

# HELP WANTED: New Bedford Police Department is seeking to fill an Account Clerk position

**PAY: \$15.46hr – \$20.92hr**

Applies basic accounting principles in maintaining financial accounts and records; prepares and verifies accuracy of bills; prepares payrolls, makes general ledger entries in the Munis payroll system; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books and bank statements; operates adding machines and simple calculators in connection with this work.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two (2) years of increasingly responsible related experience; or any equivalent combination of education and experience.

Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions.

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

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# The South Coast Hot Jobs List – August 12, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of August 12, 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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## **Patient Registration – Greater New Bedford Community Health Center**

*Full time schedule:*

*Monday 10:30am-7:00pm , Tuesday – Friday 8:30am-5:00pm,  
Some Saturdays by rotation*

- Receive, greet, and direct patients upon arrival and provide assistance to patients monitoring their conditions within scope of own position's responsibilities. Note patient's condition and be aware of distress and notify clinical staff as appropriate.
- Registers patients upon arrival, ensuring that all demographic information is updated and accurate.
- Attends relevant in-services pertaining to Front Desk area. Utilizes Learning Center education appropriately.
- Calls various insurance companies to verify insurance eligibility and effective date of coverage.
- Confirm patient appointments.
- Collects co-pay, gives patient receipt and sends collected monies to Finance department.
- Has knowledge of use/operation of all office equipment, i.e., telephone system, fax, computer system, copy machine, etc.

- Refers all malfunctions to appropriate personnel.
- Able to demonstrate the knowledge and skill necessary to manage and provide the care appropriate to the ages of patients served.
- Schedules patient visits courteously. Solves scheduling problems, issues and/or concerns utilizing the facility computer system as applicable.
- Pre registers and prints out the encounters and labels in preparation for the same day schedules
- Scans all the insurance REVS and insurance cards in the electronic medical records
- Takes all patients photographs for Electronic Medical Records

#### **Qualifications:**

- High school diploma or GED, with one year of business school or equivalent.
- Experience in computer data entry required.
- Excellent typing, telephone and interview skills required.
- Experience as a medical secretary in a physician practice or community health center.
- Availability to work evening sessions and occasional weekends.

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

#### **Client Service Rep-Route Delivery – Clean Uniforms And More** *\$40,000 – \$45,000 a year*

Clean Uniforms and More! is a leading uniform service company specializing in personalized uniform apparel programs, floor mat products, and facility products and services for any industry. From its New England Service Center equipped with the latest state-of-the-art technology and equipment, Clean services a 7 state regional marketplace. Clean Uniforms and More! is a hands-on, accessible partner to its clients,

offering tailored services and solutions to make their businesses MORE SUCCESSFUL, SAFER, and their workforces MORE PRODUCTIVE. Learn more at [www.cleanuniforms.com](http://www.cleanuniforms.com).

Clean Uniforms and More! is growing! We are seeking an experienced Route Sales and Service Professional to manage, service, retain and grow client accounts on a defined route, delivering to diverse industrial, manufacturing, and service-based businesses. The role also requires a focus on new business development to saturate the marketplace and develop a future pipeline.

### **Top Performers**

The “right” Client Service Representative will bring a minimum of 3-5 years proven service or sales experience, interfacing with a varied client base. The “right” person will have effective skills in qualifying, demonstrating, and influencing, with expertise in supporting and exceeding client expectations. The “right” person will also up-sell additional products and services to current clients to generate increased revenue.

### **Role Requirements**

A results-oriented, self-directed individual with strong communication skills and the ability to qualify client needs for new sales opportunities is required. Proven experience in territory management and new business development are primary factors for success.

- 75% -- Account Management/Product Service– Requires effective skills in managing, servicing, and retaining current client accounts by providing superior, professional service and support.
- 25% -- New Business Development Requires account mining, saturation, and new business development to secure Service Agreement/Contract renewals, up-sell additional products and services to current clients, and establish a pipeline of potential clients to generate increase revenue.

- Additional Experience... Industry-related experience or experience in route sales, customer service, or developing customers in a contract-based sales scenario a plus.
- Benefits & Compensation – Clean Uniforms and More! provides a highly competitive performance-based compensation model including a generous benefits program.

Please reply to this ad to apply or contact Clean Uniforms and More! at Post Office Box 63100, New Bedford, MA 02746. Or you can go to <http://www.cleanuniforms.com/career-opportunities/>

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

## **Payroll/Fringe Benefits Coordinator – P.A.C.E**

JOB POSTING

PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.

PAYROLL/FRINGE BENEFITS COORDINATOR

**SALARY: \$17.00/hr., salary negotiable based on experience, 40 hrs. per wk.**

Associates Degree in Accounting preferred. Candidates should have experience working with an automated payroll system for 150+ employees. Prefer experience working with ADP payroll system. Position also entails collecting employee time records; allocating payroll and taxes to departments using computer system; maintaining employee leave records; processing of hiring/terminations; maintaining employee fringe benefits and processing deductions, garnishments and direct deposits; pay rate and allocation changes; complete wage verification for government and private entities; processing unemployment claims; filing and basic clerical duties; maintaining purchase order logs and bank reconciliations.

Health Insurance, Dental and Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Monday, August 22, 2018

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources



### **Driver – Yes! We Van, LLC**

*\$12 an hour, plus tips – Full-time, Part-time*

#### **Job Summary:**

IMMEDIATE OPENING!! – ALL SHIFTS – PART TIME AND FULL TIME

Yes! We Van, a local New Bedford company, is looking for responsible individuals to drive our passenger vehicles. Our drivers provide reliable, safe transportation to/from airports, train stations, and hotels by reservation only. Flexible hours to work around any job or family schedule.

#### **Minimum Qualifications:**

- Must possess a valid driver's license for at least 7 years
- Must have a clean driving record with the Registry of Motor Vehicles
- Must have a positive attitude and good communication skills
- Must be able to text, email and navigate using a GPS (training provided upon request)
- Must be able to listen and follow directions

#### **License:**

- Driver's License (Required)
- 7D Certification (Preferred)

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](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. EE0

New Bedford has a residency requirement.

## **InStore Personal Banker – Citizens Bank (New Bedford)**

### **Description**

You might be asking yourself, “What exactly is an InStore Universal Banker?” We partner with top regional grocery store chains throughout our footprint to place bank branches right inside their store. As an InStore Universal Banker, you are at the forefront of delivering an exceptional banking experience to our customers as part of a convenient InStore branch team. InStore Universal Bankers value strong relationships and find great satisfaction in helping others while offering sound advice. The dynamic and high-traffic environment of the InStore branch provides maximum opportunity for customer-centric, motivated and confident advisors like you to connect with customers and build a pipeline of new business for Citizens Bank. You’ll make the most of every opportunity to be successful as a self-starter and “people person”.

- Engage with InStore customers to build and deepen relationships by uncovering financial needs and recommending appropriate banking products, services and solutions
- Identify new banking customers; grow relationships with existing customers through social interactions within the store along with outbound calls
- Open new accounts and perform teller transactions to meet the needs of the customer
- Comply with all policies, procedures and regulatory banking requirements
- Resolve customer service issues; support banking convenience for customers by sharing and setting up self-service options
- Partner with your InStore branch team and specialists to connect customers to experts who can help with specialized financial needs
- Adapt, as needed, to meet the ever-changing financial needs of our customers and the communities where we do business



- Bring a positive energy and confidence to Citizens Bank and its customers every day
- Present a professional appearance as the face of Citizens

### **What can we offer you?**

- Strong recognition and incentive programs based on your achievements
- Training, strategies and tools to support your personal growth and the development of strong customer relationships
- Career growth opportunities in Retail, Business Banking or Wealth Management, including, but not limited to, Small Business • Relationship Banker, Licensed Relationship Banker and Branch Manager based on success in this front-line role
- Collaborative workforce committed to supporting your ideas and feedback and accelerating your potential
- Team atmosphere of diverse professionals committed to making an impact as an organization
- Opportunities to volunteer and give back to our local communities
- Exceptional benefits such as Medical & Dental, along with a 401K with corporate match

### **Qualifications**

- High School degree or GED required
- Minimum of 1 year cash handling experience strongly preferred
- 2 years of sales and customer service experience
- Strong listening and customer service skills
- Ability to effectively ask questions and identify needs to enhance the customer relationship
- Commitment to building relationships through phone engagements
- Ability to problem solve and provide solutions to customer issues
- Ability to strengthen relationships with teammates, business partners and specialists through collaboration
- Self-motivated, confident, and ability to multitask

effectively

- Ability to work InStore branch hours, which include weekends and evenings
- If selected, candidates must meet and comply with all requirements set forth in the SAFE Act, including, but not limited to successful completion of the required background checks and obtaining a Unique Identifier from the Nationwide Mortgage Licensing System (NMLS).

Join us as an InStore Universal Banker and use your outstanding people skills to help shape our customer banking experience and drive your career potential at Citizens Bank.

### **Why Work with Us**

At Citizens, you'll find a customer-centric culture built around helping our customers and giving back to our local communities. When you join our team, you are part of a supportive and collaborative workforce, with access to training and tools to accelerate your potential and maximize your career growth.

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.



### **Motorcycle Sales Associate – Minuteman Harley-Davidson (North Dartmouth)**

*\$50,000 a year – Full-time, Commission*

Your South Coast Harley Dealer is looking for MOTORCYCLE SALES ASSOCIATES. Business is Great! We are currently accepting applications for motorcycle or automobile salespeople. If you enjoy meeting people and making their dreams come true, then Minuteman Harley-Davidson in Dartmouth, MA is the place for you. This position deals directly with customers and our Sales team in selling new and used Harley-Davidson motorcycles.

You will work with customers to overcome objections, get them excited about Minuteman Harley-Davidson and deliver not only a quality motorcycle but also a quality experience. We offer an aggressive pay plan with a salary and commission.

#### **Requirements:**

- Must be energetic with the ability to follow directions and close deals
- Commitment to customer service

- Sales experience and closing ability
- Ability to work weekends
- Motorcycle endorsement required – or the ability to get one quickly
- Minimum GED
- Business is good and we need the right people to help us grow.

Please email your resume or apply in person at 799 State Road (Rte 6), Dartmouth, MA 02747.

Minuteman Harley-Davidson is an Equal Opportunity Employer. Principals only.

**License:**

- Motorcycle Endorsement REQUIRED

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

**Jr. Clerk Typist – New Bedford Public Schools**

**QUALIFICATIONS AND SKILLS:**

- High School Diploma or equivalent.
- Fluent in both English and Spanish.
- Cultural competency, including awareness that variation in family forms exist.
- Dedication to collaboration with colleagues, administration, and community to support and promote the mission and vision of the Renaissance Community School for the Arts.Ease of use with Windows Office Suite, including Microsoft Office Email and Calendar, Excel, and Word.
- Familiarity with or willingness to learn about submission of requisitions for orders and then tracking payment.
- Understanding of budget maintenance process.
- Familiarity with or willingness to learn about Aspen both for entering records and for maintaining information.
- Kindness, promptness and politeness when addressing family

members, staff and students. Ability to translate documents and to interpret for meetings on an as needed basis, throughout the school day a demonstrated belief that each and every student can achieve at high levels.

- Excellent written and verbal communication skills.
- Outstanding interpersonal and collaborative teamwork skills.
- Absolute understanding of, adherence to and ability to communicate the mission and vision of the Renaissance Community School for the Arts

#### **RESPONSIBILITIES:**

- Maintain absolute confidentiality around student, family and staff information in accordance with FRPA, PRPA and legal and civil rights statutes
- Maintain current awareness of civil rights laws for families and employees
- Keep current Family and Student Handbook (in each language), maintain awareness of contents, and have print form or verbal explanation available for families with queries
- Keep current Employee Handbook, maintain awareness of contents, and have print form or verbal response available for staff queries
- Ability to work collaboratively with Gomes School staff and families in shared situations
- Perform other duties assigned by principal

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

#### **Stone Mason – P&P Masonry**

*\$40,000 – \$50,000 a year*

Looking for experienced mason who can lay concrete block, work with fieldstone, concrete, brick. bluestone. Have full time work year round or till October if preferred. Housing is provided.

Interested in applying? See full details and how to apply

here.

## **Confidential Secretary – New Bedford Public Schools**

### **CONFIDENTIAL SECRETARY JOB GOALS:**

To assure the smooth efficient operation of the assigned school, so as to maximize a positive impact on the education of students. To contribute to effective school public relations in the assigned school by prompt and courteous handling of all inquiries and visitors. To complete the confidential work essential to the efficiency and effectiveness of the assigned school and of the District.

### **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. Process evaluations for all district employees. Also responsible for making sure that they are placed in their personnel files.
6. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
7. Answers and responds appropriately to inquiries regarding school/District policies, procedures, and/or requests for information.
8. Welcomes visitors and arranges for their comfort and screens callers in accordance with predetermined policy.
9. Assist Principal and other stakeholders in budgetary process
10. Work with internal and external stakeholders in regards to student, staff and community needs.
11. All other duties as

assigned by the Principal, Superintendent and/or designee.

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

## **Front Desk Specialist – Professional Physical Therapy (Dartmouth)**

*Job Type: Full-time*

Key responsibilities will include the following:

- Greet patients and answer phones
- Manage all appointment scheduling
- Collect, review, and enter all new patient information
- Collect, record, and deposit patient payments
- Process medical records requests
- Handle incoming and outgoing mail, filing, and other administrative functions
- Produce daily, weekly, and monthly reports
- Our ideal candidate will have the following qualifications:
  - At least two years' medical office experience (other administrative experience may be considered, especially coordinating complex scheduling)
  - High school diploma
  - Strong technical skills utilizing Microsoft Office Suite; familiarity with Electronic Medical Record software strongly preferred
  - Excellent communication and interpersonal skills
  - Ability to multi-task in a fast-paced environment

Please send your resume with salary history. Due to the expected volume of responses, we will not be able to consider applications which do not include salary history.

Our core value is to be “People Focused”: we treat everyone, patients and employees, as people first.

Experience:

- Medical office: 2 years



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

## **Entry Level Management, Human Resources & Union Representatives – Depina Agency American Income Life**

Looking for Entry level management, human resources and union representatives.

**NO EXPERIENCE NECESSARY.** Full training is provided. Both entry-level and management positions available. HIGHLY COMPENSATED.

### **Details:**

- Protecting the working class families in Rhode Island and Southeastern Massachusetts.
- We provide supplemental benefits protection, to the labor unions, credit union and association. We also protect their assets.
- We are an international company, licensed in every state including New Zealand, Canada and now parts of Ireland.
- We've been around since 1951.
- We want career minded individuals, who are willing to learn our systems to be able to duplicate the work. To be able to work unsupervised and be focused on executing objectives.

### **Applicants must be career driven and possess:**

- Communication skills
- Professionalism
- Responsibility
- Adaptability
- Willingness to learn

\* Backgrounds in Business and Customer Service are preferred, not required. BILINGUAL IS A +++

\*\* Reliable (non-public) transportation is required

Seeking 10 immediate hires for our Leadership & Management

Roles. To fill up our new office in New Bedford.

- 30 Day FAST TRACK Management available
- NO COLD CALLING/PROSPECTING
- Weekly Pay \*Weekly Bonus Plan \*LIFETIME RESIDUAL INCOME
- Vacation Packages & more
- Full Benefits – Life insurance/ Health insurance.

For immediate consideration please respond with resume and contact information. Send to edepinaail@gmail.com

**Depina Agency**

**555 pleasant Street**

**New Bedford, Massachusetts**

**Phone: (774) 628-8961**

**Facebook:** facebook.com/DepinaAIL

**Automotive Sales Associate – Nissan 24 (Dartmouth)**

*\$40,000 – \$60,000 a year*

Experienced Automotive Sales Associates earn in excess of \$100,000 per year! 24 Auto Group is hiring career-minded individuals who are willing to learn our sales process and want the opportunity to earn six figures per year based on performance. Previous Automotive Sales experience is not required. We will train you the 24 Way. The next training session starts on Monday, August 13th at 9:00 AM with an orientation to Automotive Sales.

We strive for the highest level of professionalism in all aspects of our dealership. We are looking for dedicated automotive professionals to be a part of our winning team.

**Responsibilities:**

- Build relationships & create customers for life. Assist them in selecting a vehicle by asking questions and listening carefully to their responses.
- Be the vehicle expert. Know the product offerings, optional packages & latest technology

- Perform high-quality and professional demonstrations of new/used vehicles.
- Follow-up with buyers to ensure referral business.
- Learn to overcome objections and thrive in sales situations
- Direct report to the Sales Manager regarding objectives, planned activities, reviews, and analyses.
- Bring your 'A game' & positive attitude with you every day

### **Qualifications:**

- Available to work flexible hours & weekends
- Ready, willing and committed to learn
- Fantastic communication skills with your customers
- Professional, well-groomed personal appearance.
- Clean driving record and valid driver's license
- Telecom, retail, automotive, customer service experience helpful (not required)
- Willing to submit to a pre-employment screening

### **What We Offer:**

- Medical and Dental
- 401K Plan
- Paid time off and vacation
- Growth opportunities
- Paid Training
- Generous compensation plan after training. (Realistic 1st year earnings \$40K-\$60K.)
- Employee vehicle purchase plan
- Discounts on products and services

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

## **Hotel Guest Service Agent – Claremont Companies (Fairhaven)**

*Part-time*

### **BASIC RESPONSIBILITIES:**

- Handle requests and transactions of hotel guests.
- Serve as the main point of contact for all guest requests

and needs.

- Exhibit courteous hospitality at all times to guests and associates.
- Be proactive in offering additional services and informing guests of hotel facilities and local attractions.
- Administer hotel guest payment policies.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with guests, vendors, co-workers & management.
- Post all charges including valet and other miscellaneous charges to guest account.
- Maintain hotel key security system.
- Oversee safe deposit boxes for guests.
- Verify credit cards and balance bank at the end of the shift.
- Run and verify availability report at the beginning of the shift. Update report as needed.
- Review communications log at the beginning of the shift.
- Know and follow the hotel's emergency procedures in the event of an actual emergency.
- Notify appropriate supervisor immediately of any problem with rooms.
- Check in and check out should be as expeditious as possible.
- Knowledge of hotel phone system to allow transferring of calls to rooms & voicemail.
- Prompt distribution and notification to guests of mail.

**Requirements:**

- High school graduate or equivalent.
- Must speak, read, write, and understand English.
- Previous hotel-related experience desired.

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

**Property Manager – The Bilotti Group**

**Job Summary**

Large fast growing multi-family operator in Rhode Island and Bristol County, Massachusetts is looking for an experienced property manager to join a great team. We have grown from 200 units to 700 units over the last seven years and are looking for someone to be a part of a growing team looking for growth and stability working for a family business.

## **Responsibilities and Duties**

The candidate will:

- Oversee the leasing/occupancy and supervise leasing staff in maximizing leasing/occupancy.
- Oversee maintenance staff in ensuring optimal levels of building quality and tenant satisfaction.
- Manage vendor relationships and contracts to provide the highest level of service at the best possible prices.

Qualifications and Skills:

- The ideal candidate will be a team player.
- Have three years or more of relevant experience
- Be organized and professional with a strong aptitude for exceptional customer service.
- Be a self-starter with a “can do” attitude that works well with others
- CPM and/or other certifications are helpful

We are young family Company that has grown rapidly over the last several years and is looking for a candidate that will grow alongside us into the future. We offer health, retirement, and vacation as well as a salary that is commensurate with the candidate's experience.

Salary: commensurate with experience.

Experience:

- Property Management: 2 years

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

## **Loan Officer – JJ Best Banc & Co**

*\$60,000 – \$125,000 a year*

Largest National Finance Company is hiring in house Finance Officers to expand it's staff in boating and Classic car finance , Good phone and math skills a must , Traveling ocassionally to shows is required. Knowledge of rates , credit analysis and boating industry. Closing and processing loan knowledge a plus, Income between \$60000 and \$175000.

Experience:

- Finance: 1 year

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

## **Dental Front Desk Scheduling Coordinator – Ghenta Dental Group (Dartmouth)**

Are you looking for a position where you can learn and grow? Do you like working with a team of individuals that will feel like family?

We are looking for a front desk scheduling coordinator to grow with us. We prefer someone with at least 3 years dental front desk experience with Eaglesoft software. You must be able to multitask and perform your duties in a friendly and kind manner.

We are a brand new modern office with new technology for our fast paced environment. Duties include but are not limited to answering phones, scheduling patients, reviewing treatment plans and finances. Personal and insurance payment processing experience helpful. We offer great benefits to the right individual.

Experience:

Customer Service: 1 year (Preferred)

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

### **Data Entry Specialist – StoneTek Imports, Inc.**

Countertop manufacturing company seeking for Data entry Specialist. Duties includes assist production coordinator with data daily entering of high volume material, using currently defined data management software. Data entry skills preferred but the right candidate could be trained.

#### **Must have:**

- Excellent typing skills
- Excellent computer skills.
- Proficiency in excel
- Must provide support and information to co-workers.
- Must be able to collect, review and update material information into software.
- Enter list of material, alphabetic and numeric into company software.
- Must be detail oriented.
- Must have good organization skills.
- Must know how to work with tape measure.
- Must be able to stand / walk for long period of time.
- Must perform related duties as assigned.
- Must be able to work as a team or individually.

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

### **Shipping Manager – Softub,**

*\$45,000 a year*

Company: Founded in 1986, Softub, Inc. has been manufacturing America's favorite full featured, energy efficient hot tub. As the hot tub value innovator, Softub, Inc. is on a roll. We have a fundamental commitment of excellence to our customers. And we are looking for a Shipping Manager for our plant in

Massachusetts.

Responsibilities:

- Monitoring the quality, quantity, cost and efficiency of the movement of goods
- Vendor selection and negotiating
- Analyzing logistical problems and producing new solutions
- Leads and directs the work of others
- Ensuring that safety guidelines are followed
- Inventory control

Requirements:

- Minimum of 5 years experience

Benefits:

- Vacation Pay
- 401(k) retirement savings plan
- Health care benefits that include medical, prescription drugs and dental coverage
- Life Insurance
- Excellent work environment.

We are proud to be an Equal Opportunity Employer. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

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

## **Writers and Reporters – SOCO magazine**

If you love writing and have published articles to show for it, then lets talk.

Magazine or newspaper experience is a plus, but not necessary. Please send us your unedited and finished samples to: [editor@socomagazine.info](mailto:editor@socomagazine.info).

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



## **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. EE0

New Bedford has a residency requirement.

## **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

## **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.

## **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.

## **City Planner – City of New Bedford**

**PAY: \$82,843 – \$103,562**

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy; draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) 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](#).

## **Building Custodian – City of New Bedford**

**PAY: \$13.71hr-\$18.04hr**

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains

custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

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

For more information please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov).

### **Dispatcher – New Bedford Police Department**

**PAY: \$17.91hr – \$21.52hr**

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and

utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

For more information, please visit:  
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

New Bedford has a residency requirement.

**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. 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](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

### **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.

### **Seasonal Building Custodian – City of New Bedford**

**PAY: \$13.71/hr.**

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to, lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge

clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

High school graduate or GED equivalent 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](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](#).

### **Management Analyst – New Bedford Police**

**PAY: \$58,957 – \$73,703**

Performs technical, analytical and administrative duties related to crime and criminal intelligence. Researches, collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists with the developments.

Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal

activity.

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.

Develops and maintains data bases relative to criminal activity that is easily accessed; audits and maintains crime analysis data. Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of problem-oriented policing and Intelligence-led policing.

Bachelor's degree in criminology, criminal science, criminal psychology, GIS, criminal justice or related field preferred, and at least two years of experience as a crime analyst or other associated analyst field. Working knowledge of word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

Preferred Experience: two years' experience in law enforcement records; teletype familiarity; understanding of the National Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

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. EE0

New Bedford has a residency requirement.

**Emergency Medical Technician – City of New Bedford**

**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](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. EE0

New Bedford has a residency requirement.

### **Code Enforcement Inspector – New Bedford Health Department**

**PAY: \$15.80hr – \$21.52hr**

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within the community by law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices. Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations. When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

Graduation from high school or GED equivalent. Must possess good verbal and written communication skills. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [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. EE0

## **Internal Coordinator – New Bedford Police Department**

**PAY: \$684.31wk**

Recruits, trains and supervises interns from area colleges. Provides evaluations for interns, feedback to school advisors and maintains program schedule. Maintains statistics and reports for the Domestic Violence Unit. Prepares quarterly reports as required by grant. Coordinates with civilian advocates in assessing victims through the restraining order process.

Baccalaureate Degree within the Criminal Justice Field or studies in Humanities. Excellent communication skills, excellent interpersonal skills, reliable attendance, dependable/punctual, must have strong writing skills.

Possession of valid Massachusetts driver's license and good driving record.

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

## **Senior Account Clerk – City of New Bedford**

**PAY: \$16.04-\$21.84**

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department



function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. 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.

### **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

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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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# **P.A.C.E is hiring for a Payroll / Fringe Benefits Coordinator**

JOB POSTING

PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.

PAYROLL/FRINGE BENEFITS COORDINATOR

**SALARY: \$17.00/hr., salary negotiable based on experience, 40 hrs. per wk.**

Associates Degree in Accounting preferred. Candidates should have experience working with an automated payroll system for 150+ employees. Prefer experience working with ADP payroll system. Position also entails collecting employee time records; allocating payroll and taxes to departments using computer system; maintaining employee leave records; processing of hiring/terminations; maintaining employee fringe benefits and processing deductions, garnishments and direct deposits; pay rate and allocation changes; complete wage verification for government and private entities; processing unemployment claims; filing and basic clerical duties; maintaining purchase order logs and bank reconciliations.

Health Insurance, Dental and Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Wednesday, August 22, 2018

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626  
New Bedford, MA 02742  
Attn: Director of Human Resources



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# The South Coast Hot Jobs List – August 5, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of August 5, 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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## **Sales Representative – Power Home Remodeling**

*\$75,000 – \$90,000 a year*

Power Home Remodeling is a company founded on equal parts hard work and positivity. We believe that “dream” and “achieve” are not mutually exclusive. That philosophy has served us well in becoming FORTUNE Magazine’s #1 Workplace for Millennials and one of Glassdoor’s Best Places to Work.

90% of our executives begin their careers in entry-level positions because we recruit, train, and retain talented individuals with a drive to succeed. Power is more than a home remodeling company. Power is a dream realization, technology-innovation, community-advocacy, expectation-shattering, happiness-maximizing company dedicated to improvement, both for our customers, and ourselves.

**Sales Representative**

A full-time W-2 outside sales position, your role will be to develop relationships with pre-qualified prospective and existing customers.

You are not responsible to generate your own leads. Prior to your first interaction with prospective customers, 75% of the legwork has been done for you. We have a very rigorous pre-qualification process that ensures we are putting our sales reps in the best possible position to succeed.

Your only focus has to be on your career. We only ask you to learn our primary product lines, stay true to your training and deliver a proven sales presentation to consumers that truly need what you offer.

**Primary job responsibilities include:**

- Delivery of interactive sales presentations on eco-friendly, green products and services to decision makers
- Participation in ongoing sales training and coaching camps on a weekly basis
- Team building and mentorship
- Strategic presentation development

**Qualifications:**

- Highly developed interpersonal, organizational and communication skills
- Ability to speak publicly with confidence and poise
- Strong sense of ambition, self-motivation and self-discipline
- Ability to work both independently and in a team setting
- Naturally outgoing and articulate individual who thrives in social settings
- Previous sales experience preferred
- BA/BS preferred

**Salary and Benefits:**

- \$75,000 – \$90,000 average first-year compensation
- State-of-the-art training and technology

- Monthly opportunities for performance-based rewards, such as luxury vacations, high-end electronics, gift cards and tickets to concerts and sporting events
- Full medical, dental, life and disability insurance plans that can be tailored to your specific needs and the needs of your family
- Ample paid vacation and holidays
- A competitive 401(k) retirement savings program, matched by Power
- Access to the latest technology, such as laptops, smart phones and tablets that will help you reach your earnings goals faster and more efficiently
- A dynamic social program filled with can't miss events, parties, and activities, including an annual bonus in the form of a company trip to a tropical destination for you and a significant other
- Opportunity at unprecedented professional and personal growth

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

### **DoorDash Delivery Driver – DoorDash**

*\$1,750 a month*

New Dashers in Boston earn at least \$1,750! Just complete 200 deliveries in 60 days! Deliver food and other items from local merchants to hungry customers.

- Be your own boss. Work when you want, wherever you want
- Keep 100% of the tips
- Work in the morning, at night, or any time in between
- Use any car to deliver

Start today and be your own boss. Get on the road today.

### **Requirements:**

- iPhone or Android smartphone

- Valid Driver's License and insurance and clean driving record
- 18+ years of age
- 1+ years of driving experience

**About us:**

DoorDash is a technology company that connects customers with local businesses. Customers order meals and other items from their favorite local merchants and Dashers deliver it directly to their doors.

**Terms and conditions:**

This offer is for new Dasher independent contractors only. To be eligible for this guarantee of \$1,750, applicants must be in the Boston area and click on an ad advertising the guarantee of \$1,750 which will send you to a qualified sign up page. Full terms and conditions on the qualified sign up page. Terms subject to change. \$1,750 a month

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

**Payroll/Fringe Benefits Coordinator – P.A.C.E**

JOB POSTING

PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.

PAYROLL/FRINGE BENEFITS COORDINATOR

**SALARY: \$17.00/hr., salary negotiable based on experience, 40 hrs. per wk.**

Associates Degree in Accounting preferred. Candidates should have experience working with an automated payroll system for 150+ employees. Prefer experience working with ADP payroll system. Position also entails collecting employee time records; allocating payroll and taxes to departments using computer system; maintaining employee leave records; processing of hiring/terminations; maintaining employee fringe



benefits and processing deductions, garnishments and direct deposits; pay rate and allocation changes; complete wage verification for government and private entities; processing unemployment claims; filing and basic clerical duties; maintaining purchase order logs and bank reconciliations.

Health Insurance, Dental and Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Monday, July 30, 2018

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources



### **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

### **Billing Specialist – High Point Treatment Center**

Billing specialist for multi-site behavioral health and substance abuse non-profit organization

#### **Key Responsibilities:**

- Compliance with the Federal Regulations 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patients and HIPAA Regulations
- Send out all initial bills to both third party and client payors
- Re-bill all denials from explanation of benefit notices
- Review aging reports and reconcile old accounts
- Call third party payors on questionable denials
- Update third party software with new third party or patient

information

- Check PA Data, enter if necessary and file (notify Unit Biller and UR if discrepancy)
- Run and check weekly reports to avoid claim issues
- Maintains an accurate knowledge base about the services which are provided by HPTC and the pay sources that HPTC is contracted with
- Batch and send electronic and paper claims
- Enter both patient and third party payments
- Write up and expedite the processing of client refunds
- Attend mandatory trainings and meetings
- Assist programs with entering ESM's if needed
- Communicate effectively with the key contacts and management to provide accurate and timely information
- Other duties as assigned by the AR Manager.

**Required:**

- Excellent verbal and written communication skills
- Working knowledge of 3rd party payors
- Collection experience

**Desired:**

- Prior billing for behavioral health
- Office
- Virtual Gateway
- EMR systems (preferably TIER)

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.



## **Business Office Assistant Full Time – Vibra Healthcare**

Come grow with Vibra Healthcare, where we manage from the bedside up every day. Join a strong, knowledgeable company that values each employee as an individual. Our expanding organization wants compassionate healthcare professionals like you to help us get our patients back to better.

Vibra Hospital of Southeastern Massachusetts is a 90-bed acute care hospital located in historic New Bedford, MA, on the Freetown border. Conveniently located off of Route 140 and easily commutable from the Boston area as well as Rhode Island, our hospital offers comprehensive, specialized clinical programs, including pulmonary rehabilitation, stroke

rehabilitation and neurobehavioral programs for individuals requiring long-term rehabilitation services. As a smaller, specialized hospital, we offer an opportunity to work in a fast-paced and friendly work environment where you really get to know your patients and their families.

Vibra Hospital of Southeastern Massachusetts is seeking a Full Time Business Office Assistant to join our team!

**Qualifications:**

- High school diploma or equivalent required.
- Minimum one (1) year of data entry experience required, preferably in a health care setting.

**Additional Qualifications/Skills:**

- Ability to handle directions with little direct supervision.
- Ability to use good independent judgment to solve daily data entry related problems.
- Ability to project a professional image.
- Knowledge of regulatory standards and compliance requirements.
- Strong organizational, prioritizing and analytical skills.
- Ability to make independent decisions when circumstances warrant.
- Working knowledge of computer and software applications used in job functions.
- Freedom from illegal use of and effects of use of drugs and alcohol in the workplace.

Our recruitment team wants to get to know you. Share your passion! Please complete our online application and submit your resume for immediate consideration. Thank you for taking the time to consider a career opportunity with our hospital.

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

**Client Service Rep-Route Delivery – Clean Uniforms And More**

*\$40,000 – \$45,000 a year*

Clean Uniforms and More! is a leading uniform service company specializing in personalized uniform apparel programs, floor mat products, and facility products and services for any industry. From its New England Service Center equipped with the latest state-of-the-art technology and equipment, Clean services a 7 state regional marketplace. Clean Uniforms and More! is a hands-on, accessible partner to its clients, offering tailored services and solutions to make their businesses MORE SUCCESSFUL, SAFER, and their workforces MORE PRODUCTIVE. Learn more at [www.cleanuniforms.com](http://www.cleanuniforms.com).

Clean Uniforms and More! is growing! We are seeking an experienced Route Sales and Service Professional to manage, service, retain and grow client accounts on a defined route, delivering to diverse industrial, manufacturing, and service-based businesses. The role also requires a focus on new business development to saturate the marketplace and develop a future pipeline.

### **Top Performers**

The “right” Client Service Representative will bring a minimum of 3-5 years proven service or sales experience, interfacing with a varied client base. The “right” person will have effective skills in qualifying, demonstrating, and influencing, with expertise in supporting and exceeding client expectations. The “right” person will also up-sell additional products and services to current clients to generate increased revenue.

### **Role Requirements**

A results-oriented, self-directed individual with strong communication skills and the ability to qualify client needs for new sales opportunities is required. Proven experience in territory management and new business development are primary factors for success.

- 75% -- Account Management/Product Service– Requires effective skills in managing, servicing, and retaining current client accounts by providing superior, professional service and support.
- 25% -- New Business Development Requires account mining, saturation, and new business development to secure Service Agreement/Contract renewals, up-sell additional products and services to current clients, and establish a pipeline of potential clients to generate increase revenue.
- Additional Experience... Industry-related experience or experience in route sales, customer service, or developing customers in a contract-based sales scenario a plus.
- Benefits & Compensation – Clean Uniforms and More! provides a highly competitive performance-based compensation model including a generous benefits program.

Please reply to this ad to apply or contact Clean Uniforms and More! at Post Office Box 63100, New Bedford, MA 02746. Or you can go to <http://www.cleanuniforms.com/career-opportunities/>

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

## **Jr. Clerk Typist – New Bedford Public Schools**

### **QUALIFICATIONS AND SKILLS:**

- High School Diploma or equivalent.
- Fluent in both English and Spanish.
- Cultural competency, including awareness that variation in family forms exist.
- Dedication to collaboration with colleagues, administration, and community to support and promote the mission and vision of the Renaissance Community School for the Arts.Ease of use with Windows Office Suite, including Microsoft Office Email and Calendar, Excel, and Word.
- Familiarity with or willingness to learn about submission of requisitions for orders and then tracking payment.



- Understanding of budget maintenance process.
- Familiarity with or willingness to learn about Aspen both for entering records and for maintaining information.
- Kindness, promptness and politeness when addressing family members, staff and students. Ability to translate documents and to interpret for meetings on an as needed basis, throughout the school day a demonstrated belief that each and every student can achieve at high levels.
- Excellent written and verbal communication skills.
- Outstanding interpersonal and collaborative teamwork skills.
- Absolute understanding of, adherence to and ability to communicate the mission and vision of the Renaissance Community School for the Arts

#### **RESPONSIBILITIES:**

- Maintain absolute confidentiality around student, family and staff information in accordance with FRPA, PRPA and legal and civil rights statutes
- Maintain current awareness of civil rights laws for families and employees
- Keep current Family and Student Handbook (in each language), maintain awareness of contents, and have print form or verbal explanation available for families with queries
- Keep current Employee Handbook, maintain awareness of contents, and have print form or verbal response available for staff queries
- Ability to work collaboratively with Gomes School staff and families in shared situations
- Perform other duties assigned by principal

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

#### **Facilities Associate – New Bedford Whaling Museum**

*\$12 – \$14 an hour – Part-time*

The New Bedford Whaling Museum is seeking a dependable worker

and team player to join our Facilities Team. The Facilities Associate will perform general cleaning and maintenance tasks under supervision and according to the museum's standards to ensure an exceptional visitor experience. The Facilities Associate will also serve as a member of the Rentals Team and will assist with the set-up, break-down, cleanup, and security for both public and private events.

**Specific duties include:**

- Sweeping, mopping, vacuuming floors
- Cleaning and stocking restrooms
- Cleaning staff kitchen and common areas
- Cleaning windows and glass
- Emptying trash cans, collecting recycling, breaking down boxes
- Painting and minor repairs
- General grounds maintenance and clean up including snow removal
- Setting up tables and chairs for groups and events
- Moving large objects such as furniture, cases, and shipments
- Responding to requests for assistance from other departments
- Schedule: Part-Time (day shifts) plus one to two weekend night shifts for events.
- Must have flexible availability with nights and weekends.

**Job requirements:**

- Ability to lift up to 50 pounds
- High School diploma
- Valid driver's license and reliable transportation
- Positive attitude and pride in work

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

**Confidential Secretary – New Bedford Public Schools**

**CONFIDENTIAL SECRETARY JOB GOALS:**

To assure the smooth efficient operation of the assigned school, so as to maximize a positive impact on the education of students. To contribute to effective school public relations in the assigned school by prompt and courteous handling of all inquiries and visitors. To complete the confidential work essential to the efficiency and effectiveness of the assigned school and of the District.

#### 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. Process evaluations for all district employees. Also responsible for making sure that they are placed in their personnel files.
6. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
7. Answers and responds appropriately to inquiries regarding school/District policies, procedures, and/or requests for information.
8. Welcomes visitors and arranges for their comfort and screens callers in accordance with predetermined policy.
9. Assist Principal and other stakeholders in budgetary process
10. Work with internal and external stakeholders in regards to student, staff and community needs.
11. All other duties as assigned by the Principal, Superintendent and/or designee.

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

## **Front Desk Specialist – Professional Physical Therapy (Dartmouth)**

*Job Type: Full-time*

Key responsibilities will include the following:

- Greet patients and answer phones
- Manage all appointment scheduling
- Collect, review, and enter all new patient information
- Collect, record, and deposit patient payments
- Process medical records requests
- Handle incoming and outgoing mail, filing, and other administrative functions
- Produce daily, weekly, and monthly reports
- Our ideal candidate will have the following qualifications:
  - At least two years' medical office experience (other administrative experience may be considered, especially coordinating complex scheduling)
  - High school diploma
  - Strong technical skills utilizing Microsoft Office Suite; familiarity with Electronic Medical Record software strongly preferred
  - Excellent communication and interpersonal skills
  - Ability to multi-task in a fast-paced environment

Please send your resume with salary history. Due to the expected volume of responses, we will not be able to consider applications which do not include salary history.

Our core value is to be “People Focused”: we treat everyone, patients and employees, as people first.

Experience:

- Medical office: 2 years

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

**Entry Level Management, Human Resources & Union**

## **Representatives – Depina Agency American Income Life**

Looking for Entry level management, human resources and union representatives.

**NO EXPERIENCE NECESSARY.** Full training is provided. Both entry-level and management positions available. **HIGHLY COMPENSATED.**

### **Details:**

- Protecting the working class families in Rhode Island and Southeastern Massachusetts.
- We provide supplemental benefits protection, to the labor unions, credit union and association. We also protect their assets.
- We are an international company, licensed in every state including New Zealand, Canada and now parts of Ireland.
- We've been around since 1951.
- We want career minded individuals, who are willing to learn our systems to be able to duplicate the work. To be able to work unsupervised and be focused on executing objectives.

### **Applicants must be career driven and possess:**

- Communication skills
- Professionalism
- Responsibility
- Adaptability
- Willingness to learn

\* Backgrounds in Business and Customer Service are preferred, not required. BILINGUAL IS A +++

\*\* Reliable (non-public) transportation is required

Seeking 10 immediate hires for our Leadership & Management Roles. To fill up our new office in New Bedford.

- 30 Day FAST TRACK Management available
- NO COLD CALLING/PROSPECTING
- Weekly Pay \*Weekly Bonus Plan \*LIFETIME RESIDUAL INCOME

- Vacation Packages & more
- Full Benefits – Life insurance/ Health insurance.

For immediate consideration please respond with resume and contact information. Send to edepinaail@gmail.com

### **Depina Agency**

**555 pleasant Street**

**New Bedford, Massachusetts**

**Phone: (774) 628-8961**

**Facebook: facebook.com/DepinaAIL**

### **Asset Protection Specialist – Shaw's (Dartmouth)**

The Asset Protection Specialist shall be mainly responsible for the detection and apprehension of shoplifters at store level. Further, she/he shall be responsible for working in other areas of Shaw's Asset Protection programs to include but not limited to: CCTV (Closed Circuit Television) usage, representing Shaw's/Star Market as a witness in court proceedings, interacting with Store Management and local Police Departments and completing store/vendor audits as required by operational needs.

### **Job Responsibilities and Accountabilities:**

Shrink Control  
Observes customers throughout the store. Apprehends shoplifters in accordance with state and local laws and company policy. Develop and communicate ORC trends & activity. Cooperates with and responds to requests by police departments, courts and other public agencies under the direction of Loss Prevention and/or Corporate Council. Maintains the equipment related to loss prevention and physical security (e.g. the CCTV equipment, which is located in the ceilings and throughout the store, equipment located at the entry/exits and check stands, and the store's intrusion alarm system). Conducts External and Vendor investigations at the direction of the Security Supervisor.

**Performs other duties as assigned by the Security Supervisor.**

**Safety & Food Safety:**

Reports all unsafe conditions to store management and the Security Supervisor and takes immediate remedial action whenever an eminent safety or Food Safety hazard is present.

**Communication and Training:**

Communicates with Management on all loss prevention issues. Completes and communicates daily activity log.

**Job Requirements:**

Must be 20 years of age. Must have a High School education or equivalent, college degree preferred. Ability to read, understand and interpret signs, shelf labels and date codes. Ability to follow written and oral instruction. Ability to perform simple mathematical calculations such as addition, subtraction, multiplication, and division in order to compile, submit, and communicate routine statistical data to the Division Loss Prevention office as required. Ability to cooperate and work as a part of a team. Ability to learn, understand and apply the information contained in company manuals, loss prevention policies and practices and apply them to store operations. Ability to handle confrontational situations and respond quickly to incidents as they occur. Must possess basic computer skills necessary to send and receive emails, their attachments, and access computer generated reports. Night and weekend work is required.

**Physical Environment:**

Most work conducted in a normal retail setting containing a sales floor, departmental shops, offices, and backrooms. Requires frequent walking and standing. May be required to work outdoors when conducting an internal or external surveillance. May be exposed to heights, dust/and or airborne particles and limited space areas. May be required to travel between store locations. 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.

**Experience:**

Asset protection: 1 year

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

**Wood Components Assembler – Reliable Truss & Components**

**Description:**

Manufacturing plant needs employee to set up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. Job is physical and requires manual labor.

**Qualifications:**

Wood construction / framing experience

Prior work in a manufacturing plant setting

Job is physical and requires manual labor

**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
- Framing: 1 year
- Wood construction: 1 year
- Manufacturing: 1 year

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



## **Property Manager – The Bilotti Group –**

### **Job Summary**

Large fast growing multi-family operator in Rhode Island and Bristol County, Massachusetts is looking for an experienced property manager to join a great team. We have grown from 200 units to 700 units over the last seven years and are looking for someone to be a part of a growing team looking for growth and stability working for a family business.

### **Responsibilities and Duties**

The candidate will:

- Oversee the leasing/occupancy and supervise leasing staff in maximizing leasing/occupancy.
- Oversee maintenance staff in ensuring optimal levels of building quality and tenant satisfaction.
- Manage vendor relationships and contracts to provide the highest level of service at the best possible prices.

Qualifications and Skills:

- The ideal candidate will be a team player.
- Have three years or more of relevant experience
- Be organized and professional with a strong aptitude for exceptional customer service.
- Be a self-starter with a “can do” attitude that works well with others
- CPM and/or other certifications are helpful

We are a young family Company that has grown rapidly over the last several years and is looking for a candidate that will grow alongside us into the future. We offer health, retirement, and vacation as well as a salary that is commensurate with the candidate's experience.

Salary: commensurate with experience.

Experience:

- Property Management: 2 years

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

### **Loan Officer – JJ Best Banc & Co**

*\$60,000 – \$125,000 a year*

Largest National Finance Company is hiring in house Finance Officers to expand it's staff in boating and Classic car finance , Good phone and math skills a must , Traveling ocassionally to shows is required. Knowledge of rates , credit analysis and boating industry. Closing and processing loan knowledge a plus, Income between \$60000 and \$175000.

Experience:

- Finance: 1 year

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

### **Experienced Painters – Commercial Painting**

*Job Type: Full-time*

Successful Painting Company with a great reputation is looking to hire Experienced Commercial Painters.

Requirements: The ideal candidate will have demonstrated prior Painting experience in a Commercial Industry. Attention to detail, excellent interpersonal skills and focus on quality is a must. Must be responsible, reliable and highly motivated to work. Must have 2 years' experience and must be able to pass Physical and Drug screening.

Benefits: Top wages Great Benefit packages Safe working environment

**Experience:**

Painting: 1 year

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

### **Paraprofessional Teacher Assistant – Severe Disabilities – Meeting Street (Dartmouth)**

The Schwartz School operates a year round school program, approved by the Massachusetts Department of Elementary and Secondary Education as a special education school, designed to educate and support students ages 3 to 22 years old with physical and cognitive disabilities.

We have a long-standing reputation in the community as a provider of exceptional educational and therapeutic services for children with special needs. Our compassionate and professional staff includes licensed teachers, licensed therapists in the areas of speech/language pathology, occupational therapy, physical therapy, and sensory integration/sensory processing, nurses and related paraprofessionals.

#### **About this Role:**

Our Teacher Assistants work with students with disabilities, helping them to implement skills and goals in line with their educational and therapy needs. Throughout the day, they are there to provide individual support both in and out of the classroom and throughout therapy sessions, utilizing and maintaining any communication devices and adaptive equipment that their students use. Teacher Assistants are responsible for providing personal care to students, including feeding, assisting with the restroom and with changings if necessary. Key

#### **Qualities:**

Selfless, Patient, Responsible

#### **Key Skills:**

Ability to explain things multiple ways. Respond quickly and appropriately to student situations

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

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

*Full-time*

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

Responsibilities include: patient scheduling, accounts receivables, and extensive phone communication skills, background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics, knowledge of Masshealth Insurance. Strong computer knowledge including Eaglesoft,

Experience:

Dental office: 1 year

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

**Data Entry Specialist – StoneTek Imports, Inc.**

Countertop manufacturing company seeking for Data entry Specialist. Duties includes assist production coordinator with data daily entering of high volume material, using currently defined data management software. Data entry skills preferred but the right candidate could be trained.

**Must have:**

- Excellent typing skills
- Excellent computer skills.
- Proficiency in excel
- Must provide support and information to co-workers.
- Must be able to collect, review and update material

information into software.

- Enter list of material, alphabetic and numeric into company software.
- Must be detail oriented.
- Must have good organization skills.
- Must know how to work with tape measure.
- Must be able to stand / walk for long period of time.
- Must perform related duties as assigned.
- Must be able to work as a team or individually.

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

**Shipping Manager – Softub,**  
*\$45,000 a year*

Company: Founded in 1986, Softub, Inc. has been manufacturing America's favorite full featured, energy efficient hot tub. As the hot tub value innovator, Softub, Inc. is on a roll. We have a fundamental commitment of excellence to our customers. And we are looking for a Shipping Manager for our plant in Massachusetts.

**Responsibilities:**

- Monitoring the quality, quantity, cost and efficiency of the movement of goods
- Vendor selection and negotiating
- Analyzing logistical problems and producing new solutions
- Leads and directs the work of others
- Ensuring that safety guidelines are followed
- Inventory control

**Requirements:**

- Minimum of 5 years experience

**Benefits:**

- Vacation Pay
- 401(k) retirement savings plan

- Health care benefits that include medical, prescription drugs and dental coverage
- Life Insurance
- Excellent work environment.

We are proud to be an Equal Opportunity Employer. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

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

### **Writers and Reporters – SOCO magazine**

If you love writing and have published articles to show for it, then lets talk.

Magazine or newspaper experience is a plus, but not necessary. Please send us your unedited and finished samples to: [editor@socomagazine.info](mailto:editor@socomagazine.info).

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](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. EE0

New Bedford has a residency requirement.

## **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

## **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.

#### **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.

### **City Planner – City of New Bedford**

**PAY: \$82,843 – \$103,562**

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy; draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) 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.

### **Building Custodian – City of New Bedford**

**PAY: \$13.71hr-\$18.04hr**

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

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

For more information please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov).

## **Dispatcher – New Bedford Police Department**

**PAY: \$17.91hr – \$21.52hr**

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic

knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

For more information, please visit:  
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

New Bedford has a residency requirement.

### **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.

### **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](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

### **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.

### **Seasonal Building Custodian – City of New Bedford**

**PAY: \$13.71/hr.**

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to, lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

High school graduate or GED equivalent 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](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.

## **Management Analyst – New Bedford Police**

**PAY: \$58,957 – \$73,703**

Performs technical, analytical and administrative duties related to crime and criminal intelligence. Researches, collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists with the developments.

Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.

Develops and maintains data bases relative to criminal activity that is easily accessed; audits and maintains crime analysis data. Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of problem-oriented policing and Intelligence-led policing.

Bachelor's degree in criminology, criminal science, criminal psychology, GIS, criminal justice or related field preferred, and at least two years of experience as a crime analyst or

other associated analyst field. Working knowledge of word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

Preferred Experience: two years' experience in law enforcement records; teletype familiarity; understanding of the National Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

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. EE0

New Bedford has a residency requirement.

### **Emergency Medical Technician – City of New Bedford**

**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](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. EE0

New Bedford has a residency requirement.

### **Code Enforcement Inspector – New Bedford Health Department**

**PAY: \$15.80hr – \$21.52hr**

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within the community by law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices. Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations. When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

Graduation from high school or GED equivalent. Must possess good verbal and written communication skills. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [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

### **Internal Coordinator – New Bedford Police Department**

**PAY: \$684.31wk**

Recruits, trains and supervises interns from area colleges. Provides evaluations for interns, feedback to school advisors and maintains program schedule. Maintains statistics and reports for the Domestic Violence Unit. Prepares quarterly reports as required by grant. Coordinates with civilian advocates in assessing victims through the restraining order process.

Baccalaureate Degree within the Criminal Justice Field or studies in Humanities. Excellent communication skills, excellent interpersonal skills, reliable attendance,

dependable/punctual, must have strong writing skills.

Possession of valid Massachusetts driver's license and good driving record.

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

### **Senior Account Clerk – City of New Bedford**

**PAY: \$16.04-\$21.84**

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. 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.

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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 – July 29, 2018**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of July 29, 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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**Full-Time and Part Time Counselor – Health Care Resource Centers**

## *Full-time, Part-time*

Health Care Resource Centers, a progressive substance abuse treatment organization committed to the highest quality of patient care, is seeking a Full Time or Part Time Counselor at our New Bedford, MA location.

The ideal candidate will be responsible for providing individual and group counseling, education and case management services to chemically dependent patients. The quality of work, performance expectations and responsibilities will be conducted in a manner that is consistent with current standards of practice and, is consistent with the organization's mission statement, goals, and objectives.

### **RESPONSIBILITIES:**

- Conducts individual initial assessment and evaluation interviews for service eligibility determination.
- Facilitates, establishes and reviews with each patient the initial treatment plan.
- Completes Bio-psychosocial assessment.
- Provide individual and group counseling services; direct service hours at regularly scheduled intervals; coordinate all
- services throughout treatment.
- Involve families and significant others in patient's recovery process whenever possible.
- Develops and participates in individual or group patient teaching projects.
- Respond, as needed, to patient grievances and complaints.
- Develop aftercare plans and discharge plans.
- Completes all discharge paperwork.
- Other related duties as determined by supervisor.

### **REQUIREMENTS:**

Bachelor's Degree required with a minimum of 3+ years of individual counseling experience or a Master's Degree in Behavioral Science. Independent Licensure preferred (LCSW/LICSW, LMHC and/or LADC). Previous experience working

with chemically dependent individuals a plus. Must demonstrate a positive, non-judgmental, and accepting attitude toward our patient population.

**Experience:**

- Counseling: 3 years

**Education:**

- Bachelor's

**License:**

- LCSW/LICSW, LMHC and/or LADC

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

**Payroll/Fringe Benefits Coordinator – P.A.C.E**

JOB POSTING

PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.

PAYROLL/FRINGE BENEFITS COORDINATOR

**SALARY: \$17.00/hr., salary negotiable based on experience, 40 hrs. per wk.**

Associates Degree in Accounting preferred. Candidates should have experience working with an automated payroll system for 150+ employees. Prefer experience working with ADP payroll system. Position also entails collecting employee time records; allocating payroll and taxes to departments using computer system; maintaining employee leave records; processing of hiring/terminations; maintaining employee fringe benefits and processing deductions, garnishments and direct deposits; pay rate and allocation changes; complete wage verification for government and private entities; processing unemployment claims; filing and basic clerical duties; maintaining purchase order logs and bank reconciliations.

Health Insurance, Dental and Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Monday, July 30, 2018

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources



### **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.



### **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.

### **Client Service Rep-Route Delivery – Clean Uniforms And More** *\$40,000 – \$45,000 a year*

Clean Uniforms and More! is a leading uniform service company specializing in personalized uniform apparel programs, floor mat products, and facility products and services for any industry. From its New England Service Center equipped with the latest state-of-the-art technology and equipment, Clean services a 7 state regional marketplace. Clean Uniforms and More! is a hands-on, accessible partner to its clients, offering tailored services and solutions to make their businesses MORE SUCCESSFUL, SAFER, and their workforces MORE PRODUCTIVE. Learn more at [www.cleanuniforms.com](http://www.cleanuniforms.com).

Clean Uniforms and More! is growing! We are seeking an experienced Route Sales and Service Professional to manage, service, retain and grow client accounts on a defined route, delivering to diverse industrial, manufacturing, and service-

based businesses. The role also requires a focus on new business development to saturate the marketplace and develop a future pipeline.

### **Top Performers**

The “right” Client Service Representative will bring a minimum of 3-5 years proven service or sales experience, interfacing with a varied client base. The “right” person will have effective skills in qualifying, demonstrating, and influencing, with expertise in supporting and exceeding client expectations. The “right” person will also up-sell additional products and services to current clients to generate increased revenue.

### **Role Requirements**

A results-oriented, self-directed individual with strong communication skills and the ability to qualify client needs for new sales opportunities is required. Proven experience in territory management and new business development are primary factors for success.

- 75% -- Account Management/Product Service— Requires effective skills in managing, servicing, and retaining current client accounts by providing superior, professional service and support.
- 25% -- New Business Development Requires account mining, saturation, and new business development to secure Service Agreement/Contract renewals, up-sell additional products and services to current clients, and establish a pipeline of potential clients to generate increase revenue.
- Additional Experience... Industry-related experience or experience in route sales, customer service, or developing customers in a contract-based sales scenario a plus.
- Benefits & Compensation – Clean Uniforms and More! provides a highly competitive performance-based compensation model including a generous benefits program.

Please reply to this ad to apply or contact Clean Uniforms and



More! at Post Office Box 63100, New Bedford, MA 02746. Or you can go to <http://www.cleanuniforms.com/career-opportunities/>

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

### **Chiropractor – Milton Chiropractic & Rehabilitation**

We believe that a successful career in chiropractic involves helping people the way you have always wanted, with the support of a strong, established team behind you. We are health and wellness based and have been the leader in chiropractic care in our communities for over 25 years. We employ a multidisciplinary approach to reducing pain, restoring function and improving health by combining chiropractic and physical therapy. This provides the best clinical results and the greatest patient satisfaction.

We offer competitive benefits and a real chance for you to grow with us in your profession. If you are compassionate, energetic, growth-oriented and are looking to be part of a great group of chiropractors, please consider us.

#### **License:**

- MA Chiropractic License

Required work authorization:

- United States

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

### **Facilities Associate – New Bedford Whaling Museum**

*\$12 – \$14 an hour – Part-time*

The New Bedford Whaling Museum is seeking a dependable worker and team player to join our Facilities Team. The Facilities Associate will perform general cleaning and maintenance tasks

under supervision and according to the museum's standards to ensure an exceptional visitor experience. The Facilities Associate will also serve as a member of the Rentals Team and will assist with the set-up, break-down, cleanup, and security for both public and private events.

**Specific duties include:**

- Sweeping, mopping, vacuuming floors
- Cleaning and stocking restrooms
- Cleaning staff kitchen and common areas
- Cleaning windows and glass
- Emptying trash cans, collecting recycling, breaking down boxes
- Painting and minor repairs
- General grounds maintenance and clean up including snow removal
- Setting up tables and chairs for groups and events
- Moving large objects such as furniture, cases, and shipments
- Responding to requests for assistance from other departments
- Schedule: Part-Time (day shifts) plus one to two weekend night shifts for events.
- Must have flexible availability with nights and weekends.

**Job requirements:**

- Ability to lift up to 50 pounds
- High School diploma
- Valid driver's license and reliable transportation
- Positive attitude and pride in work

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

**Confidential Secretary – New Bedford Public Schools**

**CONFIDENTIAL SECRETARY JOB GOALS:**

To assure the smooth efficient operation of the assigned school, so as to maximize a positive impact on the education

of students. To contribute to effective school public relations in the assigned school by prompt and courteous handling of all inquiries and visitors. To complete the confidential work essential to the efficiency and effectiveness of the assigned school and of the District.

#### 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. Process evaluations for all district employees. Also responsible for making sure that they are placed in their personnel files.
6. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
7. Answers and responds appropriately to inquiries regarding school/District policies, procedures, and/or requests for information.
8. Welcomes visitors and arranges for their comfort and screens callers in accordance with predetermined policy.
9. Assist Principal and other stakeholders in budgetary process
10. Work with internal and external stakeholders in regards to student, staff and community needs.
11. All other duties as assigned by the Principal, Superintendent and/or designee.

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

**EXPERIENCED FOREMAN – METAL FRAMERS, DRYWALL HANGERS, TAPERS –  
New England's Top-Notch Drywall Company**

### *Job Type: Full-time*

We are a large growing Drywall Construction Company with a great reputation looking to hire Experienced Foreman Metal Framers, Drywall Hangers and Tapers who are willing to work year-round.

Serious candidates only need to apply.

- The ideal candidate will have demonstrated prior construction experience.
- Must have 2 years' experience in Metal Framing, Drywall, Hanging or Taping.
- Attention to detail, excellent interpersonal skills and a focus on quality are a must.
- Must be Responsible, reliable and highly motivated to work.
- Must be able to pass Physical and Drug screening.
- Benefits: Top wages Great Benefit packages Safe working environment

### **Experience:**

Metal Framing: 2 years

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

### **Entry Level Management, Human Resources & Union Representatives – Depina Agency American Income Life**

Looking for Entry level management, human resources and union representatives.

**NO EXPERIENCE NECESSARY.** Full training is provided. Both entry-level and management positions available. **HIGHLY COMPENSATED.**

### **Details:**

- Protecting the working class families in Rhode Island and Southeastern Massachusetts.

- We provide supplemental benefits protection, to the labor unions, credit union and association. We also protect their assets.
- We are an international company, licensed in every state including New Zealand, Canada and now parts of Ireland.
- We've been around since 1951.
- We want career minded individuals, who are willing to learn our systems to be able to duplicate the work. To be able to work unsupervised and be focused on executing objectives.

**Applicants must be career driven and possess:**

- Communication skills
- Professionalism
- Responsibility
- Adaptability
- Willingness to learn

\* Backgrounds in Business and Customer Service are preferred, not required. BILINGUAL IS A +++

\*\* Reliable (non-public) transportation is required

Seeking 10 immediate hires for our Leadership & Management Roles. To fill up our new office in New Bedford.

- 30 Day FAST TRACK Management available
- NO COLD CALLING/PROSPECTING
- Weekly Pay \*Weekly Bonus Plan \*LIFETIME RESIDUAL INCOME
- Vacation Packages & more
- Full Benefits – Life insurance/ Health insurance.

For immediate consideration please respond with resume and contact information. Send to edepinaail@gmail.com

**Depina Agency**

**555 pleasant Street**

**New Bedford, Massachusetts**

**Phone: (774) 628-8961**

**Facebook: facebook.com/DepinaAIL**

## **Asset Protection Specialist – Shaw's (Dartmouth)**

The Asset Protection Specialist shall be mainly responsible for the detection and apprehension of shoplifters at store level. Further, she/he shall be responsible for working in other areas of Shaw's Asset Protection programs to include but not limited to: CCTV (Closed Circuit Television) usage, representing Shaw's/Star Market as a witness in court proceedings, interacting with Store Management and local Police Departments and completing store/vendor audits as required by operational needs.

### **Job Responsibilities and Accountabilities:**

Shrink Control Observes customers throughout the store. Apprehends shoplifters in accordance with state and local laws and company policy. Develop and communicate ORC trends & activity. Cooperates with and responds to requests by police departments, courts and other public agencies under the direction of Loss Prevention and/or Corporate Council. Maintains the equipment related to loss prevention and physical security (e.g. the CCTV equipment, which is located in the ceilings and throughout the store, equipment located at the entry/exits and check stands, and the store's intrusion alarm system). Conducts External and Vendor investigations at the direction of the Security Supervisor.

**Performs other duties as assigned by the Security Supervisor.**

### **Safety & Food Safety:**

Reports all unsafe conditions to store management and the Security Supervisor and takes immediate remedial action whenever an eminent safety or Food Safety hazard is present.

### **Communication and Training:**

Communicates with Management on all loss prevention issues. Completes and communicates daily activity log.

### **Job Requirements:**

Must be 20 years of age. Must have a High School education or

equivalent, college degree preferred. Ability to read, understand and interpret signs, shelf labels and date codes. Ability to follow written and oral instruction. Ability to perform simple mathematical calculations such as addition, subtraction, multiplication, and division in order to compile, submit, and communicate routine statistical data to the Division Loss Prevention office as required. Ability to cooperate and work as a part of a team. Ability to learn, understand and apply the information contained in company manuals, loss prevention policies and practices and apply them to store operations. Ability to handle confrontational situations and respond quickly to incidents as they occur. Must possess basic computer skills necessary to send and receive emails, their attachments, and access computer generated reports. Night and weekend work is required.

**Physical Environment:**

Most work conducted in a normal retail setting containing a sales floor, departmental shops, offices, and backrooms. Requires frequent walking and standing. May be required to work outdoors when conducting an internal or external surveillance. May be exposed to heights, dust/and or airborne particles and limited space areas. May be required to travel between store locations. 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.

**Experience:**

Asset protection: 1 year

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

**Wood Components Assembler – Reliable Truss & Components**

**Description:**

Manufacturing plant needs employee to set up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. Job is physical and requires manual labor.

**Qualifications:**

Wood construction / framing experience  
Prior work in a manufacturing plant setting  
Job is physical and requires manual labor

**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
- Framing: 1 year
- Wood construction: 1 year
- Manufacturing: 1 year

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

**Principal Clerk Treasurer's Office – Town of Westport**

*\$20.39 an hour*

Associates degree in business preferred, plus training in payroll; minimum three to five years of business office and computer experience or an equivalent combination of education and experience. Working knowledge of payroll processing; thorough knowledge of Medicare, benefits programs and the Affordable Care Act. Ability to deal effectively and



cooperatively with Town departments, current and former employees, outside organizations and the general public. Must have excellent organizational and communication skills and ability to maintain confidentiality of records.

**Experience:**

- Medicare, benefit programs and the Affordable Care Act: 3 years
- Payroll processing: 3 years
- Business office and computer: 3 years

**Education:**

- Associate

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

## **Teacher Assistant – Westport Community Schools**

**JOB GOAL:**

To assist the Principal and teachers monitoring student activities by working with both groups of students and individuals to maintain a safe, positive, and productive learning environment in the school. To help them achieve the skill level of the class as a whole.

1. Participates with teacher in daily and long range lesson and classroom activity planning.
2. Assists teachers in devising special strategies for reinforcing learning, based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Conduct learning exercises with small groups of children.
4. Provides students with tutorial assistance when appropriate.
5. Alerts classroom teachers to needs and concerns of individual children.
6. Helps maintain individual records for each child.
7. Assists teachers in maintain

ing effective work and study environments.

8. Assists with the supervision of children during regular play and lunch periods.

9. Serves as a source of information and help to any substitute teacher assigned in the absence of regular teachers.

10. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.

11. Participates in appropriate in service training programs.

12. Accompanies and assists Special Education students attending regular classes.

13. Responsible for carrying out IEP tasks that allow students to meet their IEP goals (Tasks may include behavior, social, academic or self-help interventions that allow student to function in the school setting).

14. Assists students with equipment/instructional materials.

15. Administers and scores diagnostic tests as recommended by teachers.

16. Regular, reliable attendance

17. Perform reasonable professional tasks or duties as may be required by the Superintendent of Schools, Director of Special Education and/or Building Principal.

\*Experience working with students with disabilities such as intellectual, neurological and autism.

\*Experience working with modified curriculum.\*Experience using basic functional sign and visuals.

- Proficient with standard office applications (i.e. Word, Excel, PowerPoint, etc.)

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

## **Experienced Painters – Commercial Painting**

*Job Type: Full-time*

Successful Painting Company with a great reputation is looking to hire Experienced Commercial Painters.

Requirements: The ideal candidate will have demonstrated prior Painting experience in a Commercial Industry. Attention to detail, excellent interpersonal skills and focus on quality is a must. Must be responsible, reliable and highly motivated to work. Must have 2 years' experience and must be able to pass Physical and Drug screening.

Benefits: Top wages Great Benefit packages Safe working environment

**Experience:**

Painting: 1 year

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

**Paraprofessional Teacher Assistant – Severe Disabilities – Meeting Street (Dartmouth)**

The Schwartz School operates a year round school program, approved by the Massachusetts Department of Elementary and Secondary Education as a special education school, designed to educate and support students ages 3 to 22 years old with physical and cognitive disabilities.

We have a long-standing reputation in the community as a provider of exceptional educational and therapeutic services for children with special needs. Our compassionate and professional staff includes licensed teachers, licensed therapists in the areas of speech/language pathology, occupational therapy, physical therapy, and sensory integration/sensory processing, nurses and related paraprofessionals.

**About this Role:**

Our Teacher Assistants work with students with disabilities,

helping them to implement skills and goals in line with their educational and therapy needs. Throughout the day, they are there to provide individual support both in and out of the classroom and throughout therapy sessions, utilizing and maintaining any communication devices and adaptive equipment that their students use. Teacher Assistants are responsible for providing personal care to students, including feeding, assisting with the restroom and with changings if necessary. Key

**Qualities:**

Selfless, Patient, Responsible

**Key Skills:**

Ability to explain things multiple ways. Respond quickly and appropriately to student situations

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

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

*Full-time*

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

Responsibilities include: patient scheduling, accounts receivables, and extensive phone communication skills, background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics, knowledge of Masshealth Insurance. Strong computer knowledge including Eaglesoft,

**Experience:**

Dental office: 1 year

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

### **Data Entry Specialist – StoneTek Imports, Inc.**

Countertop manufacturing company seeking for Data entry Specialist. Duties includes assist production coordinator with data daily entering of high volume material, using currently defined data management software. Data entry skills preferred but the right candidate could be trained.

#### **Must have:**

- Excellent typing skills
- Excellent computer skills.
- Proficiency in excel
- Must provide support and information to co-workers.
- Must be able to collect, review and update material information into software.
- Enter list of material, alphabetic and numeric into company software.
- Must be detail oriented.
- Must have good organization skills.
- Must know how to work with tape measure.
- Must be able to stand / walk for long period of time.
- Must perform related duties as assigned.
- Must be able to work as a team or individually.

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

### **Accounts Payable Clerk Full Time – Vibra Healthcare**

Come grow with Vibra Healthcare, where we manage from the bedside up every day. Join a strong, knowledgeable company that values each employee as an individual. Our expanding organization wants compassionate healthcare professionals like you to help us get our patients back to better.

Vibra Hospital of Southeastern Massachusetts is a 90-bed acute

care hospital located in historic New Bedford, MA, on the Freetown border. Conveniently located off of Route 140 and easily commutable from the Boston area as well as Rhode Island, our hospital offers comprehensive, specialized clinical programs, including pulmonary rehabilitation, stroke rehabilitation and neurobehavioral programs for individuals requiring long-term rehabilitation services. As a smaller, specialized hospital, we offer an opportunity to work in a fast-paced and friendly work environment where you really get to know your patients and their families.

Vibra Hospital of Southeastern Massachusetts is seeking a Full Time Accounts Payable Clerk to join our team!

Responsible for processing all hospital invoices, check requests and other payable-related information for submission to hospital administration for approval and Corporate for payment. Prepares month-end accruals as well as monthly sales and use tax summaries.

**Qualifications:**

- High school diploma or equivalent required.
- Minimum two (2) years of accounting related experience required.

**Additional Qualifications/Skills:**

- Healthcare or hospital Accounts Payable experience preferred.
- Ability to work under pressure and meet monthly deadlines.
- Ability to project a professional image.
- Knowledge of regulatory standards and compliance requirements.
- Strong organizational, prioritizing and analytical skills.
- Ability to make independent decisions when circumstances warrant.
- Working knowledge of computer and software applications used in job functions.
- Freedom from illegal use of and effects of use of drugs and

alcohol in the workplace.

Our recruitment team wants to get to know you. Share your passion! Please complete our online application and submit your resume for immediate consideration. Thank you for taking the time to consider a career opportunity with our hospital.

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

### **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. EE0

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. EE0

New Bedford has a residency requirement.

### **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

## **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.

**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.

### **City Planner – City of New Bedford**

**PAY: \$82,843 – \$103,562**

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy; draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) 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.

### **Building Custodian – City of New Bedford**

**PAY: \$13.71hr-\$18.04hr**

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

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

For more information please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov).

### **Dispatcher – New Bedford Police Department**

**PAY: \$17.91hr – \$21.52hr**

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for

assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in



writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

For more information, please visit:  
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

New Bedford has a residency requirement.

### **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.

### **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](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. 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](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. EE0

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

### **Seasonal Building Custodian – City of New Bedford**

**PAY: \$13.71/hr.**

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to, lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

High school graduate or GED equivalent 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](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](#).

### **Management Analyst – New Bedford Police**

**PAY: \$58,957 – \$73,703**

Performs technical, analytical and administrative duties related to crime and criminal intelligence. Researches,

collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists with the developments.

Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.

Develops and maintains data bases relative to criminal activity that is easily accessed; audits and maintains crime analysis data. Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of problem-oriented policing and Intelligence-led policing.

Bachelor's degree in criminology, criminal science, criminal psychology, GIS, criminal justice or related field preferred, and at least two years of experience as a crime analyst or other associated analyst field. Working knowledge of word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

Preferred Experience: two years' experience in law enforcement records; teletype familiarity; understanding of the National

Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

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. EE0

New Bedford has a residency requirement.

### **Emergency Medical Technician – City of New Bedford**

**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](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. EE0

New Bedford has a residency requirement.

### **Code Enforcement Inspector – New Bedford Health Department**

**PAY: \$15.80hr – \$21.52hr**

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within the community by law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices. Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations. When assigned, may perform other duties

pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

Graduation from high school or GED equivalent. Must possess good verbal and written communication skills. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [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

### **Internal Coordinator – New Bedford Police Department**

**PAY: \$684.31wk**

Recruits, trains and supervises interns from area colleges. Provides evaluations for interns, feedback to school advisors and maintains program schedule. Maintains statistics and reports for the Domestic Violence Unit. Prepares quarterly reports as required by grant. Coordinates with civilian advocates in assessing victims through the restraining order process.

Baccalaureate Degree within the Criminal Justice Field or studies in Humanities. Excellent communication skills, excellent interpersonal skills, reliable attendance, dependable/punctual, must have strong writing skills.

Possession of valid Massachusetts driver's license and good driving record.

For more information, please visit:



## *Employment Opportunities*

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

New Bedford has a residency requirement.

### **Senior Account Clerk – City of New Bedford**

**PAY: \$16.04-\$21.84**

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. 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

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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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# **HELP WANTED: City of New Bedford hiring for Dispatcher, Water Treatment Plant Operator, and Special Motor Equip. Operator positions**

## **Dispatcher**

*PAY: \$18.18hr – \$21.84hr*

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

For more information, please visit:

*Employment Opportunities*

Applications will be accepted until a suitable candidate is

found. EEO

New Bedford has a residency requirement.

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**Special Motor Equip. Operator**

*PAY: \$19.26hr – \$21.84hr*

Operates hoisting equipment which requires a special license from the Massachusetts Department of Public Safety.

Maintains equipment being used, keeping equipment operating properly such as checking and changing all fluids when necessary. Checks batteries and tires, changes filters, and performs all other related maintenance. Keeps equipment clean at all times. May perform the duties of a Motor Equipment Operator. These duties and responsibilities are required on a daily basis.

Possession of a valid Massachusetts Class 2BCDL and Class2B Hoisting License issued by the Massachusetts Department of Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the operation of any assigned equipment and at least two years of experience in the operation and maintenance of specified heavy equipment.

This position is deemed essential personnel and must report for duty during emergency situations.

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

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**Water Treatment Plant Operator**

*\$17.42hr – \$24.18hr*

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 preferred or ability to obtain one within eighteen months from date of hire. 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 more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

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# **HELP WANTED: City of New Bedford is hiring for an Airport Technician**

**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.

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**HELP WANTED: City of New**

# Bedford is hiring for multiple positions

## **Cemetery Maintenance Worker**

*PAY: \$14.20hr – \$18.79hr*

Cuts, trims and performs general care of lawn areas; digs and backs graves. Sets up graves with artificial grass and lowering device. Rakes leaves; prunes and trims overgrown brush. Shovels snow. Assists with the maintenance and repair of highway system. Subject to call seven days a week/twenty-four hours a day for emergency work.

Graduation from a high school or GED equivalent preferred. Possession of a valid Massachusetts driver's license and good driving record,

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## **City Engineer**

*PAY: \$84,086 – \$105,115*

Collaborates with Department of Public Infrastructure staff to review projects; assists with field supervision and makes recommendations on engineer design solutions; performs complex analytical work in providing office and engineering support, and field engineering support for environmental, water, sewer, street and other City projects and programs, ensuring technical competence and compliance with all codes and criteria.

Bachelor's degree in civil engineering, or a related discipline. Five years of previous professional civil engineering experience. Five years of managerial experience in a civil engineering experience. Any equivalent combination of education and experience. Possession of a Professional Registration in Civil Engineering.



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## **Diesel Engine Repairperson**

*PAY: \$17.42hr – \$24.18hr*

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

Knowledge of various hydraulic systems, snow removal equipment, 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.

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. Ability to write detailed reports and estimate repair costs.

Possession of a valid Massachusetts driver's license and good driving record. Possession of Class B CDL or the ability to obtain one within six months of hire.

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## **Electrician**

*PAY: \$18.25/hr – \$25.54/hr*

Installs, repairs, replaces, upgrades, tests and maintains

electrical equipment and wiring in City-owned, leased or occupied buildings or properties. Troubleshoots grounded, shorted and open circuits. Inspects, tests and approves new and existing municipally connected systems.

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment. Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience.

Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with good driving record.

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### **Supt. of Facilities & Construction Mngt.**

*PAY: \$84,086 – \$105,115*

Monitor the performance of contractors and consultants; ensure work is performed according to drawings and specifications; supervise a workforce of Unit C employees, skilled and unskilled laborers.

Attend design team meetings with external design consulting firms; coordinate and attend pre-contract and site meetings; identify technical problems on site and recommend corrective

actions.

Evaluate public facilities needs and formulates short- and long-range plans to meet these needs, including street, water, sewer, drainage and street maintenance.

Oversee the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts. Oversee project management for the construction of the municipal public facilities projects; oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.

Determine applicable codes, regulations, and requirements for assigned projects.

Maintain regular contact with consulting engineers, construction project engineers, City, County, State, and Federal agencies, professional and technical groups, and the public regarding division activities and services.

Technical Degree in engineering, public administration, facility management, or a related field. At least five years of experience in building, carpentry, or engineering trades. Or any equivalent combination of education and experience.

Possession of a MA Construction Supervisor's License or the ability to obtain one within one year of hire.

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*Applications will be accepted until a suitable candidate is found. EEO. New Bedford has a residency requirement. For more information on all these jobs, please visit:*

*Employment Opportunities*

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# The South Coast Hot Jobs List – July 22, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of July 22, 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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## **Property manager/Maintenance – PF Holdings LLC**

*\$55,000 – \$65,000 a year – Full-time, Part-time*

We are seeking a Property Manager / Property Maintenance to become a part of our team! It is a small property with great stability and minimal issues!

This job is a part time Manager and part time Maintenance. It will require to listen to and resolve tenants issues. Be on top of AR, accepting new applications and control the AP. Fill out all HUD rectifications and comply with their requirements. You will also be required to do all the light maintenance in the building, including small plumbing, electric repairs and upkeep of the property.

### **Responsibilities:**

- Oversee and coordinate all real estate transactions
- Investigate and resolve tenant complaints
- Ensure all work order and repair requests are processed in a timely fashion
- Comply with HUD requirements
- Submit and file all necessity documents
- Do all light maintenance and turns

**Qualifications:**

- Previous experience in property management or other related fields
- Familiarity with real estate contracts and leases
- Ability to enter and keep track of expensis
- Ability to build rapport with tenants
- Some maintenance experience

**Experience:**

- Property Management: 1 year
- Maintenance: 1 year

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

**Payroll/Fringe Benefits Coordinator – P.A.C.E****JOB POSTING**

PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.

**PAYROLL/FRINGE BENEFITS COORDINATOR**

**SALARY: \$17.00/hr., salary negotiable based on experience, 40 hrs. per wk.**

Associates Degree in Accounting preferred. Candidates should have experience working with an automated payroll system for 150+ employees. Prefer experience working with ADP payroll system. Position also entails collecting employee time records; allocating payroll and taxes to departments using computer system; maintaining employee leave records; processing of hiring/terminations; maintaining employee fringe benefits and processing deductions, garnishments and direct deposits; pay rate and allocation changes; complete wage verification for government and private entities; processing unemployment claims; filing and basic clerical duties; maintaining purchase order logs and bank reconciliations.

Health Insurance, Dental and Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Monday, July 30, 2018

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources



### **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.



**Senior Account Clerk – City of New Bedford**

**PAY: \$16.04-\$21.84**

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. 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

**Team Member – Follett (Dartmouth)**

*Full-time, Part-time*

This position greets customers, assists customers with



inquiries, both in the store and on the phone. Operates the cash register and is responsible for processing all facets of customer transactions in accordance with established processes and policies, with a focus on safe money handling procedures and secure transaction practices. Shelves product and partners to ensure product is signed and displayed properly.

### **Key Areas of Responsibility:**

- Greet customers and render assistance as necessary responding to inquiries of products and merchandise.
- Partners to create and maintain a Hassle Free customer service culture, focused on solutions-based selling and an exceptional customer experience.
- Answers phone and responds to inquiries or direct calls for appropriate resolution.
- Operates cash register tabulating transactions, accepting payments, giving change, bagging purchases and processing employee or faculty discounts as appropriate.
- Starts up and shuts down register, trouble shoots, counts down register, perform cashier audits, etc.
- Balances the cash drawer including checks and the credit card receipts and student charge slips.
- Observes safe money handling procedures and secure transaction practices when accepting cash payment, making change, accepting checks and credit card payments, and processing refunds/buybacks. Includes cashier integrity to safeguard register and drawer deposits.
- Test EAS security system daily and approach customers who set off EAS system investigating alarms, resolving issue and logging EAS activations.
- Receive, sort and open, as necessary, mail. May also take outgoing mail to mailbox or Post Office.
- Carry and shelve merchandise inventory; may also pull and package merchandise for return to vendors.
- Straightens merchandise, stocks shelves, prices merchandise and may assist in setting up displays and signs.
- May be required to mop, vacuum, clean shelves and take out

trash.

- Ensure inventory controls tags are removed and/or replaced on merchandise according to company standards as applicable.
- Pick, process and pack orders for shipping in accordance with Retail Store Operations.
- 0 – 3 years of previous experience
- High School Degree or equivalent
- General Computer Skills

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

### **Sign Installer/On the Job Training – POYANT SIGNS INC**

*Job Type: Full-time*

If you are looking for a great career and have any of these skills either in Construction, Tree Removal, Carpentry or are Mechanically Inclined then we have plenty of year round work for you at Poyant Signs. We will train you as an Apprentice Sign Installer. You must have a clean driving record. Having a CDL is a plus. Our Installers travel out of state. All travel expenses are paid. We offer vacations, sick days, insurance coverage, retirement plan and paid weekly. Time and half over 40 hours, 50-60 hours a week is not uncommon and must have good attendance. Email your resume to our Human Resources Manager Joseph Pellerin.

Experience:

- Either construction, tree removal, carpentry or mechanical: 2 years

License:

- MA CDL Class A or B

Required work authorization:

- United States

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

here.

## **Facilities Associate – New Bedford Whaling Museum**

*\$12 – \$14 an hour – Part-time*

The New Bedford Whaling Museum is seeking a dependable worker and team player to join our Facilities Team. The Facilities Associate will perform general cleaning and maintenance tasks under supervision and according to the museum's standards to ensure an exceptional visitor experience. The Facilities Associate will also serve as a member of the Rentals Team and will assist with the set-up, break-down, cleanup, and security for both public and private events.

### **Specific duties include:**

- Sweeping, mopping, vacuuming floors
- Cleaning and stocking restrooms
- Cleaning staff kitchen and common areas
- Cleaning windows and glass
- Emptying trash cans, collecting recycling, breaking down boxes
- Painting and minor repairs
- General grounds maintenance and clean up including snow removal
- Setting up tables and chairs for groups and events
- Moving large objects such as furniture, cases, and shipments
- Responding to requests for assistance from other departments
- Schedule: Part-Time (day shifts) plus one to two weekend night shifts for events.
- Must have flexible availability with nights and weekends.

### **Job requirements:**

- Ability to lift up to 50 pounds
- High School diploma
- Valid driver's license and reliable transportation
- Positive attitude and pride in work

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

**Admin Assistant/Receptionist – Amaral Bus Co, Inc. (Westport)**

*\$22 an hour*

**Job Summary:**

We are two companies. They are in the driving school and transportation industry looking for someone available Monday thru Friday Full-Time 8 hours per day. 9am to 6pm

Only apply in person at:

Amaral's

1090 State Rd.

Westport Ma. 02790

NO PHONE CALLS PLEASE! NO EMAILS OR FAXING OF RESUMES PLEASE!

**Responsibilities and Duties:**

They would be working in an office environment answering telephones, taking messages, filing, faxing, using computers and organizing.

**Qualifications and Skills:**

Must have computer skills. These skills need to include but not limited to using Microsoft Office Programs "Word and Excel" proficiently, using search engines and Google Maps. Typing and writing skills are also needed for this position. Must have a regular drivers license.

Benefits: Full time position with health, paid vacations, holidays etc.

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

**EXPERIENCED FOREMAN – METAL FRAMERS, DRYWALL HANGERS, TAPERS –  
New England's Top-Notch Drywall Company**

### *Job Type: Full-time*

We are a large growing Drywall Construction Company with a great reputation looking to hire Experienced Foreman Metal Framers, Drywall Hangers and Tapers who are willing to work year-round.

Serious candidates only need to apply.

- The ideal candidate will have demonstrated prior construction experience.
- Must have 2 years' experience in Metal Framing, Drywall, Hanging or Taping.
- Attention to detail, excellent interpersonal skills and a focus on quality are a must.
- Must be Responsible, reliable and highly motivated to work.
- Must be able to pass Physical and Drug screening.
- Benefits: Top wages Great Benefit packages Safe working environment

### **Experience:**

Metal Framing: 2 years

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

### **Entry Level Management, Human Resources & Union Representatives – Depina Agency American Income Life**

Looking for Entry level management, human resources and union representatives.

**NO EXPERIENCE NECESSARY.** Full training is provided. Both entry-level and management positions available. **HIGHLY COMPENSATED.**

### **Details:**

- Protecting the working class families in Rhode Island and Southeastern Massachusetts.

- We provide supplemental benefits protection, to the labor unions, credit union and association. We also protect their assets.
- We are an international company, licensed in every state including New Zealand, Canada and now parts of Ireland.
- We've been around since 1951.
- We want career minded individuals, who are willing to learn our systems to be able to duplicate the work. To be able to work unsupervised and be focused on executing objectives.

**Applicants must be career driven and possess:**

- Communication skills
- Professionalism
- Responsibility
- Adaptability
- Willingness to learn

\* Backgrounds in Business and Customer Service are preferred, not required. BILINGUAL IS A +++

\*\* Reliable (non-public) transportation is required

Seeking 10 immediate hires for our Leadership & Management Roles. To fill up our new office in New Bedford.

- 30 Day FAST TRACK Management available
- NO COLD CALLING/PROSPECTING
- Weekly Pay \*Weekly Bonus Plan \*LIFETIME RESIDUAL INCOME
- Vacation Packages & more
- Full Benefits – Life insurance/ Health insurance.

For immediate consideration please respond with resume and contact information. Send to edepinaail@gmail.com

**Depina Agency**

**555 pleasant Street**

**New Bedford, Massachusetts**

**Phone: (774) 628-8961**

**Facebook: facebook.com/DepinaAIL**

## **Receptionist – Southcoast Health System**

Under the general supervision and direction of the Manager or designee, greet visitors and answer routine questions. Answer the phone and transfer callers appropriately. Maintain records and process paperwork assigned to the information desk. Stock supplies and provide guidance to volunteers. Not applicable. Equal to the completion of 4 years of high school is preferred.

Good computer and typing skills required. Excellent customer service and interpersonal skills required. Good organizational skills and ability to work in a fast paced environment required.

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

## **Patient Service Rep – Claris Vision LLC**

### **SUMMARY:**

The Patient Services Representative greets patients and prepares all the administrative work to prepare patient for their clinic visit including, but not limited to scheduling, insurance verification, collection of fees at time of services, complete and accurate documentation in the practice management system, answers patients questions, manages waiting room and finalizes documentation, scheduling and records at the conclusion of the visit.

The PSR can often focus on verifying the patient's insurance; experience with medical insurance is a great attribute.

### **DUTIES AND RESPONSIBILITIES:**

- Patient registration, scheduling, data entry and processing.
- Educates patients regarding benefits and collects patient payments, at point of service.
- Complete and accurate management of patient data in practice management system.

- Verify health insurances and obtain referrals.
- Organize and maintain medical records.
- Miscellaneous administrative tasks including, but not limited to scheduling, transportation, filing, faxing, etc.
- Must have a clear understanding of company policies including the company manual.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional Customer Experience – Understands and anticipates customer needs, takes action to meet customer's needs and strives to exceed their expectations.
- Proactive- Keep others informed. Ask for help when needed, brings service challenges to supervisor.
- Drive for Results – Strives for improving the delivery of services with a commitment to continuous improvement.
- Focus on Efficiency – Utilizes technology, innovation, and process improvements to continuously improve efficiency and effectiveness.
- Teamwork- Participates as a team member and establishes strong working relationships with teammates and across the organization.
- Celebrates Change- Receptive to new ideas and responds to changes with flexibility and optimism.
- Continues Learning and Improvement- Acknowledges own strengths and development needs and works to strengthen capabilities.

#### EDUCATION:

- High School Diploma or equivalent

#### TYPICAL PHYSICAL DEMANDS:

- Sitting, Standing, Bending, Reaching, Stooping, Walking and Lifting
- Ability to see, hear, and speak with sufficient capability to perform assigned tasks
- Driving independently to other facilities

The above statements are intended to describe the general



nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all duties to be performed.

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

### **Payroll Processor – High Point & Affiliated Organizations**

Experienced Payroll Processor needed to process an in-house, bi-weekly payroll with an automated system. Candidate must possess the following skills:

- An ability to exhibit a high level of confidentiality;
- A specific understanding of Timekeeping, Payroll, Taxing and Benefit Processes;
- Excellent Computer Skills including Proficiency of Microsoft Office Suite;
- A general understanding of office functions in regard to A/P, Finance, and Human Resources;
- A general knowledge of various employment laws and practices;
- Possess strong interpersonal skills and written/verbal communication skills;
- An ability to gather and analyze information skillfully and resolve problems in a timely manner

### **Requirements:**

- Proficiency with Excel
- Detail oriented and have the ability to work independently and as a cooperative member of a team.
- HS Diploma and a minimum of 2 years of payroll experience
- Sales experience preferred

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

### **Principal Clerk Treasurer's Office – Town of Westport**

*\$20.39 an hour*

Associates degree in business preferred, plus training in payroll; minimum three to five years of business office and computer experience or an equivalent combination of education and experience. Working knowledge of payroll processing; thorough knowledge of Medicare, benefits programs and the Affordable Care Act. Ability to deal effectively and cooperatively with Town departments, current and former employees, outside organizations and the general public. Must have excellent organizational and communication skills and ability to maintain confidentiality of records.

**Experience:**

- Medicare, benefit programs and the Affordable Care Act: 3 years
- Payroll processing: 3 years
- Business office and computer: 3 years

**Education:**

- Associate

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

**Customer Service Specialist – HTP Comfort Solutions LLC**

The Customer Service Specialist reports directly to the Manager of Customer Experience. The Customer Service Specialist must be able to work independently and with other specialists to perform all duties relative to Customer Service, Sales & Product Warranty. In addition, must be able to provide exceptional assistance to our broad customer base to ensure complete customer satisfaction.

Desire to perform at the highest level of competence and expedience at all times to insure the overall productivity and growth of HTP.

## DUTIES & RESPONSIBILITIES:

- Sales Order Entry.
- Answering a multi-line phone system and handling issues related to customer service, sales & warranty.
- Verifying product warranty inquiries and issuing Return Merchandise Authorizations.
- File Maintenance, Sales and Warranty Reporting
- Interact with the Production and Shipping departments to ensure on time delivery of orders.
- Providing internal corporate support to our territory Sales Agents and Regional Managers.
- Ensure the highest levels of customer satisfaction through any channel including but not limited to phone, email, live online chat and other channels as they emerge.
- Accept other responsibilities as requested by the Manager of Customer Experience.

## TECHNICAL EXPERTISE

- Proficient in Microsoft Office, which includes Word, Excel and Outlook
- Call Center experience (ability to operate multi-line phone system)
- Experience with office machinery (fax, copier, scanner, adding machine)
- Attention to detail.

## EDUCATION/EXPERIENCE:

- High School Diploma or GED with basic office experience
- 2-year Associate Degree program in Office Administration
- Ability to work in a face paced environment
- Ability to communicate and interact effectively in all situations.
- Minimum two years related experience.
- Knowledge of customer service principles and practices
- Experience communicating through multiple channels and handling multiple customer queries through different channels effectively.

- Proficient with standard office applications (i.e. Word, Excel, PowerPoint, etc.)

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

## **Experienced Painters – Commercial Painting**

*Job Type: Full-time*

Successful Painting Company with a great reputation is looking to hire Experienced Commercial Painters.

Requirements: The ideal candidate will have demonstrated prior Painting experience in a Commercial Industry. Attention to detail, excellent interpersonal skills and focus on quality is a must. Must be responsible, reliable and highly motivated to work. Must have 2 years' experience and must be able to pass Physical and Drug screening.

Benefits: Top wages Great Benefit packages Safe working environment

### **Experience:**

Painting: 1 year

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

## **Data Entry Specialist – StoneTek Imports, Inc.**

Countertop manufacturing company seeking for Data entry Specialist. Duties includes assist production coordinator with data daily entering of high volume material, using currently defined data management software. Data entry skills preferred but the right candidate could be trained.

Must have:

- Excellent typing skills
- Excellent computer skills.

- Proficiency in excel
- Must provide support and information to co-workers.
- Must be able to collect, review and update material information into software.
- Enter list of material, alphabetic and numeric into company software.
- Must be detail oriented.
- Must have good organization skills.
- Must know how to work with tape measure.
- Must be able to stand / walk for long period of time.
- Must perform related duties as assigned.
- Must be able to work as a team or individually.

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

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

*Full-time*

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

Responsibilities include: patient scheduling, accounts receivables, and extensive phone communication skills, background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics, knowledge of Masshealth Insurance. Strong computer knowledge including Eaglesoft,

Experience:

Dental office: 1 year

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

### **Data Entry Specialist – StoneTek Imports, Inc.**

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- Excellent computer skills.
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- Must provide support and information to co-workers.
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- Enter list of material, alphabetic and numeric into company software.
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- Must know how to work with tape measure.
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- Must perform related duties as assigned.
- Must be able to work as a team or individually.

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

### **Accounts Payable Clerk Full Time – Vibra Healthcare**

Come grow with Vibra Healthcare, where we manage from the bedside up every day. Join a strong, knowledgeable company that values each employee as an individual. Our expanding organization wants compassionate healthcare professionals like you to help us get our patients back to better.

Vibra Hospital of Southeastern Massachusetts is a 90-bed acute care hospital located in historic New Bedford, MA, on the Freetown border. Conveniently located off of Route 140 and easily commutable from the Boston area as well as Rhode

Island, our hospital offers comprehensive, specialized clinical programs, including pulmonary rehabilitation, stroke rehabilitation and neurobehavioral programs for individuals requiring long-term rehabilitation services. As a smaller, specialized hospital, we offer an opportunity to work in a fast-paced and friendly work environment where you really get to know your patients and their families.

Vibra Hospital of Southeastern Massachusetts is seeking a Full Time Accounts Payable Clerk to join our team!

Responsible for processing all hospital invoices, check requests and other payable-related information for submission to hospital administration for approval and Corporate for payment. Prepares month-end accruals as well as monthly sales and use tax summaries.

**Qualifications:**

- High school diploma or equivalent required.
- Minimum two (2) years of accounting related experience required.

**Additional Qualifications/Skills:**

- Healthcare or hospital Accounts Payable experience preferred.
- Ability to work under pressure and meet monthly deadlines.
- Ability to project a professional image.
- Knowledge of regulatory standards and compliance requirements.
- Strong organizational, prioritizing and analytical skills.
- Ability to make independent decisions when circumstances warrant.
- Working knowledge of computer and software applications used in job functions.
- Freedom from illegal use of and effects of use of drugs and alcohol in the workplace.

Our recruitment team wants to get to know you. Share your

passion! Please complete our online application and submit your resume for immediate consideration. Thank you for taking the time to consider a career opportunity with our hospital.

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

### **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. EE0

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. EE0

New Bedford has a residency requirement.

### **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

### **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.

### **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.

## **City Planner – City of New Bedford**

**PAY: \$82,843 – \$103,562**

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy; draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) 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.

## **Building Custodian – City of New Bedford**

**PAY: \$13.71hr-\$18.04hr**

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

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

For more information please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov).

## **Dispatcher – New Bedford Police Department**

**PAY: \$17.91hr – \$21.52hr**

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their



availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

For more information, please visit:  
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

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

New Bedford has a residency requirement.

### **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.

### **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](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. 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](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. EE0

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

### **Seasonal Building Custodian – City of New Bedford**

**PAY: \$13.71/hr.**

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light

bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to, lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

High school graduate or GED equivalent 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](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.

### **Signal Maintainer – City of New Bedford**

**PAY: \$15.80 – \$21.52hr**

Installs, operates, repairs and maintains Municipal Signal Systems. This includes fire alarm and traffic signaling systems. May also assist and work closely with a Massachusetts registered Journeyman or Master electrician in performing electrical installations and repairs made in accordance with the National Electrical Code.

Trouble-shoots grounded, shorted and open circuits. Inspects, tests and repairs municipally connected master and street boxes. Repairs and replaces underground conduits, cables, aerial cables and wires. Transfers fire alarm cables and equipment from old to new utility poles. Repairs or replaces boxes, bells, registers, switches, relays, lights, switchboards, sirens, circuits and cables. May also perform maintenance of traffic signals and circuits. Trims and clears tree branches from aerial cables and wires.

Requires two years of paid experience. Graduation from a recognized vocational high school with a major in electrical shop may be substituted for the two years of experience. Must possess a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) 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

### **Management Analyst – New Bedford Police**

**PAY: \$58,957 – \$73,703**

Performs technical, analytical and administrative duties related to crime and criminal intelligence. Researches, collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists

with the developments.

Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.

Develops and maintains data bases relative to criminal activity that is easily accessed; audits and maintains crime analysis data. Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of problem-oriented policing and Intelligence-led policing.

Bachelor's degree in criminology, criminal science, criminal psychology, GIS, criminal justice or related field preferred, and at least two years of experience as a crime analyst or other associated analyst field. Working knowledge of word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

Preferred Experience: two years' experience in law enforcement records; teletype familiarity; understanding of the National Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

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.

### **Emergency Medical Technician – City of New Bedford**

**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](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.

### **Code Enforcement Inspector – New Bedford Health Department**

**PAY: \$15.80hr – \$21.52hr**

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within the community by law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices. Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations. When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

Graduation from high school or GED equivalent. Must possess good verbal and written communication skills. Possession of a valid Massachusetts driver's license and good driving record.

Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [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

### **Internal Coordinator – New Bedford Police Department**

**PAY: \$684.31wk**

Recruits, trains and supervises interns from area colleges. Provides evaluations for interns, feedback to school advisors and maintains program schedule. Maintains statistics and reports for the Domestic Violence Unit. Prepares quarterly reports as required by grant. Coordinates with civilian advocates in assessing victims through the restraining order process.

Baccalaureate Degree within the Criminal Justice Field or studies in Humanities. Excellent communication skills, excellent interpersonal skills, reliable attendance, dependable/punctual, must have strong writing skills.

Possession of valid Massachusetts driver's license and good driving record.

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

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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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## **CLOSED: City of New Bedford's Treasurer's Office is hiring for a Senior Account Clerk**

**THIS JOB POSITION HAS BEEN FILLED AND IS NO LONGER AVAILABLE.**

**PAY: \$16.04 – \$21.84**

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. 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. EE0