

The South Coast Hot Jobs List – May 20, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of May 20, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Transporter – Hertz

General Responsibilities:

Hertz Local Edition is seeking professionals to drive our vehicles to various locations while providing our best in class customer service. As a Transporter you will pick up and drop off customers and deliver vehicles from the Hertz Local addition office to various locations.

The general responsibilities will include but are not limited to:

- Transports vehicles from Hertz Local Edition offices to various locations.
- Will pick-up and drop-off customers as required.
- Must interface with vendors such as body shops, dealerships, and insurance agents.
- Maintain courteous and professional behavior & appearance.
- Follow all company safety policies and procedures and protect company assets.
- Ability to work with minimal supervision while maintaining high energy.

Mandatory Requirements:

- High School Diploma, GED or Equivalent Experience.
- Valid driver's license
- Must be at least 20 years of age
- Flexibility in scheduling which may include night's weekends

and holidays

Professional Experience:

- Previous experience in a related field.
- Previous customer service experience.
- Satisfactory driving record.
- Preferred Requirements

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EE0/AA: Females/Minorities/Disabled/Vets

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

Relationship Banker – Santander Bank

Description:

- As a Relationship Banker Trainee with Santander's Consumer and Business Banking division you will be given the unique opportunity to jump-start a career in financial services with a global industry leader. To assist you on your path you will be provided the opportunity to obtain the Series 6, 63, Life & Health Licenses. Your first 9 weeks with Santander Bank will be solely dedicated to studying for and obtaining these licenses. To help you achieve success, we have partnered with an industry leader to provide a world class digital training platform and resources.
- Once fully licensed, you will transition from Relationship Banker Trainee to a Relationship Banker and work in strong partnership with our Financial Consultants, deepening relationships with our customers and gain meaningful experience around the many products and services Santander Bank has to offer.

Responsibilities:

- Acquire new customers and deepen relationships with existing

customers utilizing the Explore process

- Complete daily tasks as outlined on the study calendars with direct manager
- Engage and attend weekly partnership meetings and joint calls with Branch partners
- Identify opportunities to introduce customers to business partners when appropriate
- Provide outstanding customer service and ensure sales and referral expectations are consistently met
- Report daily to an assigned location, and conduct in person appointments with centers of-influence, and in-Branch activities
- Strictly adhere to prescribed training schedule

Qualifications:

- A minimum of 1 year experience selling financial or retail products and/or services in an incentive based environment
- A minimum of 1 year of customer service experience
- Ability to service and transition to appropriate business partners for execution
- Displays a responsible, trustworthy, and professional image at all times
- Excellent consultative skills, client prospecting and development, customer retention and needs analysis skills
- Excellent verbal communication and influence skills
- Experience conducting consultative conversations in person and on the phone with proven close rates through a needs-based sales approach
- Identify specific knowledge, skills, and abilities necessary for satisfactory execution of the position's primary duties & responsibilities
- Obtain Series 6, 63, and Life and Health, within the first 9 weeks of hire
- Strong financial and business acumen
- Strong organizational and time management skills
- Availability to work evening sessions and occasional weekends.

In compliance with the requirements outlined within the Compensation Requirements under the Truth-in-Lending Act (LO Comp Rule) effective January 1st 2014; Santander Bank will now perform a credit check as part of, and in addition to, the existing background check for all positions where one must perform job functions of a loan originator as defined by the LO Comp Rule

At Santander, we value and respect differences in our workforce and strive to increase the diversity of our teams. We actively encourage everyone to apply.

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

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.

Dunkin Donuts – Fairhaven & New Bedford

Dunkin' Donuts is hiring for multiple positions in New Bedford and Fairhaven.

The job pays \$11 an hour plus tips!

Benefits for employees that meet qualifications include:

Paid vacation & health insurance.

Want to apply?

Call: 508-995-0513 and they will match you up to a store nearest you to set up an interview.

You can also email: now-hiring@dalykenney.com



Front Desk – Dental Office (Dartmouth)

Full time hours available

We are an ambitious dental practice with a wonderful team looking for energetic individual to join our front desk staff. Looking for an individual with a positive attitude and who loves working with the public and can handle multiple duties.

Individual must have previous dental front desk experience. Portuguese speaking is a plus! Duties would include answering phones, scheduling appointments, verifying insurance benefits, putting together treatment plans and reviewing treatment plans and finances with patients.

We offer a monthly bonus, 401K, profit sharing, vacation time and sick time. Great office and benefits for the right individual!

Experience: Dental, 3 years.

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

School Secretary – Acushnet Public Schools

Full-time, Part-time (10 hrs/week)

Assists in the day to day operations of the full time secretary, some of which include: Covering main office during the lunch of full time secretary. Monitoring building entrance, greeting parents and public. Receiving and routing phone calls. Duplicating materials. Distributing mail. Maintain a high ethical behavior and confidentiality of information.

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

Experienced Heavy Wrecker Driver – Assured Collision, Inc

Full Time

Assured Collision Inc is expanding our Heavy Division. We are seeking an experienced heavy driver (must be willing to drive both wrecker & landoll/lowboy). Need positive attitude, great work ethic, customer service skills and good driving record. Some night and weekend shifts are required. We offer above average pay, 401K, health insurance, sick and personal time. If you feel as if you are a team oriented individual and would be a great fit for this position, stop by to fill out an application. Mon-Fri 8am-5pm 774-992-7780 Assured Collision 314 Church St New Bedford, MA

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

Admin Coordinator – New Bedford Parks, Recreation & Beaches

PAY: \$46,639 – \$58,303

Provides administrative support to the Department of Parks Recreation & Beaches; manages day-to-day duties in an efficient and timely manner; attends meetings; processes accounts receivables, accounts payables and payroll for Department; performs technical and administrative duties as requested by supervisor.

Performs office administrative duties dealing with incoming and outgoing correspondence, mailings, phone calls, forms, requests, bills, permits and fees; ensures all correspondence is sent or received through follow-up procedures; applies corrective office policies to ensure maximum efficiency. Manages the special event process for the department. This includes collecting fees if applicable, estimating fees, scheduling events with organizers and monitoring events. Works with other City departments to make sure events are approved and in compliance with the requirements of this department and Park Board.

High school degree or GED equivalent. College degree preferred. Two years of administrative, professional or relevant experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

For application/complete job description, please visit www.newbedford-ma.gov 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

Greeter-ED – Southcoast Health System

Under general supervision of the Ed Clerical Team Leader or designee, provide operational, clerical and patient care support to the Emergency Department.

Duties include but not limited to: conduct patient interviews,

provide clerical support, patient registration collation of medical records and other clerical duties Collaborate with Emergency Department staff to effectuate patient flow and keeps patients informed related to wait times and delays. Provide superior customer service to patients and foster an ideal patient experience.

Equal to completion of 4 years of high school. Preferably one year experience in a medical setting and/or customer service/support position. Bi-lingual preferred. Ability to prioritize responsibilities. Ability to interpret general and technical data in relationship to specific job responsibilities.

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

Seasonal Summer Employment – YMCA Southcoast

Temporary

Camp Frederick Douglass at the New Bedford YMCA is looking for motivated individuals for seasonal employment in the following areas! Must be 17+ to apply and must have experience for specialist positions. Camp Counselors STEM Specialist Qualifications: Must have experience in the specialty that you are applying for. How to Apply: Contact Ross Grace Childcare Director at rgrace2@ymcasouthcoast.org.

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

Sr Systems Analyst – New Bedford Police

PAY: \$73,731 – \$92,170

Manages all Police computer network, servers and equipment; installs and maintains department computers, printers, servers, cameras and radio equipment. Monitors and

troubleshoot end user problems with software, hardware and network. Maintains a variety of Microsoft based databases and data in department storage.

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

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

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

May be required to work nights and weekends as needed to complete project tasks or handle emergencies as they arise. Bachelor's Degree in computer science or a related discipline. At least three years of experience in computer science, computer programming, software or related work experience. Any equivalent combination of education and experience.

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

For application/complete job description, please visit www.newbedford-ma.gov or email the Personnel Dept. at personnel@newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

Patient Coordinator – Kool Smiles

Ready to change lives (including your own)? Dentist owned and operated since 2002, Kool Smiles is dedicated to creating a world of happy, healthy smiles. We believe every person deserves access to quality, affordable dental care – and this mission drives everything we do. We are looking for a Patient Coordinator ready to create memorable patient experiences. Kool Smiles is not your typical dentist office, so if you are ready to have fun and make a difference, keep reading!

Below are the basics of this role:

- The Patient Coordinator is responsible for providing quality customer service to patients and parents at check-in and check-out as well as responsible for verifying patient insurance eligibility and service limits.
- Deliver quality and compassionate care to every patient
- Greet parents and patients when they enter or leave the office
- Ensure parents who are waiting are kept informed of the progress of their appointment or child
- Maintain a clean and tidy waiting area and front desk area
- Verify patient insurance eligibility prior to appointment and ensure information is correct in the patient's Boomerang file
- Ensure service limits are recorded and communicated with the clinical team prior to treating the patient
- Ensure all patient files are ready (pull file, update patient record, verify insurance and service limits) before the patient's appointment
- Coordinate with Clinical Team Leader and Doctors to provide the opportunity for same day care to patients
- Assist with meeting office financial targets by ensuring the hygiene and operative schedules are full
- Schedule follow-up operatory and six month recall appointments for patients
- Answer incoming calls and direct the caller to the proper

person, taking messages when necessary

- Ensure our patients are receiving the dental care they need by making outbound calls to confirm patients, to reschedule patients that do not make their appointment, and to call patients that have treatment that needs to be completed
- Ensure all patient records are re-filed at the end of the day

Ready to do more than the basics and be super awesome?

- Have fun and make sure our patients are having fun too
- Provide memorable patient experiences by showing compassion for our patients and parents
- Get out into your community – participate in local events including school screenings, presentations and any opportunity to promote a positive image of Kool Smiles
- Look around and do more than you are asked to do by assisting with other office duties as needed
- Participate in morning huddles (hey, even ask to run one!), let your peers know how much you appreciate them, highlight great examples of customer focus, collaboration etc
- Integrity, always do the right thing!
- Love working with kids (they make up 70% or more of our patient base)

And yes, there are requirements for this role:

- Graduation from a senior high school or GED equivalent
- Office experience in a dentist's or physician's office, preferred
- Experience with children's dentistry, preferred
- Take care of our patients and we will take care of you:
- We offer a very competitive salary and benefits package as well as growth opportunities to our full-time employees.
- Kool Smiles benefits include: medical, dental, vision and optional life insurance. We also offer short and long term disability, 401K with match, flexible spending accounts, paid time off, company holidays and much much more!

Equal Opportunity Employer Minorities/Women/Protected

Veterans/Disabled

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

New Directions Southcoast 2018 Summer Jobs Application

New Directions Southcoast Inc. is announcing that starting Tuesday, February 20, 2018 summer job applications will be available to New Bedford youth age 14-21 from 2:00PM-4:00PM at the New Directions Youth Annex, 5 Dover St., 2nd floor, downtown New Bedford. Summer applications will be available in hard copy only at the Youth Annex, Monday-Friday from 2:00PM-4:00PM from February 20-March 9. Youth must be at least age 14 to pick up an application. Applications will not be distributed after March 9, 2018.

All youth are required to be present to receive an application, attend scheduled appointments, return completed application and supportive documents and meet eligibility requirements to be considered for this youth program.

Recruitment for the "Winter Jobs" program for out-of-school youth is ongoing and youth age 17-24 who are not attending High School may pick up an application at the Youth Annex Monday-Friday from 10:00AM-2:00PM. The Winter Jobs program offers free pre-employment training and a four week paid work experience with potential for permanent employment.

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator of Title 1 Workforce Innovation and Opportunity Act for adults and Youth Works summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-24 living in the Greater New Bedford area. State funding for summer jobs is funded by YouthWorks, through the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The YouthWorks program is administered

by the Commonwealth Corporation. For more information, please contact the New Directions Youth Annex, (508) 979-1700 or on Facebook at Greater New Bedford Youth Annex (New Directions).

Direct-Care Relief Staff – Veterans Transition House

\$12 an hour – Part-time, ALL SHIFTS (\$12/hr + benefits, shift differential after 4 PM)

Qualifications:

- Must be twenty-one (21) years of age or older with a high school diploma or equivalent.
- Must be able to demonstrate awareness of the causes and effects of, and the ability to establish a respectful relationship with persons who have experienced homelessness.

Responsibilities:

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

- Completes other additional duties as assigned

Experience:

- Direct Care: 1 year

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 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.

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

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

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as

well as any State and/or Federal regulations.

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

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

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

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

New Bedford has a residency requirement.

Assistant Project Manager – City of New Bedford

PAY: \$46,639 – \$58,303

Provides administrative support to the respective Department; manages day-to-day clerical duties in an efficient and timely matter; attends meetings, prepares and transcribes meeting minutes; processes accounts receivables, accounts payables, and payroll for Department; performs technical and administrative duties as requested from supervisor. Receive and review reports pertaining to specific Department matters; analyze and provide documentation of the filing of reports;

follow-up with appropriate employees regarding information contained in reports. Process, manage, and review financial items for Department including accounts payable, accounts receivable, grant budgets, purchase orders, contracts, bids, payroll, and monthly reconciliations.

High school diploma or GED equivalent. Two years of administrative, professional, or relevant experience. 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 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.

Lifeguard (Seasonal) – AIF Dartmouth, LLC

\$13 an hour – Part-time, Temporary

Summer lifeguards wanted for luxury apartment community pool. Ask about the bonus! Call 508-990-7878 now! Part Time! Swim and swimming in the nice weather at your job! Open from Memorial Day through Labor Day. Hourly rate plus bonus!

Red Cross certification required. License or certification: Red Cross Lifeguard & First Aid **(Required)**.

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

Garage Attendant – City of New Bedford

PAY: \$13.99hr – \$18.51hr

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

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

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

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

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 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.

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and

regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

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

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

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

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

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

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

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

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 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 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 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 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](#).

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

HELP WANTED: City of New Bedford hiring for a Building Custodian

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.

CLOSED: New Bedford Police Dept. is seeking to fill Sr Systems Analyst vacancy

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

PAY: \$73,731 – \$92,170

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

Performs ongoing review of existing systems' software and

hardware, and researches and quotes new software, hardware and equipment to serve the needs of the department.

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

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

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

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

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

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

New Bedford has a residency requirement.

HELP WANTED: New Bedford Police Department is seeking to fill a Management Analyst position

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. EEO

New Bedford has a residency requirement.

The South Coast Hot Jobs List – May 13, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of May 13, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Patient Registration – Greater New Bedford Community Health Center

Part time 24 hours per week.

Schedule: Mondays off,

Tuesday-Friday 3:00 p.m.-7:00 p.m.,

Saturday 7:30 a.m.-4:00 p.m.

- 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.

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 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.

Dunkin Donuts – Fairhaven & New Bedford

Dunkin' Donuts is hiring for multiple positions in New Bedford and Fairhaven.

The job pays \$11 an hour plus tips!

Benefits for employees that meet qualifications include:

Paid vacation & health insurance.

Want to apply?

Call: 508-995-0513 and they will match you up to a store nearest you to set up an interview.

You can also email: now-hiring@dalykenney.com



Front Desk Receptionist – Marion Dental Health Associates

We are looking for an individual who is motivated and positive to fill a full time position in our family general dentistry practice. This individual would be responsible for answering phones, scheduling appointments, verifying dental benefits, collecting co-pays, checking patients in/out. Good communication skills are a must. Dentrix software experience is preferred. Must have a minimum of 1 year dental experience.

Please email resume.

Job Type:

Full-time

Required experience:

Dental: 1 year

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

Lumber Yard Worker – National Lumber Family of Companies

Description:

Career opportunities available for forklift operator / yard / warehouse expert at New England's leading building materials supplier. Prior experience with building materials, engineered wood products, assisting customers, using a forklift, and building lumber loads for delivery required.

Responsibilities include unloading product deliveries, staging products and organizing inventory. The successful candidate will be responsible for operating technical equipment, optimizing loading for efficient logistics and supporting other warehouse functions to ensure optimal operation of the business. Position is very physical and requires manual labor. Clear background, physical, drug and reference expected. If you are from within the building materials industry please speak to us. Competitive wages. Full time with full benefit package. Resumes being reviewed now. Speak to us about a satisfying career in a growing company. Inquire about positions in any one of our nine locations.

Qualifications:

- Lumber and millwork product knowledge
- Forklift operation
- Proper building materials handling and storage
- Customer service skills

- Job is very 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:

- Lumber yard: 1 year (Required)
- Forklift operator: 1 year (Required)
- Customer service: 1 year (Required)

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

Experienced Heavy Wrecker Driver – Assured Collision, Inc*Full Time*

Assured Collision Inc is expanding our Heavy Division. We are seeking an experienced heavy driver (must be willing to drive both wrecker & landoll/lowboy). Need positive attitude, great work ethic, customer service skills and good driving record. Some night and weekend shifts are required. We offer above average pay, 401K, health insurance, sick and personal time. If you feel as if you are a team oriented individual and would be a great fit for this position, stop by to fill out an application. Mon-Fri 8am-5pm 774-992-7780 Assured Collision 314 Church St New Bedford, MA

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

Admin Coordinator – New Bedford Parks, Recreation & Beaches

PAY: \$46,639 – \$58,303

Provides administrative support to the Department of Parks Recreation & Beaches; manages day-to-day duties in an efficient and timely manner; attends meetings; processes accounts receivables, accounts payables and payroll for

Department; performs technical and administrative duties as requested by supervisor.

Performs office administrative duties dealing with incoming and outgoing correspondence, mailings, phone calls, forms, requests, bills, permits and fees; ensures all correspondence is sent or received through follow-up procedures; applies corrective office policies to ensure maximum efficiency. Manages the special event process for the department. This includes collecting fees if applicable, estimating fees, scheduling events with organizers and monitoring events. Works with other City departments to make sure events are approved and in compliance with the requirements of this department and Park Board.

High school degree or GED equivalent. College degree preferred. Two years of administrative, professional or relevant experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

For application/complete job description, please visit www.newbedford-ma.gov 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

Rehab Aide-SHG – Southcoast Health System

Under the supervision of the Clinical Team Leader with input from the Operations Team Leader, perform a variety of support responsibilities including direct patient care, medical records processing, equipment, supply and facilities maintenance, and equipment management. Perform other related site-specific duties as required or assigned. Responsible for own work. Education equal to completion of four years of high school or equivalent required. Previous experience in customer service and ability to learn internal computer systems in

order to carry out own position responsibilities required. Experience working in a medical or rehabilitation environment preferred.

Minimum three months experience required. CPR certification required.

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

Seasonal Summer Employment – YMCA Southcoast

Temporary

Camp Frederick Douglass at the New Bedford YMCA is looking for motivated individuals for seasonal employment in the following areas! Must be 17+ to apply and must have experience for specialist positions. Camp Counselors STEM Specialist Qualifications: Must have experience in the specialty that you are applying for. How to Apply: Contact Ross Grace Childcare Directorate trgrace2@ymcasouthcoast.org.

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

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

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

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

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

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

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

Chiropractic Assistant/Receptionist – DaCunha Chiropractic

Job Type: Full-time

- Portuguese speaking front desk/clinical assistant.
- Answer phones and make appointments.
- Perform routine clinical tasks.
- Communicate with insurance companies.
- Escort patients to exam rooms.
- Previous experience in healthcare or other related field.

Interested in applying? See full details and how to apply

here.

New Directions Southcoast 2018 Summer Jobs Application

New Directions Southcoast Inc. is announcing that starting Tuesday, February 20, 2018 summer job applications will be available to New Bedford youth age 14-21 from 2:00PM-4:00PM at the New Directions Youth Annex, 5 Dover St., 2nd floor, downtown New Bedford. Summer applications will be available in hard copy only at the Youth Annex, Monday-Friday from 2:00PM-4:00PM from February 20-March 9. Youth must be at least age 14 to pick up an application. Applications will not be distributed after March 9, 2018.

All youth are required to be present to receive an application, attend scheduled appointments, return completed application and supportive documents and meet eligibility requirements to be considered for this youth program.

Recruitment for the "Winter Jobs" program for out-of-school youth is ongoing and youth age 17-24 who are not attending High School may pick up an application at the Youth Annex Monday-Friday from 10:00AM-2:00PM. The Winter Jobs program offers free pre-employment training and a four week paid work experience with potential for permanent employment.

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator of Title 1 Workforce Innovation and Opportunity Act for adults and Youth Works summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-24 living in the Greater New Bedford area. State funding for summer jobs is funded by YouthWorks, through the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The YouthWorks program is administered by the Commonwealth Corporation. For more information, please contact the New Directions Youth Annex, (508) 979-1700 or on Facebook at Greater New Bedford Youth Annex (New Directions).

Transport Aide – Southcoast Health System

Under the supervision of the Manager, Patient Transport or Designee, perform various transportation and related duties pertaining to the efficient movement of patients and equipment to meet the expectations of patient throughput. Not applicable. Equal to completion of four years of high school is required. Duties require good interpersonal skills. One to three months experience.

Please Note: This is a 32 Flex to 40 hour position, regularly scheduled for 32 hours per week but may be scheduled for up to 40 hours per week; health and dental benefits are based on 40 hours.

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

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

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

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

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

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

maintenance and repair records, and the City's data management program.

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

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

New Bedford has a residency requirement.

Assistant Project Manager – City of New Bedford

PAY: \$46,639 – \$58,303

Provides administrative support to the respective Department; manages day-to-day clerical duties in an efficient and timely matter; attends meetings, prepares and transcribes meeting minutes; processes accounts receivables, accounts payables, and payroll for Department; performs technical and administrative duties as requested from supervisor. Receive and review reports pertaining to specific Department matters; analyze and provide documentation of the filing of reports; follow-up with appropriate employees regarding information contained in reports. Process, manage, and review financial items for Department including accounts payable, accounts receivable, grant budgets, purchase orders, contracts, bids, payroll, and monthly reconciliations.

High school diploma or GED equivalent. Two years of administrative, professional, or relevant experience. 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 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](#).

Lifeguard (Seasonal) – AIF Dartmouth, LLC

\$13 an hour – Part-time, Temporary

Summer lifeguards wanted for luxury apartment community pool. Ask about the bonus! Call 508-990-7878 now! Part Time! Swim and swimming in the nice weather at your job! Open from Memorial Day through Labor Day. Hourly rate plus bonus!

Red Cross certification required. License or certification: Red Cross Lifeguard & First Aid **(Required)**.

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

Garage Attendant – City of New Bedford

PAY: \$13.99hr – \$18.51hr

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

Must have valid Massachusetts driver's license and good

driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

Account Clerk position – City of New Bedford

PAY: \$15.23hr – \$20.61hr

Applies basic accounting principles in maintaining financial accounts and records; may be required to prepare payroll and maintain personnel records; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books; operates adding machines and computers; answers telephones; operates simple calculators in connection with this work. Performs clerical work of ordinary difficulty.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov 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

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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

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

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

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

a residency requirement. EE0

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 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 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 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.

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

Now Hiring: Whitney Academy is looking for Residential Counselors for 2nd & 3rd shift, \$300 sign on bonus!

Whitney Academy Inc., is a unique, Joint Commission accredited, residential treatment center, serving adolescent boys with cognitive delays, psychiatric diagnoses and behavior problems. We are currently accepting applications for our intensive treatment programs located in Dighton, Assonet and Freetown, Massachusetts.

Now Hiring: Residential Counselors 2nd & 3rd Shift (Full Time)

Responsibilities Include:

- Function as a Healthy Role-Model
- Participation in Student Therapy Groups
- Participation in Recreational Activities
- Promote Appropriate Social Interactions
- Life Skills Development
- Assistance in Community Integration
- Behavior Management
- Model Elements of a Healthful Living

1 to 2 Staff to Student Ratios

All Awake Positions

Requirements:

Qualifications:

Candidates must be mature, possess a minimum of a High School Diploma or equivalent and a valid drivers license. RMV, CORI and DSS checks are required. Salary up to \$28,600; commensurate with degree and experience in a related field.

Benefits Included:

\$300 SIGN-ON BONUS!

Annual Merit Increases

2 Weeks Paid Vacation Weeks Per Year to Start

10 Paid Holidays

Fully Paid Medical and Dental

Fully Paid Life and Disability Insurance

403b

Free Gym Membership

Tuition Assistance after One Year of Employment

<http://www.whitneyacademy.org/>

Applicants can email their resume to: HR@whitneyacademy.org

You may also fax your resume or an application to:
508-763-0212

Download a job application here:
<http://www.whitneyacademy.org/documents/application-package.pdf>

Mail your resume and/or application to:

The Whitney Academy, Inc.

Attn: Recruitment

P.O. Box 619

East Freetown, MA 02717



Couto Construction is hiring sales associates, carpenters and siding installers in New Bedford

Couto Construction is seeking highly motivated people to join our fast-growing sales team. We're hiring both a sales manager and sales associates.

Are you disciplined and driven to succeed? We want you! No sales experience needed. We have a world-class training system that has proven itself time and time again, and it starts with honesty and respect for the customer. We're a five-star company, and a big part of that is our outstanding reputation for customer satisfaction. Not interested in sales? We're also growing on the production side.

Couto Construction is in need of a roofing quality control representative (needs great attitude, must have great people skills, motivated, organized, must have driver's license), as well as carpenters, carpenter apprentices and exterior siding installers (in-house training, transportation to and from job

sites, must work well with others).

Call us today at (508) 509-4414 or email your resume to info@coutoconstruction.com

About us:

Couto Construction was founded in 1987 as a family business and remains one today, run by brothers Jason and Derek Couto. The company specializes in roofing, siding and gutters, using top-notch materials while promising excellent craftsmanship. Couto Construction is the area's only Owens Corning Platinum Preferred contractor, is an Angie's List Super Service 2017 Award winner and maintains an A+ rating from the Better Business Bureau. Along with older brother Brian, the quality control and project manager, the brothers pride themselves on reputation in the community. They learned from their father Gil, who founded the business, that a happy customer ensures a bright future for their business.

<http://www.coutoconstruction.com/>



The South Coast Hot Jobs List – May 6, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of May 6, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Delivery Technician – Enos Home Medical

Enos Home Medical is looking for dependable Drivers /Delivery

Technicians

General Duties of The Driver/ Delivery Technician:

- Delivery, set-up , and pick up of DME equipment supplemental oxygen products and supplies to home care patients within a prescribed and assigned geographical area.
- Responsibilities and Duties The Driver/ Delivery Technician:
 - To become familiar with all DOT and FDA regulations as they pertain to oxygen.
 - Assists, when necessary, the pulling of equipment and supplies from the warehouse as prescribed on patient/client delivery tickets.
 - Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle.
 - Determines or obtains best daily route, then drives delivery vehicles on that route, to deliver durable medical equipment, oxygen, and supplies to home care patients/clients in a timely manner.
 - Provides patient/client orientation, instructing on the proper use of equipment, when applicable.
 - Works with patients/clients to solve a variety of problems, thereby acting as a company field representative.
 - Picks up rental equipment, as directed.
 - Returns and unloads returned rental equipment at the warehouse facility.
 - Completes delivery and pickup paperwork promptly and accurately, returning said paperwork to the appropriate facility personnel.
 - Assists in cleaning and disinfecting rental equipment. Assists in minor repair work.
 - Performs daily preventive maintenance, as required, on assigned vehicle.
 - Maintains a neat, clean personal appearance.
 - Promotes teamwork among co-workers that includes assisting fellow drivers, as needed.
 - Works Saturdays or Sundays on a predetermined, schedule.
 - Takes "on call" time on a predetermined, rotating basis,

coinciding with the Saturday shift.

- Performs warehouse and office maintenance tasks as required.
- Demonstrates timeliness, courtesy, sincerity and patience with dealing with customers.
- Markets the company in a positive and professional manner at all times.
- Accepts other duties and activities as assigned.

Education:

- Graduated from an accredited high school

Experience/Knowledge:

- Be at least 21 years of age.
- Valid Drivers License
- Excellent driving record.
- Good physical condition.
- Good organizational skills.

Physical Requirement:

- In an 8 hour day the employee lifts/carries 80-120 lbs. frequently.
- In an 8 hour day the employee stands/walks 2 hours.
- In an 8 hour day the employee drives a car/truck 6 hours.

After a 90 day, probationary period we offer the following benefits:

- Medical Insurance***
- Dental Insurance* *
- Vision Insurance* *
- 401K Plan* *
- Paid Time Off*

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other

basis prohibited by law.

Experience:

- Delivery: 1 year (Preferred)

Education:

- High school or equivalent (Required)

License or certification:

- Driver's License (Required)

Please review all application instructions before applying to Enos Home Medical.

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

Dunkin Donuts – Fairhaven & New Bedford

Dunkin' Donuts is hiring for multiple positions in New Bedford and Fairhaven.

The job pays \$11 an hour plus tips!

Benefits for employees that meet qualifications include:

Paid vacation & health insurance.

Want to apply?

Call: 508-995-0513 and they will match you up to a store nearest you to set up an interview.

You can also email: now-hiring@dalykenney.com



Residential Counselor 2nd Shift – Whitney Academy Inc. (Freetown)

\$28,600 a year

Whitney Academy Inc., a unique, Joint Commission accredited, residential treatment center, serving adolescent boys with cognitive delays, psychiatric diagnoses and behavior problems. We are currently accepting applications for our intensive treatment programs located in Dighton, Assonet and Freetown, Massachusetts.

Residential Counselors 2nd Shift (Full Time)

Responsibilities Include:

- Function as a Healthy Role-Model
- Participation in Student Therapy Groups
- Participation in Recreational Activities
- Promote Appropriate Social Interactions
- Life Skills Development
- Assistance in Community Integration
- Behavior Management
- Model Elements of a Healthful Living
- 1 to 2 Staff to Student Ratios
- All Awake Positions

Requirements:

Candidates must be mature, possess a minimum of a High School Diploma or equivalent and a valid drivers license. RMV, CORI and DSS checks are required. Salary up to \$28,600; commensurate with degree and experience in a related field.

Benefits Included:

- SIGN-ON BONUS!
- Annual Merit Increases
- 2 Weeks Paid Vacation Weeks Per Year to Start
- 10 Paid Holidays
- Fully Paid Medical and Dental
- Fully Paid Life and Disability Insurance
- 403b

- Free Gym Membership
- Tuition Assistance after One Year of Employment

Interested parties please Email, Mail or Fax resumes to:

The Whitney Academy, Inc.

Attn: Recruitment

P.O. Box 619

East Freetown, MA 02717

Fax: 1(508) 763-0212

Call: 1(508) 763-2202 Ext.325

We are an Equal Opportunity Employer.

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

Diesel Engine Repairman – City of New Bedford

PAY: \$15.42hr – \$23.00hr

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

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license. Possession of Class B CDL or the ability to obtain

one within six months of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Experienced Heavy Wrecker Driver – Assured Collision, Inc

Full Time

Assured Collision Inc is expanding our Heavy Division. We are seeking an experienced heavy driver (must be willing to drive both wrecker & landoll/lowboy). Need positive attitude, great work ethic, customer service skills and good driving record. Some night and weekend shifts are required. We offer above average pay, 401K, health insurance, sick and personal time. If you feel as if you are a team oriented individual and would be a great fit for this position, stop by to fill out an application. Mon-Fri 8am-5pm 774-992-7780 Assured Collision 314 Church St New Bedford, MA

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

Admin Coordinator – New Bedford Parks, Recreation & Beaches

PAY: \$46,639 – \$58,303

Provides administrative support to the Department of Parks Recreation & Beaches; manages day-to-day duties in an efficient and timely manner; attends meetings; processes accounts receivables, accounts payables and payroll for Department; performs technical and administrative duties as requested by supervisor.

Performs office administrative duties dealing with incoming and outgoing correspondence, mailings, phone calls, forms, requests, bills, permits and fees; ensures all correspondence is sent or received through follow-up procedures; applies corrective office policies to ensure maximum efficiency. Manages the special event process for the department. This includes collecting fees if applicable, estimating fees, scheduling events with organizers and monitoring events. Works with other City departments to make sure events are approved and in compliance with the requirements of this department and Park Board.

High school degree or GED equivalent. College degree preferred. Two years of administrative, professional or relevant experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

For application/complete job description, please visit www.newbedford-ma.gov 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

Seasonal Summer Employment – YMCA Southcoast

Temporary

Camp Frederick Douglass at the New Bedford YMCA is looking for motivated individuals for seasonal employment in the following areas! Must be 17+ to apply and must have experience for specialist positions. Camp Counselors STEM Specialist Qualifications: Must have experience in the specialty that you are applying for. How to Apply: Contact Ross Grace Childcare Directorate trgrace2@ymcasouthcoast.org.

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

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

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

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

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

For complete job description and application instructions,

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

Information & Eligibility Specialist – The WorkPlace Inc

The Information & Eligibility Specialist will facilitate information sessions to disseminate accurate information regarding the requirements to apply for Workforce Innovation and Opportunity Act (WIOA) funded services and other programs with eligibility screening processes. The Information & Eligibility Specialist will collect required documentation, verify compliance with program requirements, and complete and accurately data enter the information.

ESSENTIAL DUTIES AND FUNCTIONS include the following. Other duties may be assigned.

1. Facilitate Information Sessions describing the WIOA and other program certification processes.
2. Assist applicants in compiling all required documentation.
3. Meet with customers to complete the program applications and submit to the appropriate staff for review & approval.
4. Make corrections to the file as needed and inform customers of their next steps once the certification has been approved.
5. Timely data enter information.
6. Follow up with customers to collect documentation.
7. Accurately calculate income eligibility, as required.
8. Enroll customers into workshops or services requiring WIOA certification.
9. Educate customers to ensure they understand the full range of services available through the Career Center.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not normally required to direct or supervise other personnel, but may occasionally instruct or show another employee how to perform the work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Detail oriented
- Commitment to mastering the program eligibility certification process
- Ability to work with and support diverse customer base
- Excellent verbal, presentation and written communication skills

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from a four-year college; a minimum of one year of related experience in workforce development or human resources; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access.

OTHER SKILLS AND ABILITIES

Multilingual (Spanish and/or Creole) preferred

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

Under the supervision of the Clinical Team Leader with input from the Operations Team Leader, perform a variety of support responsibilities including direct patient care, medical records processing, equipment, supply and facilities maintenance, and equipment management. Perform other related site-specific duties as required or assigned. Responsible for own work. Education equal to completion of four years of high school or equivalent required. Previous experience in customer service and ability to learn internal computer systems in order to carry out own position responsibilities required. Experience working in a medical or rehabilitation environment preferred.

Minimum three months experience required. CPR certification required.

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

Patient Care Rep I – Southcoast Health System

Under general supervision of the Team Leader, Rehab Operations, perform a variety of office support, coordination of various patient care processes and other related duties in accordance with established Rehabilitation Services department policies and procedures. Not Applicable. Equal to completion of four years of high school plus additional specialized courses or training, secretarial school, diploma, or medical office certification. Duties require knowledge of medical terminology. Proficient keyboarding skills are essential. Must possess strong reasoning and critical thinking skills.

Proficient in use of software applications such as e-mail, Word, Excel, EHR. Exceptional customer service skills are required. Over three years of related medical office work experience is required. Associates degree preferred.

CPR certification required.

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

New Directions Southcoast 2018 Summer Jobs Application

New Directions Southcoast Inc. is announcing that starting Tuesday, February 20, 2018 summer job applications will be available to New Bedford youth age 14-21 from 2:00PM-4:00PM at the New Directions Youth Annex, 5 Dover St., 2nd floor, downtown New Bedford. Summer applications will be available in hard copy only at the Youth Annex, Monday-Friday from 2:00PM-4:00PM from February 20-March 9. Youth must be at least age 14 to pick up an application. Applications will not be distributed after March 9, 2018.

All youth are required to be present to receive an application, attend scheduled appointments, return completed application and supportive documents and meet eligibility requirements to be considered for this youth program.

Recruitment for the "Winter Jobs" program for out-of-school youth is ongoing and youth age 17-24 who are not attending High School may pick up an application at the Youth Annex Monday-Friday from 10:00AM-2:00PM. The Winter Jobs program offers free pre-employment training and a four week paid work experience with potential for permanent employment.

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator of Title 1 Workforce Innovation and Opportunity Act for adults and Youth Works summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-24 living in the Greater New Bedford area. State funding for summer jobs is funded by YouthWorks, through the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The YouthWorks program is administered by the Commonwealth Corporation. For more information, please contact the New Directions Youth Annex, (508) 979-1700 or on Facebook at Greater New Bedford Youth Annex (New Directions).

Hairstylist – Gloria and Company

Full-time, Part-time

Are you passionate about hair? So are we!!! We are searching for the perfect candidate to join our growing TRIBE. We provide full time front desk support to build your business with us! We are committed to life long learning and all educational events are provided free of charge. We have guests waiting to see you! Of course, must be licensed, but experience is not necessary.

License or certification:

* MA Cosmetology (Required)

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

Community Development Project Manager – City of New Bedford

PAY: \$58,957 – \$73,703

- * Technical writing, plan and project review including constructive criticism and related meetings for project development and or refinement.
- * Project administration and coordination.
- * Performs on-site inspections and travels throughout the City.
- * Attends meetings required for project development.
- * Processes payments for approved contracted work and procurement responsibilities.
- * Other duties as assigned by the Director of Planning, Housing and Community Development.
- * Attend public meetings to provide project descriptions and explain project designs.

Graduation from an accredited college or university focusing on construction, accounting, public administration, legal or closely related field. Contractor certification/license 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 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

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

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

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

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

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

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

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

New Bedford has a residency requirement.

Assistant Project Manager – City of New Bedford

PAY: \$46,639 – \$58,303

Provides administrative support to the respective Department; manages day-to-day clerical duties in an efficient and timely matter; attends meetings, prepares and transcribes meeting minutes; processes accounts receivables, accounts payables, and payroll for Department; performs technical and administrative duties as requested from supervisor. Receive and review reports pertaining to specific Department matters; analyze and provide documentation of the filing of reports; follow-up with appropriate employees regarding information contained in reports. Process, manage, and review financial items for Department including accounts payable, accounts receivable, grant budgets, purchase orders, contracts, bids, payroll, and monthly reconciliations.

High school diploma or GED equivalent. Two years of administrative, professional, or relevant experience. 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 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.

Front Desk Agent – Seaport Inn & Marina (Fairhaven)

Part-time

Immediate opening for Guest Services Agent. This is a part to part-time position. The ideal candidate must be able to work 2nd shift (3 pm to 11 pm) and 3rd shift (11 pm to 7 am) and have the ability to work independently, as well as part of a team. Must be computer literate, and be available weekends and holidays.

Excellent Customer Service is a must. The comfort and happiness of our guests' is our main concern, and all of our Guest Services Agents must welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. We promote a drug and alcohol-free work environment.

If you would like to be considered for this position please email us your interest and contact information or a current resume. You can also visit 110 Middle St at the Front Desk and fill out an application in person.

Required education:

High school or equivalent

Required shifts:

Graveyard, Evening

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

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

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

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

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

Garage Attendant – City of New Bedford

PAY: \$13.99hr – \$18.51hr

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

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

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

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

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

Account Clerk position – City of New Bedford

PAY: \$15.23hr – \$20.61hr

Applies basic accounting principles in maintaining financial accounts and records; may be required to prepare payroll and maintain personnel records; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books; operates adding machines and computers; answers telephones; operates simple calculators in connection with this work. Performs clerical work of ordinary difficulty.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov 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

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 or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be

accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

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

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

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

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 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 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.

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

HELP WANTED: City of New Bedford is seeking to fill a Van Driver position

PAY: \$13.99/hr

(AFTERNOONS/VARIABLE TIME)

COMMUNITY SERVICES/COUNCIL ON AGING

Provides safe and courteous transportation to the senior and/or disabled residents of New Bedford who reserve rides for medical, shopping, personal appointments or Social Day programming. Provides courier service between the Council on Aging's Hillman Street Administrative Office and other City offices.

Ability to operate lift equipment for a 16 (B) 2 vehicle and all its adaptive equipment. Knowledge of streets/roads and community medical facilities required. Must be courteous and sensitive to the needs of elders, especially those with memory loss/brain injury. Possession of a valid Massachusetts driver's license and good driving record. Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. Must have received CPR and first aid training.

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

accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

FILLED: City of New Bedford is seeking to fill an Account Clerk position

THIS JOB HAS BEEN FILLED AND NO LONGER AVAILABLE.

PAY: \$15.23 – \$20.61/hr

Maintains Traffic Commission accounts and payroll; collects parking tickets, fees and fines. Performs clerical work required in the maintenance of all types of accounts and financial records. Performs clerical work of ordinary difficulty, applies basic accounting principles in maintaining financial accounts and records; prepares and verifies accuracy of bills; checks bills against purchase orders; prepares summaries of expenditures and balances in appropriations; prepares payrolls; makes general ledger entries; 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 high school or GED equivalent. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0