at the Facilities Department. This is a TEMPORARY, GRANT-FUNDED position (November 2018 August 2019).

### **JOB GOALS:**

To assist in assuring the smooth and efficient operation of the Facilities Department. To complete the confidential work essential to the efficiency and effectiveness of the District. To contribute to effective public relations by prompt and courteous handling of all inquiries and visitors.

### **PERFORMANCE RESPONSIBILITIES:**

1. Performs confidential secretarial and clerical tasks.
2. Hold as confidential, all aspects of the job designated

confidential by the supervisor.

3. Maintain an efficient and well-organized electronic and paper data collection and filing systems, including confidential files.

4. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required School, District and State data collections.

5. Work cooperatively with staff in other offices with the completion of large or time-sensitive projects or emergencies.

6. Answers and responds appropriately to inquiries regarding School/District policies, procedures, and/or requests for information.

7. Welcomes visitors and arranges for their comfort and screens callers in accordance with predetermined policy.

8. Assist supervisor and other stakeholders in budgetary process.

9. Work with internal and external stakeholders in regards to student, staff, and community needs.

10. All other duties as assigned by the designee.

#### QUALIFICATIONS:

1. At least three (3) years of office experience.

2. Respect for confidentiality of all information is essential.

3. Must demonstrate an ability to maintain a professional office atmosphere.

4. Must be self-motivated and flexible with an ability to set priorities and work with limited supervision.

5. Must demonstrate strong skills in both written and verbal communications.

6. Must be able to handle multiple tasks and pay strict attention to detail.

7. Must demonstrate an ability to effectively interact with staff, students and the community.

8. Must establish and maintain an effective working relationship with colleagues and supervisors based upon

respect and commitment.

9. Demonstration of a strong work ethic is essential.

10. Proficient in the use of Microsoft Office, MUNIS and Aspen. An independent willingness to upgrade skills as necessary is expected.

11. Excellent attendance is essential. TERMS OF EMPLOYMENT:  
This is a non-union position.

RATE: \$21.98/ hour

WORK YEAR: November 2018-August 2019

WORK DAY: 7:45 a.m. to 3:45 p.m. / 35 hours per week

START DATE: Immediately

The New Bedford Public Schools do not discriminate on account of age, race, color, sex, gender identity, gender expression, ancestry, religion, national origin, sexual orientation, military status, genetics, or disability that does not prohibit performance of essential job functions in employment for potential employees.

New Bedford Public Schools encourages people with multilingual skills, particularly in Cape Verdean Creole, Portuguese, and/or Spanish, to apply. Every available opportunity will be taken in order to assure that each applicant is selected on the basis of qualifications, merit and ability.

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

### **Cashiers, Delivery Drivers, Cooks – Wings over New Bedford**

*Up to \$16/hr*

Wings Over New Bedford is in New Bedford MA. We are hiring in all positions full time and part-time. We are looking for individuals to come join our wings team. We offer flexible schedules. Drivers must have their own vehicles and insurance. Make up to +\$16/hr. Come down and apply at our location, 972 Kempton St New Bedford, MA 02740. Thank you! – WONB Management

**License:**

- Driver's License (Required)

Interested in applying? See full details and how to apply