

# **CLOSED: City of New Bedford is hiring for a Videographer Floater position**

**\$13.00/HOUR NO BENEFITS (VARIABLE TIME)**

The Videographer Floater is called on as-needed basis for assistance with overall operations. Assists Videographers in shooting, editing and airing various programs on the government and educational access channels. Demonstrates knowledge of equipment and responsibilities will result in more detailed assignments, as well as an increase in assignments.

Some experience in shooting and editing video, and/or enrollment in an Associate's Degree program for broadcasting, TV production, mass communications, media, etc. preferred. Candidates must have a willingness to learn overall television production skills. Candidates also must have a flexible schedule as nights, weekends and holidays will be required. Candidates should also have knowledge of proper video equipment handling and maintenance including trouble shooting a plus.

Mandatory CORI (Criminal Offender Record Investigation) background checks per City Council Ordinance effective May 14, 2013.

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

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# The Zeiterion is seeking passionate & talented teaching artists

Do you have a passion for the arts? Would you like to work for the Z?

The Zeiterion Performing Arts Center seeks part-time teaching artists for the following courses:

Songwriting

Beginner Guitar (group)

Early Childhood Dance/Movement

Theatre/Arts Integration (This position requires availability during the school day and a 6 to 8 week commitment. Multiple Positions Available)

Instructors must be passionate about working with learners of all ages and abilities. Both a strong background in the subject area and prior teaching experience are required. A Bachelor's degree is a plus.

Compensation is commensurate with experience.

**Application Deadline:** December 31st

Please send a resume and cover letter to The Z's Director of Education and Community Engagement at [acubellis@zeiterion.org](mailto:acubellis@zeiterion.org)

[www.zeiterion.org/employment](http://www.zeiterion.org/employment)

ZEITERION PERFORMING ARTS CENTER

[www.zeiterion.org](http://www.zeiterion.org)

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# **HELP WANTED: New Bedford Guide social media manager/reporter**

New Bedford Guide is looking for a highly motivated social media manger/reporter. This job is part-time with full time potential.

## **Compensation**

- Base pay (negotiable) plus sales lead commission.

## **Duties**

- Manage New Bedford Guide's Facebook page, Instagram and Twitter accounts.
- Live stream events and interesting topics weekly.
- Be able to shoot photos/videos of local topics and post with details to social media accounts.
- Write blogs related to the Greater New Bedford area.

## **Requirements**

- Looking for someone who knows New Bedford inside and out – preferably someone who lives in New Bedford.
- Must be very proficient in using Facebook, Instagram and Twitter.
- Must have a valid driver's license.
- Must be able to work nights and weekends as needed.
- Must have a working smart phone with a camera.
- Must be able to speak well on live video.
- Must be well organized with strong research skills.
- Must be able to meet weekly goals with minimum oversight.

Interested? E-mail [mike@newbedfordguide.com](mailto:mike@newbedfordguide.com) with your resume.

New Bedford Guide is a veteran-owned, small business, equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status.

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## The South Coast Hot Jobs List – December 17, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 17, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Delivery Drive -Aaron's**

#### **Description:**

Aaron's provides a fun and positive environment for our associates and a place where we take building relationships with our customers personally!

At Aaron's, we call our Delivery Driver role Product Technician because our Product Technician position is so much more than driving! As a Product Technician, you'll serve as Aaron's ambassador, upholding our commitment to excellence by working directly with our customers in a professional manner while delivering top quality products and services. You will receive expert training on all the latest model products from electronics to furniture to appliances. Additional responsibilities include merchandise handling, such as: loading, securing, delivering, set up, troubleshooting and

demonstrating. Reviewing lease agreements with the customer is occasionally required. As an Aaron's Product Technician, the difference is personal and your ability to build strong relationships with customers is critical to our success.

**Job Duties:**

- Personally support every customer to Own it.
- Customer Deliveries
- Ensure all merchandise is clean and in operating condition prior to delivery
- Load, Secure and protect product in delivery vehicle and safely transport merchandise
- Review product information to ensure to ensure it matches delivery schedule
- Document all vehicle movement on daily route sheets
- Product Installation & Education
- Offload, install and demonstrate merchandise with customer
- Perform routine service calls, product exchanges and assist with merchandise returns
- Clean and certify returned merchandise
- Showroom & Warehouse
- Assist in maintaining the showroom floor and store's warehouse by moving merchandise
- Cleaning & maintaining the appearance of the store.

**Additional Duties:**

- Occasional collections assistance
- Assist in field marketing programs
- Additional duties as assigned by management

**Job Requirements:**

- High school diploma or equivalent
- Working knowledge of electronic products (appliances, computers, etc.)
- Position routinely requires lifting & loading up to 50 lbs without help and up to 300 lbs with the assistance of a dolly
- Valid driver's license
- Maintain professional appearance

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

## **Produce Delivery Driver – Sid Wainer & Son**

### **About Sid Wainer & Son**

Sid Wainer & Son, based in New Bedford, MA, has been the most prominent importer and distributor of specialty produce in the country since 1914. In addition to produce, Sid Wainer & Son offers cheese and specialty foods, including their exclusive Jansal Valley® line. Sid Wainer & Son supplies over 25,000 of the finest restaurants, hotels, gourmet shops, retailers, and caterers both domestically and internationally.

### **Skills and Abilities:**

- Ability to operate manual and automatic 26 ft. delivery trucks
- Ability to interact with Sid Wainer & Son customers and be a frontline representative of the Company

### **Licenses and/or Certifications:**

- Valid Driver's License
- Able to pass a Department of Transportation Road Test

### **Requirements:**

- A minimum of 6 months of verifiable employment driving experience
- High School diploma or its equivalent
- Physically able to continuously stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb, balance, crouch, handle and move/push/pull/lift items weighing from 60 lbs to 200 lbs
- 4 -5 day work week and able to work overtime
- Able to pass pre-employment/random drug tests
- General knowledge of commonly-used concepts, practices, and procedures within the transportation field
- Employee must be able to work independently and demonstrate a commitment to company standards to product quality and keep work area/vehicle clean, sanitized, and organized

**RESPONSIBILITIES:**

- Performs deliveries, pick-ups, and returns of produce, dairy products, and dry goods to from Sid Wainer customers and suppliers.
- Uses of the UPS Logistics Mobilecast program to review route assignments and log whereabouts while making deliveries using a Nextel/Sprint Direct Connect handset/phone.
- Reviews paperwork for assigned route(s) to ensure that all invoices are present and in good condition.
- Inspects cargo loads to ensure that they are packed appropriately.
- Prepares customer orders by verifying them with delivery invoices for accuracy, delivering them to customer facility, and assisting with check in and placement of products at the client facility. Receives signatures on invoices for items delivered and collects any cash on delivery payments when necessary.
- Makes Dispatch and supervisors aware of any delivery delays, shorts, errors, or quality issues that may require a reship to the customer immediately.
- Completes, organizes, and turns in all appropriate paperwork and invoices, making sure that all checks and monies are balanced and included in the drop.
- Ensures that all vehicles are cleaned out properly and the end of each shift.
- Completing any other delivery related or company related duties that may be needed on a daily, weekly, or monthly basis.

**Benefits:**

- Health Insurance
- Prescription Drug Coverage
- Flexible Spending Accounts
- Dental Insurance
- Vision Care
- Paid Vacations Paid Holidays
- 401K Retirement Plan

- Life Insurance (Company paid)
- Quarterly bonus pay
- Short/Long Term Disability Insurance (Company paid)
- Employee Discounts

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

### **Housekeeping Aide – Our Lady's Haven (Fairhaven)**

Our Lady's Haven has an opening for a Housekeeper. This is a 32 hour, every other weekend position at our skilled nursing facility, located in a beautiful historic neighborhood in Fairhaven, MA. If interested, please forward your resume or apply in person at 71 Center Street Fairhaven, MA 02719.

#### **Benefits:**

We offer a great wage and benefit package including insurance coverage, Paid Time Off, 100% Paid short term disability and life insurance plans, discounted cell phone bills and MORE!

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

### **Complex Care Manager – BMC HealthNet Plan**

#### **About the Program:**

It s a new day in healthcare. We are proud to participate in Massachusetts reform of the state s Medicaid program, MassHealth, and have partnered with hospitals, health systems, and community health centers across the state to form Accountable Care Organizations (ACOs). This will give those communities facing tough health and socioeconomic challenges a new way to access the care they need. To learn more about our program, visit us at [jointheadventure.bmchp.org](http://jointheadventure.bmchp.org).

#### **Position Summary:**

There's nothing ordinary about our Complex Care Manager role after all, complex is in the job title. We thrive on finding



solutions for the most difficult health challenges that occur in our communities; conditions that unfortunately affect too many of us, from substance use disorder to mental illness. What sets us apart is our commitment to going above and beyond entering into the homes of people and working with them to improve their quality of life.

It s truly a team effort working with community partners, caregivers, social service agencies and others to develop a comprehensive approach for clinical and non-clinical support. We recognize this is a big undertaking, but we understand there s a huge reward in improving patient satisfaction, decreasing medical costs and so much more.

Now is the time to change the way communities that we serve access healthcare. If you won t rest until you see results and believe that anything is possible, we re the place for you.

Clinicians in this position will work in one of 3 programs: Primary Care-based Complex Care Management, Readmissions Care Team, or ED-based Complex Care Management. Clinicians will work at a designated site of care and, depending upon the program he/she is a part of, will work in either a Primary Care Practice (PCP), Emergency Department (ED), or Inpatient (IP) setting.

**Sample of Key Responsibilities:**

- \* Identify and recruit appropriate patients for care management from lists and referrals, in collaboration with supervisors and local clinical site leaders
- \* Ability to execute core care management duties:
- \* Comprehensive assessment: bio-psycho-social-spiritual
- \* Collaboration with patient and care team to develop patient-centered care plan
- \* Focus on chronic disease management, social determinants, transitions of care and advanced care planning
- \* Implementation of care plan
- \* Collaboration with community partners, such as VNA agencies,

caregiver programs, DME providers and social service agencies

- \* Assessment of goal completion, with transition of patient to inactive or graduated status as appropriate.

- \* Uses reflective, empathetic language and open-ended questions to understand what the patient truly wants for him/herself beyond being healthy and staying out of the hospital

- \* Meet the patient where he/she is; observe the patient without intervention or judgment

- \* Has knowledge of common chronic medical conditions presented in the population served and is able to:

- \* Educate the patient on their medication conditions and medications, and build their self-management skills

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

### **Multiple Positions – Dick’s Sporting Goods (Dartmouth)**

- Retail Store Administrative Assistant

- Bicycle Technician

- Cashier

- Retail Store Manager

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

### **Restaurant Team Member – Chipotle Mexican Grill**

#### **Description**

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

#### **What’s in it for you:**

- Tuition assistance (up to \$5,250 a year)

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

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

- Someone with a friendly, enthusiastic attitude
- Someone that loves to help and serve others (both customers and team members)
- Someone ready to learn how to cook (a lot)

We prepare real food by hand every day in our restaurants. No freezers, microwaves or can openers to be found.

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

### **Mobile Engineer – Jones Lang Lasalle**

#### **Job Description:**

- \* Operates, inspects, and maintains all HVAC, mechanical, electrical, plumbing, and production equipment and systems in assigned facilities to obtain most efficient operating results and life expectancy.
- \* Assures that equipment is being maintained in an energy efficient, safe manner and down time is reduced to a minimum by anticipation of necessary repairs keeping records of past operating experiences.
- \* Performs inspections and repairs to assigned property interior and exterior areas, including walls and flooring,

installed fixtures, roofing systems, lighting, etc.

- \* Strong focus on operating, maintaining, troubleshooting and repairing facility equipment on all systems.

- \* Individuals are expected to demonstrate technical expertise in one craft area (Electrical, HVAC, Piping/Plumbing, Central Utility Plant Operations, Material Handling Equipment) and be multi-skilled in others in order to successfully complete daily/weekly work assignments.

### **ESSENTIAL FUNCTIONS:**

- \* Performance of ongoing preventive and repair response work orders on facility mechanical, electrical and other installed systems, equipment, and other components.

- \* Maintain, operate, and repair all HVAC systems and associated equipment, electrical distribution equipment, plumbing systems, building interior/exterior repair, and related grounds, and production equipment as it pertains to assigned buildings.

- \* Study and become familiar with the various items of equipment, and the methods required to use them properly, that are required in everyday activities. This to include building automation systems, fire / life safety systems, and any other building related equipment.

- \* Perform assigned facility inspections and due diligence efforts, reporting on as found conditions impacting satisfactory client occupancy and operations.

### **SAFETY:**

- \* Complete Hazard Assessments as necessary

- \* Comply with all safety procedures, maintaining good housekeeping and safety of work areas. Recognize danger and safety hazards and propose methods to eliminate them.

- \* Maintain compliance to State, County, or City Ordinances, Codes, or Laws.

- \* Must complete all required safety trainings as scheduled

- \* Practice Defensive Driving at all times

Interested in applying? See full details and how to apply

here.

**Shipping Clerk – Softub, Inc. (New Bedford)**

*\$15 an hour*

A consumer product manufacturer in New Bedford has an immediate opening for an experienced Shipping Clerk.

**Responsibilities include (but are not limited to):**

- Shipping/Receiving knowledge
- Administrative tasks -multi-task in fast paced environment
- Coordinating and arranging shipping activities
- Preparing shipping documents – bill of lading, shipping labels (Domestic and International)
- Providing tracing and tracking
- Arranging/booking transportation for International shipments
- Proficient in MS Office Suite

**Requires:**

- 5+ years of related experience
- Responsive with a sense of urgency
- Excellent verbal and written communication skills
- Ability to work after hours as needed
- Detail oriented
- Willingness to learn and cross-train on all facets of Shipping department

**Benefits:**

- Medical Coverage
- Aflac
- Option 401(k) after 1 year of employment
- Paid vacation and holidays
- Life Insurance

*We strongly enforce a Drug-Free working environment policy. Candidates MUST pass the Drug Screening to be eligible for employment. If you are interested to be part of our Team, please send in your resume! We are an equal opportunities employer.*

Interested in applying? See full details and how to apply

here.

## **Dock Worker/Forklift Operator – Pier Fish Company, Inc**

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

- To ensure that the right product goes on the right truck
- To check the amount of cases on the pallet shipped or received so it matches with the number on the bill of lading or receiver paperwork
- To fill out the trailer inspection sheet
- To inspect the truck and fill out the trailer inspection form

### **Job Knowledge, Skills and Abilities:**

- Knowledge of products, production processes and other techniques for maximizing efficiency of shipping and receiving
- Ability to follow instructions and establish procedures
- Ability to work alone or as a member of a team
- Awareness of sanitation and hygiene procedures and practices
- Concern for the safety of self and co-workers and a responsible attitude
- Must have proper training and attain certification on fork lift/ walk behind/ and ride on power jacks

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

## **Jr. Custodian – New Bedford Public Schools**

### **Job Description:**

- Reports to the Principal/Senior Custodian to attend to problems or complaints
- Assists in the preparing of all school functions and activities, and the moving and rearranging of all furniture and equipment under the direction of the Principal/Senior Custodian
- Assists in maintaining a clear, sanitary and safe environment within the kitchen/cafeteria areas, as directed

- Assists with unloading of all supplies and equipment the New Bedford School Department determines to be utilized or stored within the building
- Assists, as directed, with the upkeep and maintenance of all heating and ventilation systems within the building, in addition to normal preventative maintenance
- Assists, as directed, in securing the building, noting any areas requiring special attention
- Notifies the Principal/Senior Custodian of facilities or equipment needing repair or attention
- Performs all routine and non-routine work assignments as directed
- Assists in cleaning and maintaining all areas of the building and grounds in a manner that will reflect cleanliness, efficiency, safety and pride at all times
- Maintains a level of efficiency within the Custodial Department that reflects professionalism, not only to peers, but to the students and faculty as well
- Performs other related duties as directed by the New Bedford School Department, as well as other duties in accordance with the job description per Muni-Class Code

**REPORTS TO:** Director of Facilities Operations

**TERMS:** In accordance with AFSCME contract, Local 641

**Position Type:** Full-time

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

## **Barry's Fine Wine & Spirits – Multiple Positions**

### **1. Assistant Manager Retail Liquor Store**

Must be experienced in the following areas:

- Retail Management
- Customer Service
- Overseeing cashiers work performance
- Loss Control Prevention

## 2. Stock Person

Must be experienced in the following areas:

- Retail experience in inventory control & rotation
- Putting away merchandise from deliveries
- Pulling stock to go out to fill shelves & displays
- Responsible for cooler & stock room organization

Both positions are salary based on experience

## 3. Part-Time Cashier

Must be experienced on cash register and lottery machine and sales.

Stop by the store to fill out an application and/or bring a resume. 573 Mill St, New Bedford.

## **Commercial Cleaners – Clean Right Cleaning Solutions**

Clean Right is currently recruiting commercial cleaners. If you have cleaning experience, we want to hear from you! Please complete the job application on our website here.

Candidates must have cleaning experience, transportation and be willing to work nights and weekends. Clean Right offers a bonus incentive program on top of hourly wage.

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### **ABOUT Clean Right:**

Clean Right Cleaning Solutions is a top choice for commercial cleaning in Massachusetts and Rhode Island. Drawing on two decades experience, Jeff Silviera and his team are committed to delivering the best commercial cleaning experience in the area.

Clean Right Cleaning Solutions commits to providing the following to its customers:

- \* Complete customer satisfaction



- \* Commitment to community
- \* Extraordinary service
- \* Environmentally consciousness
- \* Competitive Pricing

Southcoast Massachusetts Service Area: New Bedford, Fall River, Fairhaven, Marion, Mattapoisett, Dartmouth, Rochester, Wareham, Taunton, and Rhode Island.

### **Asst. Public Access Director – City of New Bedford**

**PAY: \$41,051 – \$51,318**

Supervises programming, instruction and technical responsibilities of the Channel 95 Public Access Station. Develops and conducts TV production classes, covering studio and field production and non-linear editing, for incoming community producers. Provides production guidance and technical assistance to community producers with studio and field production, and non-linear editing. Keeps accurate inventory of NBCN-95 equipment and media (completed programs and raw footage).

Associate's Degree (Bachelor's Degree preferred) in Communications/Media and at least two years of relevant experience. Prior public access employment experience a plus. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

**PAY: \$15.64 – \$21.31**

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

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

### **Health Code Enforcement – City of New Bedford**

**PAY: \$15.64hr – \$21.31hr**

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

Issues Violation Notices to achieve compliance with health

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

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

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

### **Admin Manager – City of New Bedford**

**PAY: \$52,946 – \$66,188**

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of

administrative, professional, or supervisory work or experience in a closely related field. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

PAY: \$46,853 – \$58,571

Supports the operations of the Planning Division by providing staff support to the Planning Board and assisting in the design and implementation of planning studies, planning research and graphic materials. Performs technical reviews and analyze applications submitted to the Planning Board for completeness and conformance with the City Code requirements. Assist in formatting, publishing, and distributing site maps that deal with existing and proposed community planning programs or site plan identification, that requires use of GIS, Google Earth, and other map-making software.

Bachelor's Degree in urban or regional planning, architecture, urban design, geography or related discipline. Two (2) years of experience in urban planning or a related field. Provide staffing support to the City Planner and Department Head in performing comprehensive technical reviews of existing or proposed ordinances, studies, long/short term plans, analysis, assessments and other such materials as may be assigned. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

### **Carpenter – City of New Bedford**

PAY:\$14.26hr – \$20.79hr

#### **FACILITIES AND FLEET MANAGEMENT**

Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required.

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. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

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

### **Welder – City of New Bedford**

PAY: \$15.42hr – \$23.00hr

## **FACILITIES & FLEET MANAGEMENT**

Performs gas and/or electric welding, and related metal working duties. Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Subject to call for emergency work during any given twenty-four (24) hour period, such as any emergency that would impair the safety of the general public. High school graduate or GED equivalent preferred and two years of paid welding experience, or any equivalent combination of education and experience. Must be an experienced welder and physically fit to perform duties of the position. Possession of a valid Massachusetts driver's license and good driving record. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

**Private Care RN Per Diem – Community Nurse Home Care**

*Must be flexible for varied hours over all shifts.*

**Requirements:**

1. Licensed to practice professional nursing in the state of MA.
2. Directly responsible to the Director of Private Care.
3. Prior work experience in home care preferred.

**Responsibilities:**

1. Supports the philosophy of the agency.
2. Adheres to personnel policies.
3. Contributes to the process of Agency Performance Improvement.
4. Assesses Private Care patient status upon initial home visit to identify needs in order to develop a Private Care Aide care plan.
5. Develops an individualized Private Care Aide care plan to assist with identified patient needs.
6. Assess Private Care Aide performance during supervisions in the following areas:
  - a. Performance of skills,
  - b. Appearance,
  - c. Communication with patient/family
  - d. Adherence to policies.
7. Assists with the orientation of new Home Health Aides to the Private Care Department as needed.
8. Makes Private Care Aide supervisory visits for Private Care clients and provides feedback to Private Care Director
9. In conjunction with the Public Health Nurse, participates in health promotion activities including flu clinics, blood pressure clinics, school immunization programs and other activities.
10. Provides nursing consultation at Wellness Centers as needed. Makes recommendations to the Wellness Coordinator to promote and grow Wellness program opportunities in the community.
11. Documents in an accurate and timely manner, assisting to

maintain a Private Care record for each client.

12. Promotes and builds strong community relations by supporting CNPC mission and philosophy.

To apply, please send resume with cover letter to:  
[hr@communitynurse.com](mailto:hr@communitynurse.com).



### **Airport Technician – City of New Bedford**

**PAY: \$14.26 hr – \$20.79hr**

Maintenance of Airport property and equipment to ensure the efficient and effective safety and service for all users of the Airfield and Landside Facilities. Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139



regulations. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Assists in any emergency or incident at the airport.

High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check). Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

### **After-School Supervisor – City of New Bedford**

**PAY: \$15/HR**

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Supervises After School Program Site Monitors. Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

### **After-School Monitor – City of New Bedford**

**PAY: \$12/HR**

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

### **Special Motor Equipment Operator – City of New Bedford**

**PAY: \$14.77hr – \$21.80hr**

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

Conducts preventive maintenance on vehicles operated. Maintains appearance of vehicles to include, but not limited

to, washing and waxing of vehicles as often as necessary. Greases equipment, checks tires and tire pressure daily. Performs minor repairs on vehicles such as changing lights and wipers; performs circle check of vehicle equipment daily. Occasionally performs duties below job classification.

Must have a telephone. Subject to call for emergency work during any given twenty-four (24) hour work period, for any emergency the Commissioner feels would impair the safety of the general public, such as ice, snowstorms, rainstorms, hurricanes, etc. Required to notify Storm Control Superintendent when snow begins and immediately when black ice complaints come in.

Possession of a valid Massachusetts Class A CDL and Class 2A hoisting license issued by the Massachusetts Department of Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the mechanical operation of any assigned equipment and at least two years' experience in the operation and maintenance of specified heavy equipment.

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

New Bedford has a residency requirement.

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

**PAY: \$12.43hr – \$17.42hr**

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.

High school graduate or GED equivalent preferred; any combination of experience and training that demonstrates the knowledge and experience to perform the work. Working knowledge of equipment, materials and supplies used in building and grounds maintenance and minor repairs; some knowledge of first aid and applicable safety precautions; skill in operation of listed tools and equipment; ability to work independently and complete daily activities according to work schedule; ability to lift heavy objects, and walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must possess an elevator operator license from the Commonwealth of Massachusetts or have the ability to obtain one within six months of the date of employment. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

## **Customer Service Representative – U-Haul**

### **Description:**

Are you a student looking for a job that offers the flexibility your schedule needs? Are you currently working, serving in the military, or a stay at home parent looking for another job to supplement your income? If so, then a moonlighter position with U-Haul is for you!

Our moonlighter customer service representatives are talented, trained, and knowledgeable members of our team because they help us meet our customers' needs and demands by providing outstanding customer service. Our needs for moonlighter customer service representatives are significantly greater on evenings, weekends, and holidays.

As a Customer Service Representative you will perform various duties including:

- Provide outstanding service to our customers in person and on the telephone
- Prepare rental contracts and invoices for customers
- Maintain the facility and lot in a clean condition
- Clean and inspect rental equipment
- Dispense propane

**Requirements:**

Position requires a valid driver's license and a good driving record to operate a motor vehicle. Adhere to all local vehicular regulations while driving. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Interested and want to know more? Full details and how to apply: [HERE](#).

**Dispatcher/Customer Service – Cab Transportation Company (New Bedford)**

\$11.50 – \$12.00 an hour – Part-time

**RESPONSIBILITIES**

- Schedules and dispatches drivers
- Answers calls from clients and schedule services
- Maintains records, logs, and schedules of the calls received to schedule transit services, drivers dispatched, and customer cancellations or no-shows
- Prepares reports on all activities occurring during their shifts.
- Directs drivers through radio contact
- Other duties as required.

### **EDUCATION, LICENSING, AND CERTIFICATIONS:**

High school diploma or equivalent, such as GED, required

### **EXPERIENCE:**

- One to two years of dispatch and/or customer service experience preferred

Interested and want to know more? Full details and how to apply: [HERE](#).

### **Full-time, Part-time Administrative Assistant – NB Seafood Company**

We are looking to add an Administrative Assistant to our team. This is a fast paced office environment inside a large seafood manufacturing facility in New Bedford MA. The objective of this role is to ensure accurate and organized administrative functions, while supporting several internal departments such as Management, Sales, and Production.

### **Essential Functions:**

- Present a professional, welcoming first contact to all customers, visitors, vendors' staff members etc. by phone, in person and e-mail.
- Coordinate incoming and outgoing mail, packages and deliveries.

- Prepare catch certificates and other documents to support the sales team.
- Accurate completion of shipping documents including invoices, bills of lading, transportation documents, etc.
- Generate invoices, completing work orders and creating purchase orders.
- General office duties including phones, filing, creating reports, data entry, etc.
- Other duties as assigned.

### **Qualifications & Requirements:**

- Experience in an office environment required
- Experience with NetYield, Seasoft or SAP preferred
- Excellent general computer skills including MS Office, Excel and Word programs
- Ability to complete tasks independently and show initiative while paying close attention to detail
- Ability to prioritize, multi-task and manage time in order to meet deadlines
- Excellent organizational, communication, problem solving, interpersonal and follow-up skills
- Bi-lingual is always a plus, we have a very diverse population of workers.

Interested and want to know more? Full details and how to apply: [HERE](#).

### **Pipefitter – City of New Bedford**

**PAY: \$13.78hr – \$19.91hr**

Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs

manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade.

Taps water mains 4" to 48" in size with a small tapping 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 system and collection system. Installs water meters, operates gate valves and service shutoffs.

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.

Reads water meters and checks for over and under registration when necessary. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment. May work with private contractors to help them avoid hitting utilities during construction and excavation.

Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. Must be knowledgeable in the proper use of various pipes in a sewer system. Must possess general masonry skills and have a general knowledge of low pressure systems. Ability to obtain a distribution and/or collection system certification.

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

For application/complete job description, please visit



[www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0.

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

**PAY: \$13.78 – \$19.91/hr**

Assists with processing, scheduling and collecting fees for field permits and park use requests. Responsible for payroll, data entry, customer service and related clerical support for the department. Provides assistance to internal and external customers of the department, including members of the public, staff of the City, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization while referring more complex issues to technical, professional or management staff.

Knowledge of standard office procedures, practices, forms and equipment. Ability to prepare routine to complex correspondence and reports utilizing office equipment such as computers, calculators, telephone, etc. Knowledge of office, assessment and billing procedures equivalent to graduation from high school. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C

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

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

**PAY: \$13.78 – \$19.91/hr**

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field permits and park use requests. Responsible for payroll, data entry, customer service and related clerical support for the department. Provides assistance to internal and external customers of the department, including members of the public, staff of the City, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization while referring more complex issues to technical, professional or management staff.

Knowledge of standard office procedures, practices, forms and equipment. Ability to prepare routine to complex correspondence and reports utilizing office equipment such as computers, calculators, telephone, etc. Knowledge of office, assessment and billing procedures equivalent to graduation from high school. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C

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

## **Airport Manager – City of New Bedford**

PAY: \$63,385 – \$79,238

### **JOB SUMMARY**

Perform highly responsible functions of a professional, administrative, and technical nature. Plan, organize, and direct the day-to-day operations and maintenance of the New Bedford Regional Airport; and perform related duties as assigned and required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The intent of this job description is to provide a representative summary of the major duties and

responsibilities performed by incumbents of this job.

- Supervise the overall operational and administrative functions of the Airport including personnel, scheduling, maintenance, and repair of airport buildings, runways, taxiways, vehicles and ground maintenance; work with other City departments and provide assistance as necessary.
- Responsible for personnel management, orientation, training, scheduling and performance evaluations of all maintenance, operations and administrative staff; manages all Federal Aviation Administration (FAA) and Mass DOT Aeronautics Division airport improvement projects as well as other airport construction projects with an emphasis on safety and security implementation.
- Responsible for all vehicle and equipment repairs, purchases, and maintenance; develops and executes preventative maintenance program, airport vegetation management program, etc.
- Maintain the Airport in a manner fit to uphold the regulations contained within FAR Part 139 including an active ACM (Airport Certification Manual), AEP (Airport Emergency Plan), snow removal, lighting, signage, NOTAMs, etc., and the implementation of all future FAA regulations and advisory circulars.
- Develop and execute a thorough ASP (Airport Security Plan) and coordinate with the required law enforcement and emergency response agencies as needed. Acts as the Alternate Airport Security Coordinator; coordinate the 10-year background check, fingerprint, and security camera programs.
- Ensure that the airport is operating in compliance with all Federal, State and local laws, by-laws, regulations and directives; coordinate and cooperate with Federal, State and local officials and liaison between such authorities, the Airport Manager and the Commission.
- Participate with Airport Manager in determining short- and long-range planning efforts; submit annual goals and objectives to the Airport Manager and Commission.
- In conjunction with the Airport Manager, prepare the Airport

budget to include Capital improvement Plans and Service Priority Packages.

- Provide or arrange for training and instruction of airport workforce; evaluate the performance of subordinates; assist in settling union grievances; issue oral and written reprimands; recommend step increases; provide input into the selection of new employees; ensure that employees are following proper safety procedures.
- Determine the safety of the airfield and surface conditions, and order the closing of runway(s) and/or the airport, in the absence of, or in conjunction with, the Airport Manager; coordinate with appropriate representatives from the Airport's ATCT, the FAA, the Mass DOT Aeronautics Division and other agencies as necessary.
- Plan and oversee the Airport's purchasing program; prepare bid documents for airport materials, services, and specialized equipment; evaluate bids and make recommendations to the Airport Manager; handle inquiries and complaints from customers and tenants on airport-related matters; administer the aircraft fueling policy and develop an auditing program to track actual fuel received and total dispensed.
- Perform similar or related work as required or as the situation dictates.
- 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.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Bachelor's Degree in Aviation Management, or related field.
- At least five years of experience in airport operations, more than three of which were in a management or supervisory

capacity.

- And equivalent combination of education and experience.

#### Licensing/Certification

- Must be able to obtain Mass DOT Airport Manager's License in accordance with 702 CMR 5.04.
- Must possess a valid Massachusetts driver's license and good driving record.

#### **SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

#### **OTHER JOB REQUIREMENTS**

- Must be able to pass FAA background security check as a result of working with highly sensitive areas.

#### **SUPERVISORY RESPONSIBILITIES**

- Responsible for the direct supervision of maintenance and operations staff on a daily basis. Position will oversee all airport staff in the absence of the Airport Manager. Incumbent will directly assist all outside agencies and oversee matters of compliance with regard to all safety, security and environmental regulations.
- Provides input to the New Bedford Regional Airport Commission with regard to the hiring, firing, discipline and evaluation of personnel.
- Works under the administrative direction of the Airport Manager. Exhibits the ability to provide professional and fair judgment, and takes the initiative to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of all departmental operations; work involves both standard and nonstandard practices and techniques. Incumbent refers more difficult problems to the Airport Manager for clarification or interpretation of policy.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The position is generally sedentary. Employees sit most of the

time, but may walk or stand for brief periods with frequent tours of the airport. Occasional physical effort demanded in performing duties under varying and occasionally severe weather conditions and irregular hours. Frequent bending, standing and lifting. The City of New Bedford, MA is an Equal Opportunity Employer.

## **Domestic Violence Advocate – City of New Bedford**

### **CITY OF NEW BEDFORD**

#### **POLICE DEPARTMENT**

#### **DOMESTIC VIOLENCE ADVOCATE – NIGHTS \$11.00hr (Variable Time)**

Provides assistance to Police Department personnel and victims of domestic violence.

Assists police with data collection/direct services and support for victims of domestic violence. Follow-up duties include: restraining orders, medical attention, shelters, and referrals as needed. Works with other agencies and community groups involved with domestic violence. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System.

Must have High School Diploma or GED equivalent; experience working with victims of domestic violence; or any combination of education and experience. Excellent interpersonal skills; ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource Coordinator. Must be computer literate. Bilingual preferred.

Possession of a valid Massachusetts driver's license and motor vehicle.

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

**New Bedford has a residency requirement.**

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

**PAY: \$13.39hr – \$19.12hr**

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

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

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

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

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

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

Attends re-certification classes in order to maintain certification.

Applicants must possess current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6). Must have a valid Massachusetts

driver's license and good driving record.

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

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

New Bedford has a residency requirement.

### **Emergency Telecommunications Dispatcher – City of New Bedford**

**POSITION: EMERGENCY TELECOMMUNICATIONS DISPATCHER (Per Diem)**

**LEVEL: GRADE 8 \$14.26/hr – \$20.79/hr**

**DEPARTMENT: POLICE**

**FUNCTION:** Perform the duties of Emergency Telecommunications Dispatcher and its related work as assigned by the Chief.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Receives and processes calls for assistance from various sources. Establishes effective communication with the person(s) requesting assistance using the appropriate hardware identifying necessary information for dispatching an effective emergency response.

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

Displays a calm, articulate, polite and concise manner when



broadcasting. Refrains from the use of an angry or impatient tone of voice while broadcasting. Alerts personnel responding to hazardous calls with information relating to the nature of the call, as will enable them to take suitable precautions, and shall so advise personnel when such information is not available and keeps them informed as other information is made available.

Promptly acknowledges all radio messages and takes appropriate action. Acquires thorough knowledge of the location and layout of streets, building, parks, housing projects and significant areas of the community to maximize time, accuracy and speed of dispatches. Conducts all radio operations in accordance with Federal Communications Commission (FCC) procedures and requirements.

Be especially alert to the signals received on electric protection alarm devices in the communications console area and initiates necessary action thereon.

Remains at the communications desk at all times while on duty unless relieved by an authorized individual and does not allow anyone to use the communications equipment unless authorized by a competent authority. Thoroughly familiar with and activates all emergency procedures relating to holdups, alarms, fires, medical aid or other matters requiring urgent attention.

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

Makes all appropriate entries, deletions and inquiries into the computer system. Conducts wanted checks on all department

and computer files to include Q1 and WMS (Warrant Management System) systems upon request by any authorized person or agency .Records all police and private tows in the tows file.

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

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws. Performs such other related duties as may be assigned by appropriate authority. Knowledgeable and complies with all policies and procedures pertaining to the duties of the dispatch center. Maintains records of all incoming calls and dispatches through CAD (Computer Aided Dispatching). Maintains various logs, reports and audio tape recorder.

Responsible for keeping all certifications up to date. (911; APCO (Association of Public Safety Communications Officials); EMD (Emergency Medical Dispatching); LEAPS (Law Enforcement Agencies Processing Systems)).

**MINIMUM QUALIFICATIONS AND ENTRANCE REQUIREMENTS:** High school graduate or equivalent. Ability to speak clearly and distinctly in English with basic verbal and written

communications skills. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. **Ability to accurately pass a standardized typing test, scoring no less than a minimum rate of 30 words per minute.** Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must have the ability to learn city street locations and read maps. Ability to understand complex and written instructions and procedures. **Must pass an in-depth police background check.** The ability to sit during prolonged periods of inactivity interrupted by periods of intense activity. Ability to maintain one's composure and to act calmly and decisively under pressure of emergency situations. Ability to maintain records neatly and accurately. Ability to handle highly confidential and sensitive information with discretion and good judgment.

**EXPERIENCE:** One to three years experience in general office procedures, dealing with the public, computer knowledge and public safety preferred.

**INDEPENDENT ACTION:** Function independently within broad scope of established procedures; generally refer specific problems to supervisor only where clarification of procedures may be required.

**TOOLS & EQUIPMENT USED:** Personal computer, telephone, copy and fax machines, radio.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

Work is performed mostly in office settings; subject to normal temperature variations and office noise; frequent interruptions to assist customers in the office or on the phone, spends extended periods at computer, on telephone or operating other office machines requiring eye-hand coordination and finger dexterity, regular lifting and carrying of files, documents, records, etc. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

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.

### **Director of Purchasing – City of New Bedford**

**PAY: \$75,493 – \$94,373**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals

within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.

Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility, including repairs and maintenance. Furnishes advice and guidance to department heads and/or city officials relative to assurance and structure of subcontracts to ensure that City's interests are properly protected; ensures incorporation of subcontract clauses in orders and documentation of files. Performs related work as required and assigned.

Associate's Degree in a related discipline to municipal purchasing. At least five years of experience in relation to municipal or government purchasing, or a related field. Any equivalent combination of education and experience. Massachusetts Certified Public Purchasing Official Program certificate required. Possession of a valid Massachusetts driver's license and good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

CITY OF NEW BEDFORD

CITY PLANNER \$66,722 – \$81,388

DEPARTMENT OF PLANNING, HOUSING AND COMMUNITY DEVELOPMENT

Serves as a lead planning professional performing a variety of supervisory, administrative, technical and professional tasks in the initiation, oversight and execution of future short-

and long-range City planning initiatives. Manages and supervises city planning operations and staff so as to achieve goals and performance objectives within available resources in a manner consistent with city code and state laws including the Zoning Act and Subdivision Regulations. Prepares Planning Division annual budget for the Director of Planning, Housing & Community Development and administers budget as adopted. Oversees the review process and provide recommendations as appropriate for small and large scale development within the city including subdivisions, site plan review, special permit applications, comprehensive permits, and other formal and informal processes needed to assess and analyze proposals including evaluating such proposals for conformity to established plans and ordinances and evaluating proposals' development impact as they relate to the adopted plans of the city. Prepares a variety of formal and informal studies, reports and related information for decision-making purposes. Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects. Negotiates, coordinates and manages planning consultant contracts.

Master's degree in planning, public policy or related field desirable. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, or a closely related field required. Five years of progressively responsible experience in urban and/or land use planning. Municipal experience preferred, or any equivalent combination of education and experience. AICP Certification is preferred, or the ability to obtain certification within one year. Possession of a valid Massachusetts driver's license and good driving record.

For job description/application, please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Department at 508-979-1444. New Bedford has a residency requirement. EE0

## **Fuel Truck Driver – Brodeur & Sons, Inc.**

Brodeur & Sons, Inc., is currently seeking a fuel truck driver with a CDL/Hazmat license.

If you are a hard worker with dedication to superior customer service. Please email our office at [phbrodeur@aol.com](mailto:phbrodeur@aol.com), to arrange an interview, please include current contact information, you may also stop by our office at 525 Church Street, New Bedford

We are a family owned and operated company started in 1929.

### **JOB DESCRIPTION:**

- Deliver heating fuel to customer
- Completing all necessary paperwork
- Ability to work Monday through Friday

### **THE QUALIFICATIONS:**

- You enjoy working with people
- You have excellent communication skills
- You have a valid driver's license with no DUI convictions or license suspensions within 5 years
- Are able to pass a drug test
- OSHA 10 is a plus

### **THE BENEFITS:**

- Pension Plan with company match
- Disability insurance
- Paid holidays and vacations
- Uniforms
- Year-round work
- Health Insurance



### **Diesel Engine Repairman – City of New Bedford**

**PAY: \$15.42hr – \$23.00hr**

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



Ability to write detailed reports and estimate repair costs.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license. Possession of Class B CDL or the ability to obtain one within six months of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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



**Arborist – City of New Bedford (New Bedford)**

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant;

plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs...Want to apply? Full details and application process: **HERE**.

### **Maintenance Person – City of New Bedford**

**PAY: \$13.39 – \$19.12**

#### **FACILITIES AND FLEET MAINTENANCE**

Performs complex maintenance of City buildings and property and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

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

## **Parking Supervisor – City of New Bedford**

**PAY: \$14.31-\$17.88/hr**

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

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

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

## **Director of Public Health – City of New Bedford**

**CITY OF NEW BEDFORD**

**DIRECTOR OF PUBLIC HEALTH \$85,624 – \$107,038**

**HEALTH DEPARTMENT**

Leads a wide range of public health mandates and manages Department staff, grants and contracts. Provides programmatic leadership and strategic planning, fiscal accountability, personnel management, health services, and public service.

Builds and sustains regional partnerships, programs, and capacity. Provides grants, contracts, and health insurance billing. Develops plans, policies, and programs to address the community's public health needs, and establishes goals and objectives to be achieved through systematic courses of action that focus on these needs and equitable distribution of resources.

Enforces all State public health laws, local ordinances, and rules and regulations of the New Bedford Board of Health. Implements all State mandated programs and services and responds to complaints and meets other high priority service requirements. Evaluates existing programs and services, and provides quality assurance, in accordance with applicable professional and regulatory standards, to ensure that programs are consistent with the department's plans and policies; prepare and manage the annual budget.

Makes recommendations to the Board of Health on matters that pertain to public health and assists the Board in the development of public health policies. Develops and administers grant-funded programs, manages community-wide vaccine distribution programs and investigates the occurrence of adverse health effects and hazards in the community by ensuring that timely investigations are conducted. Drafts and issues reports on health issues and maintains public health records in accordance with State law. Informs and educates the public on public health issues of concern in the community, promoting awareness about public health services, availability, and health education initiatives. Manages resources and develops an organizational structure to maximize the operational functions of the Health Department. Advocates for public health and build constituencies and identify resources within the community by generating supportive and collaborative relationships with public and private agencies and neighborhood groups for effective planning, implementation, and management of public health activities.

Master's Degree in public health, health administration, or a related field. At least seven years of experience in public health administration or environmental health or any equivalent combination of education and experience. Criminal Offender Record Investigation (CORI) background check mandatory.

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

### **Commissioner of Public Infrastructure – City of New Bedford**

**PAY: \$98,031 – \$122,548**

Oversees department operations and manages staff. Adopts rules and regulations for use of the City's wastewater collection system, and water distribution and treatment systems.

Bachelor's Degree in Civil Engineering or a related discipline. At least ten years of Civil Engineering, Water or Wastewater work experience or experience in a related field. Any equivalent combination of education and experience may be substituted.

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

New Bedford has a residency requirement.

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

**PAY: \$23.00hr**

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

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

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

Adheres to specific weekly schedule of responsibilities including chemical and preventative maintenance; assume responsibility of handling chemicals in a safe and efficient manner.

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

Must assume responsibility for plant operations when on duty.

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

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

## **Local Building Inspector – City of New Bedford**

**PAY: \$16.89hr – \$25.86hr**

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

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

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

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

## **Maintenance Person – City of New Bedford**

**PAY: \$13.39 – \$19.12**

### **FACILITIES AND FLEET MAINTENANCE**

Performs complex maintenance of City buildings and property and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

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



## **Child & Family Services – Emergency Services Clinical Therapist**

*Full-time, Part-time*

We are looking for Masters level full-time, part-time or per diem employees for our Emergency Service Program . Emergency Services is an exciting and challenging program. These are great positions for recent Masters level graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st, 2nd Shift and 3rd shifts; Per diem shifts (weekends preferred)

### **Qualifications**

- \* Masters degree in social work, psychology or related field
- \* Must be licensed or license eligible
- \* Experience with computers, specifically electronic health records systems
- \* Ability to work a flexible schedule including weekends

Full description and how to apply [here](#).

## **City of New Bedford is hiring for a Watchperson**

### **LIBRARY WATCHPERSON**

**PAY: \$13.44-\$16.61**

Provides security services on library premises in collaboration with library staff and the New Bedford Police Department. Patrols the interior and exterior public areas of the library to maintain orderly atmosphere conducive to a pleasant library experience. Responds to staff calls for assistance and initiates calls for assistance to the New Bedford Police and Fire Departments as needed. Understands and enforces library policies and procedures fairly, consistently and appropriately.

Treats all library customers with courtesy and respect and

shows sensitivity to customers with special needs or problems. Documents incidents and submits reports as needed. Assists in emergency situations. Surveys facility for problems of security and hazardous conditions and reports them to the Library Director. Monitors and reviews video surveillance system as needed. Performs other duties as assigned.

High school diploma or GED equivalent required. Undergraduate coursework in criminal justice strongly preferred. Minimum of two years experience in security, public safety or law enforcement with significant public contact strongly preferred. Must have a positive customer service attitude, professional demeanor and the ability to be friendly, courteous and tactful with a diverse population. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

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### **Animal Control Officer – City of New Bedford**

**PAY:** \$16.89hr – \$25.86hr

#### **POLICE DEPARTMENT**

Investigate reported animal bites. Respond to calls concerning unleashed/unlicensed animals, dead animals, nuisance complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140.

Assess injured animals. Provide emergency care and transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

The availability of the Animal Control Officer is 24 hours a day to include emergencies, nights, weekends and holidays. Must possess a telephone.

High school graduate or GED equivalent; five years' paid experience working with animals or related field preferred; or any equivalent combination of education and experience.

Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Portuguese/Spanish speaking preferred.

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

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

**New Bedford has a residency requirement.**

### **Police Cadet – City of New Bedford**

**PAY:** \$11.00hr-\$13.09hr

Assists Police Officers with administrative duties.

Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes, and performs similar duties of an administrative rather than an enforcement types.

Shall not carry arms, nor shall he/she have any power of

arrest other than that of an ordinary citizen.

Must be a New Bedford resident for the duration of employment. Cadet must be (eighteen) 18 years old. Employment is terminated on the Cadet's 25th birthday.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record.

Must be willing to work nights, weekends and holidays.

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

**New Bedford has a residency requirement.**

#### **Program Monitor – Andrea McCoy Rec Center**

CITY OF NEW BEDFORD

PROGRAM MONITOR \$9.00/hr STARTING SALARY

ANDREA MCCOY RECREATION CENTER

PARKS, RECREATION & BEACHES

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

Ensures a safe, productive and caring environment for children and staff. Develops programming for children with the PRB staff. Provides guidance to recreational aides, volunteers, and participants in conducting recreation activities; and assists professional staff in planning and conducting recreation activities and events, in addition to providing customer service to the community. Supervises daily activities such as physical fitness, arts and crafts, and more.

Responsible for providing a safe place for kids to learn and have fun. Performs data entry and other clerical functions as directed.

Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

This position is of a seasonal nature. It is not entitled to benefits.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. New Bedford has a residency requirement. EEO

### **Laborer – Town of Dartmouth**

laborer\_ext\_april\_2017

### **Fleet Maintenance Supervisor (Dartmouth, MA)**

fleet\_maint\_supervisor\_7\_2017



### **Project Coordinator (Engineering Division) – City of New**

### **Bedford (New Bedford)**

Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling... Want to apply? Full details and application process: **HERE**.

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

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## **HELP WANTED: City of New Bedford is hiring for an Electrician position**

**PAY: \$17.80/hr – \$24.91/hr**

Performs skilled electrical work. Installs, repairs, replaces, upgrades, tests and maintains electrical equipment and wiring in City-owned, leased or occupied buildings or properties. This may include power, lighting, traffic control systems, fire alarm systems. Troubleshoots grounded, shorted and open circuits. Inspects tests and approves new and existing municipally connected systems.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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## **The South Coast Hot Jobs List – December 10, 2017**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 10, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Licensed Practical Nurse – Kennedy – Donovan Center, Inc.**

#### **Description:**

Assist in the direct care and support of individuals with Acquired Brain Injury and complex medical needs in a group setting

#### **Responsibilities:**

- Participate as member of multi-disciplinary team in ensuring and promoting optimal health and safety for all individuals

- Assess and record overall health status of individuals
- Provide medical follow up upon direction of individuals' physicians
- Assist in development of individual health plans, medical summaries and maintain updated medical records
- Participate in staff, team meetings, group and individual supervision
- Assist in maintenance of documentation relating to individuals
- Administer first aid as needed

#### **Qualifications:**

- MA Licensure as Practical Nurse
- Graduate of accredited school of nursing
- Valid driver's license and ability to pass a driver's record check
- Experience with individuals with Acquired Brain Injury preferred
- Demonstrated ability to effectively participate in multi-disciplinary team based approach
- Excellent organizational, interpersonal and communication skills
- Able to meet required competency level in Microsoft Office Software

KDC offers a motivating, team-orientated atmosphere, a competitive salary, and comprehensive benefits package including Health, Dental, FSA, and Company paid Life and Long Term Disability Insurance. Additional benefits available to employees are Voluntary Short Term Disability Insurance, Tuition Remission and a 403(b) Retirement Savings Plan.

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

#### **Crew member – McDonald's (County Street)**

#### **DESCRIPTION:**



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

### **REQUIREMENTS:**

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

As a Crew Person, you may be responsible for:

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

### **ADDITIONAL INFO:**

This job posting is for a position in a restaurant owned and operated by an independent franchisee, not McDonald's Corporation or McDonald's USA, LLC. This means the independent franchisee, and not McDonald's Corporation or McDonald's USA, LLC, is alone responsible for all employment related matters in the restaurant including, among other things, setting any requirements for this job and all decisions concerning hiring, firing, discipline, supervisions, staffing and scheduling. McDonald's Corporation or McDonald's USA, LLC will not receive a copy of any application you submit for this job posting and will have no control over whether you receive an interview and/or are ultimately hired, does not control and is not responsible for the employment policies and practices of independent franchisees, and does not employ independent franchisees' employees. If you are hired for this job posting,

the independent franchisee, and not McDonald's Corporation or McDonald's USA, LLC, will be your employer.

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

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

## **Mobile Building Engineer (HVAC) – CBRE**

### **JOB SUMMARY:**

Utilizes advanced skills to perform complex preventive maintenance and corrective repair of buildings, industrial systems, vehicles, equipment and grounds. Working under limited supervision, monitors building system operations and performance. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety.
- Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.
- Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, snow removal, remodeling, HVAC, plumbers, and cleaning.
- Performs assigned repairs, emergency and preventive maintenance. Completes maintenance and repair records as required.
- Reviews assigned work orders. Estimates time and materials

needed to complete repair. Orders necessary materials and supplies to complete all tasks.

- Maintains an energy management program to ensure measures are taken to operate all systems in the most efficient manner to keep operating costs at a minimum.
- Maintains the building lighting system, including element and ballast repairs or replacements.
- Performs welding, carpentry, furniture assembly and locksmith tasks as needed.
- Responds quickly to emergency situations, summoning additional assistance as needed.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

No formal supervisory responsibilities in this position. May provide informal assistance such as technical guidance and/or training to coworkers. May coordinate work and assign tasks. At CBRE, you are empowered to take your career path into your own hands. Enjoy workplace flexibility in a global organization with tremendous scale. Work in an inclusive and collaborative environment with supportive teammates. Come experience the employee advantage at CBRE.

### **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.

### **EDUCATION and EXPERIENCE:**

High school diploma or general education degree (GED) and a minimum of four years of related experience and/or trade school training.

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

## **Complex Care Manager – BMC HealthNet Plan**

### **About the Program:**

It's a new day in healthcare. We are proud to participate in Massachusetts' reform of the state's Medicaid program, MassHealth, and have partnered with hospitals, health systems, and community health centers across the state to form Accountable Care Organizations (ACOs). This will give those communities facing tough health and socioeconomic challenges a new way to access the care they need. To learn more about our program, visit us at [jointtheadventure.bmchp.org](http://jointtheadventure.bmchp.org).

### **Position Summary:**

There's nothing ordinary about our Complex Care Manager role after all, complex is in the job title. We thrive on finding solutions for the most difficult health challenges that occur in our communities; conditions that unfortunately affect too many of us, from substance use disorder to mental illness. What sets us apart is our commitment to going above and beyond entering into the homes of people and working with them to improve their quality of life.

It's truly a team effort working with community partners, caregivers, social service agencies and others to develop a comprehensive approach for clinical and non-clinical support. We recognize this is a big undertaking, but we understand there's a huge reward in improving patient satisfaction, decreasing medical costs and so much more.

Now is the time to change the way communities that we serve access healthcare. If you won't rest until you see results and believe that anything is possible, we're the place for you.

Clinicians in this position will work in one of 3 programs: Primary Care-based Complex Care Management, Readmissions Care Team, or ED-based Complex Care Management. Clinicians will work at a designated site of care and, depending upon the program he/she is a part of, will work in either a Primary Care Practice (PCP), Emergency Department (ED), or Inpatient

(IP) setting.

### **Sample of Key Responsibilities:**

- \* Identify and recruit appropriate patients for care management from lists and referrals, in collaboration with supervisors and local clinical site leaders
- \* Ability to execute core care management duties:
- \* Comprehensive assessment: bio-psycho-social-spiritual
- \* Collaboration with patient and care team to develop patient-centered care plan
- \* Focus on chronic disease management, social determinants, transitions of care and advanced care planning
- \* Implementation of care plan
- \* Collaboration with community partners, such as VNA agencies, caregiver programs, DME providers and social service agencies
- \* Assessment of goal completion, with transition of patient to inactive or graduated status as appropriate.
- \* Uses reflective, empathetic language and open-ended questions to understand what the patient truly wants for him/herself beyond being healthy and staying out of the hospital
- \* Meet the patient where he/she is; observe the patient without intervention or judgment
- \* Has knowledge of common chronic medical conditions presented in the population served and is able to:
- \* Educate the patient on their medication conditions and medications, and build their self-management skills

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

### **Crew – AMC Theatres (Dartmouth)**

#### **Job Summary:**

- \* Deliver superior service while connecting with our guests and supporting efforts to achieve AMC's financial goals.

#### **Opening Statement:**

AMC amazing. That's the promise we deliver to nearly 20,000 AMC associates and 200 million guests each year. We focus on delivering friendly, superior service to our guests. We lead by example, giving back to the communities we live and work in while having fun. If you feel motivated and energized by this company culture, and if you can name your five favorite movies in the next 30 seconds, then AMC may be the right place for you.

#### Minimum Job Requirements

#### **Requirements to be performed, with or without reasonable accommodation:**

- Standing, walking, lifting, twisting, and bending on a frequent basis.
- Ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster or trash compactor).

#### **ESSENTIAL FUNCTIONS:**

All associates may be considered for cross-training; some may be assigned duties in one or more areas at management discretion.

#### **General responsibilities for all positions include, but are not limited to:**

- Exhibit excellent guest service skills.
- Present a calm demeanor that deters others from engaging in disruptive conduct, while encouraging a positive interaction with guests.
- Answer guest questions courteously and accurately or quickly direct them to the appropriate resource.
- Work effectively with supervisors and co-workers.
- Demonstrate consistent and effective sales techniques.
- Meet sales expectations through loyalty card sales, suggestive selling, upselling, merchandising, and sampling.
- Complete transactions by greeting each guest, identifying the guest's request, operating point-of-sale terminals, making change accurately, completing loyalty transactions, and

thanking guests.

- Ensure the security of all cash, receipts and tickets.
- Enforce the movie ratings system courteously and effectively. Uphold “zero tolerance” policy in regards to ID checking.
- Distribute, ensure proper working order of, and understand how to operate Assisted Moviegoing Equipment.
- Clean and maintain the exterior and interior areas of the theatre including auditoriums, restrooms, lobbies, concession areas, and box office areas.
- Control access to the theatre.

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

### **KFC Team Member**

2135 Acushnet Avenue  
New Bedford, MA

### **DESCRIPTION:**

This job posting is for a position in a restaurant that is independently owned and operated by a franchisee. This means your application will be reviewed by the franchisee who will make any hiring decisions. If hired, the franchisee will be your employer and is alone responsible for any employment related matters.

At KFC, we feed the world. But we do more than fill people up. We fulfill their life. Our meals matter, and when we serve them with southern hospitality, we make our customer's day. So our jobs are more than a paycheck – they're about being independent, having fun, and making new friends.

As a Team Member, you could be the smiling face that greets and serves customers. Or you could be the cook that prepares our world famous chicken (and tell your friends you know the “secret” – just kiddin'). Whatever job you do, you know what you do matters – to your team and to your customers.

## **REQUIREMENTS:**

The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go:

- You're a fun and friendly person who values customers and takes absolute pride in everything you do.
- You like talking – a lot – even to strangers (despite what your Mom told you). This is important, because you're not able to text message customers.
- You've got attitude – the right kind of course – and understand the need to be on time, all the time. With loads of energy, you understand that work is easier – and more fun – working as a team.
- And you're at least 16 years old.

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

## **Restaurant Team Member – Chipotle Mexican Grill**

### **Description**

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

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

- Tuition assistance (up to \$5,250 a year)
- Free food (yes, really FREE)
- Medical, dental, and vision insurance (for everyone)
- Paid breaks
- Paid time off
- Holiday closures
- Full time and part time opportunities
- Opportunities for advancement (80% of managers started as crew)



- Customized college degree programs that can be completed in as little as 18 months, for as low as \$250 a year\*
- Competitive compensation, including stock and company car allowance for our highest-performing managers (Restaurateurs)

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

- Someone with a friendly, enthusiastic attitude
- Someone that loves to help and serve others (both customers and team members)
- Someone ready to learn how to cook (a lot)

We prepare real food by hand every day in our restaurants. No freezers, microwaves or can openers to be found.

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

### **Mobile Engineer – Jones Lang Lasalle**

#### **Job Description:**

- \* Operates, inspects, and maintains all HVAC, mechanical, electrical, plumbing, and production equipment and systems in assigned facilities to obtain most efficient operating results and life expectancy.
- \* Assures that equipment is being maintained in an energy efficient, safe manner and down time is reduced to a minimum by anticipation of necessary repairs keeping records of past operating experiences.
- \* Performs inspections and repairs to assigned property interior and exterior areas, including walls and flooring, installed fixtures, roofing systems, lighting, etc.
- \* Strong focus on operating, maintaining, troubleshooting and repairing facility equipment on all systems.
- \* Individuals are expected to demonstrate technical expertise in one craft area (Electrical, HVAC, Piping/Plumbing, Central Utility Plant Operations, Material Handling Equipment) and be multi-skilled in others in order to successfully complete daily/weekly work assignments.

**ESSENTIAL FUNCTIONS:**

- \* Performance of ongoing preventive and repair response work orders on facility mechanical, electrical and other installed systems, equipment, and other components.
- \* Maintain, operate, and repair all HVAC systems and associated equipment, electrical distribution equipment, plumbing systems, building interior/exterior repair, and related grounds, and production equipment as it pertains to assigned buildings.
- \* Study and become familiar with the various items of equipment, and the methods required to use them properly, that are required in everyday activities. This to include building automation systems, fire / life safety systems, and any other building related equipment.
- \* Perform assigned facility inspections and due diligence efforts, reporting on as found conditions impacting satisfactory client occupancy and operations.

**SAFETY:**

- \* Complete Hazard Assessments as necessary
- \* Comply with all safety procedures, maintaining good housekeeping and safety of work areas. Recognize danger and safety hazards and propose methods to eliminate them.
- \* Maintain compliance to State, County, or City Ordinances, Codes, or Laws.
- \* Must complete all required safety trainings as scheduled
- \* Practice Defensive Driving at all times

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

**Site Coordinator – Playworks****Description:**

In the role of Site Coordinator, you provide on-site consultation by teaming up with elementary school staff who support recess. You work directly with a designated school

recess team to model and teach the strategies, games, and systems to develop and sustain a positive recess culture. In partnership with the school, Site Coordinators create opportunities where students and school staff are active, learn leadership skills and conflict resolutions tools, and practice respectful and inclusive behavior.

**Required Skills & Experience:**

- Extensive knowledge of youth development principles and practices, especially relating to social and emotional learning, play and inclusion
- At least 2 years of experience working directly with small and large groups of children
- Experience working collaboratively with adults
- Strong written and oral communication and presentation skills
- Experience establishing and maintaining professional relationships with external clients and excellent interpersonal communication skills.
- Experience facilitating trainings for adults.
- Experience interacting with diverse communities and ability to integrate into school community.
- Knowledge of computer and internet based programs especially Microsoft Office (Word, Excel and PowerPoint) and GoogleDrive.

**Compensation & Benefits:**

- Playworks offers the full package – great benefits, a fun place to work and an opportunity to grow professionally.
- Competitive nonprofit hourly wage. This is a full-time, non-exempt position.
- A comprehensive benefits package, including medical, dental, vision, disability, 401(k) with employer match, life insurance, employee funded pre-tax health and child care spending accounts.
- Generous paid time off with paid vacation, sick and holiday leave.

**How to Apply:** for more information call 617-708-1734.

## **Legal Secretary – Dussault & Zatir, P.C.**

We are seeking a full time legal secretary for our busy New Bedford office. Must be energetic, well organized multi-tasker experience in personal injury and litigation preferred.

Excellent benefits package including health, dental, short term disability and life insurance as well as 401(k) and Profit Sharing.

Job Type: Full-time

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

## **Lawn Care Worker – Tim's Lawn Care (Westport)**

Job Type: Full-time

Salary: \$11.00 to \$15.00 /hour

### **Job Summary:**

Westport Landscape Company needing Full Time – hard working individual for fall clean ups. Driver's license and work references required. This job requires writing skills for documentation, and verbal communication skills to communicate about jobs as well. Compensation based on experience, knowledge, and motivation; in the range of \$11-\$15/hour to start. We offer Health Insurance, paid Holidays, Vacation time, and advancement opportunities. Please call our office and leave your name and phone number and we will call to do a phone interview. Please have details of your prior work history including phone numbers for references available. 508-636-3157.

### **Qualifications and Skills:**

Driver's License Required

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

## **Barry's Fine Wine & Spirits – Multiple Positions**

### **1. Assistant Manager Retail Liquor Store**

Must be experienced in the following areas:

- Retail Management
- Customer Service
- Overseeing cashiers work performance
- Loss Control Prevention

### **2. Stock Person**

Must be experienced in the following areas:

- Retail experience in inventory control & rotation
- Putting away merchandise from deliveries
- Pulling stock to go out to fill shelves & displays
- Responsible for cooler & stock room organization

Both positions are salary based on experience

### **3. Part-Time Cashier**

Must be experienced on cash register and lottery machine and sales.

Stop by the store to fill out an application and/or bring a resume. 573 Mill St, New Bedford.

## **Commercial Cleaners – Clean Right Cleaning Solutions**

Clean Right is currently recruiting commercial cleaners. If you have cleaning experience, we want to hear from you! Please complete the job application on our website here.

Candidates must have cleaning experience, transportation and be willing to work nights and weekends. Clean Right offers a bonus incentive program on top of hourly wage.

Clean Right Cleaning Solutions is a top choice for commercial cleaning in Massachusetts and Rhode Island. Drawing on two decades experience, Jeff Silviera and his team are committed to delivering the best commercial cleaning experience in the area.

Clean Right Cleaning Solutions commits to providing the following to its customers:

- \* Complete customer satisfaction
- \* Commitment to community
- \* Extraordinary service
- \* Environmentally consciousness
- \* Competitive Pricing

Southcoast Massachusetts Service Area: New Bedford, Fall River, Fairhaven, Marion, Mattapoisett, Dartmouth, Rochester, Wareham, Taunton, and Rhode Island.

#### **Asst. Public Access Director – City of New Bedford**

**PAY: \$41,051 – \$51,318**

Supervises programming, instruction and technical responsibilities of the Channel 95 Public Access Station. Develops and conducts TV production classes, covering studio and field production and non-linear editing, for incoming community producers. Provides production guidance and technical assistance to community producers with studio and field production, and non-linear editing. Keeps accurate inventory of NBCN-95 equipment and media (completed programs and raw footage).

Associate's Degree (Bachelor's Degree preferred) in Communications/Media and at least two years of relevant experience. Prior public access employment experience a plus. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14,

2013.

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

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

**PAY: \$15.64 – \$21.31**

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

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

### **Health Code Enforcement – City of New Bedford**

**PAY: \$15.64hr – \$21.31hr**

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

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

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

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

### **Admin Manager – City of New Bedford**

**PAY: \$52,946 – \$66,188**

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and



supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

PAY: \$46,853 – \$58,571

Supports the operations of the Planning Division by providing staff support to the Planning Board and assisting in the design and implementation of planning studies, planning research and graphic materials. Performs technical reviews and analyze applications submitted to the Planning Board for completeness and conformance with the City Code requirements. Assist in formatting, publishing, and distributing site maps that deal with existing and proposed community planning programs or site plan identification, that requires use of GIS, Google Earth, and other map-making software.

Bachelor's Degree in urban or regional planning, architecture,

urban design, geography or related discipline. Two (2) years of experience in urban planning or a related field. Provide staffing support to the City Planner and Department Head in performing comprehensive technical reviews of existing or proposed ordinances, studies, long/short term plans, analysis, assessments and other such materials as may be assigned. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

### **Carpenter – City of New Bedford**

PAY:\$14.26hr – \$20.79hr

#### **FACILITIES AND FLEET MANAGEMENT**

Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required.

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. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any

equivalent combination of education and experience.

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

## **Welder – City of New Bedford**

PAY: \$15.42hr – \$23.00hr

### **FACILITIES & FLEET MANAGEMENT**

Performs gas and/or electric welding, and related metal working duties. Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Subject to call for emergency work during any given twenty-four (24) hour period, such as any emergency that would impair the safety of the general public. High school graduate or GED equivalent preferred and two years of paid welding experience, or any equivalent combination of education and experience. Must be an experienced welder and physically fit to perform duties of the position. Possession of a valid Massachusetts driver's license and good driving record. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance

effective May 14, 2013.

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

### **Private Care RN Per Diem – Community Nurse Home Care**

*Must be flexible for varied hours over all shifts.*

#### **Requirements:**

1. Licensed to practice professional nursing in the state of MA.
2. Directly responsible to the Director of Private Care.
3. Prior work experience in home care preferred.

#### **Responsibilities:**

1. Supports the philosophy of the agency.
2. Adheres to personnel policies.
3. Contributes to the process of Agency Performance Improvement.
4. Assesses Private Care patient status upon initial home visit to identify needs in order to develop a Private Care Aide care plan.
5. Develops an individualized Private Care Aide care plan to assist with identified patient needs.
6. Assess Private Care Aide performance during supervisions in the following areas:
  - a. Performance of skills,
  - b. Appearance,
  - c. Communication with patient/family
  - d. Adherence to policies.
7. Assists with the orientation of new Home Health Aides to the Private Care Department as needed.
8. Makes Private Care Aide supervisory visits for Private Care

clients and provides feedback to Private Care Director

9. In conjunction with the Public Health Nurse, participates in health promotion activities including flu clinics, blood pressure clinics, school immunization programs and other activities.

10. Provides nursing consultation at Wellness Centers as needed. Makes recommendations to the Wellness Coordinator to promote and grow Wellness program opportunities in the community.

11. Documents in an accurate and timely manner, assisting to maintain a Private Care record for each client.

12. Promotes and builds strong community relations by supporting CNPC mission and philosophy.

To apply, please send resume with cover letter to:  
[hr@communitynurse.com](mailto:hr@communitynurse.com).





## **Airport Technician – City of New Bedford**

**PAY: \$14.26 hr – \$20.79hr**

Maintenance of Airport property and equipment to ensure the efficient and effective safety and service for all users of the Airfield and Landside Facilities. Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139 regulations. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Assists in any emergency or incident at the airport.

High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check). Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

a residency requirement. EEO

### **After-School Supervisor – City of New Bedford**

**PAY: \$15/HR**

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Supervises After School Program Site Monitors. Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

### **After-School Monitor – City of New Bedford**

**PAY: \$12/HR**

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory

by MGL Chapter 6 Sec. 172C.

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

### **Special Motor Equipment Operator – City of New Bedford**

**PAY: \$14.77hr – \$21.80hr**

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

Conducts preventive maintenance on vehicles operated. Maintains appearance of vehicles to include, but not limited to, washing and waxing of vehicles as often as necessary. Greases equipment, checks tires and tire pressure daily. Performs minor repairs on vehicles such as changing lights and wipers; performs circle check of vehicle equipment daily. Occasionally performs duties below job classification.

Must have a telephone. Subject to call for emergency work during any given twenty-four (24) hour work period, for any emergency the Commissioner feels would impair the safety of the general public, such as ice, snowstorms, rainstorms, hurricanes, etc. Required to notify Storm Control Superintendent when snow begins and immediately when black ice complaints come in.

Possession of a valid Massachusetts Class A CDL and Class 2A hoisting license issued by the Massachusetts Department of



Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the mechanical operation of any assigned equipment and at least two years' experience in the operation and maintenance of specified heavy equipment.

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

New Bedford has a residency requirement.

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

**PAY: \$12.43hr – \$17.42hr**

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.

High school graduate or GED equivalent preferred; any combination of experience and training that demonstrates the knowledge and experience to perform the work. Working knowledge of equipment, materials and supplies used in building and grounds maintenance and minor repairs; some knowledge of first aid and applicable safety precautions; skill in operation of listed tools and equipment; ability to work independently and complete daily activities according to work schedule; ability to lift heavy objects, and walk and stand for long periods of time; ability to communicate orally

and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must possess an elevator operator license from the Commonwealth of Massachusetts or have the ability to obtain one within six months of the date of employment. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

## **Customer Service Representative – U-Haul**

### **Description:**

Are you a student looking for a job that offers the flexibility your schedule needs? Are you currently working, serving in the military, or a stay at home parent looking for another job to supplement your income? If so, then a moonlighter position with U-Haul is for you!

Our moonlighter customer service representatives are talented, trained, and knowledgeable members of our team because they help us meet our customers' needs and demands by providing outstanding customer service. Our needs for moonlighter customer service representatives are significantly greater on evenings, weekends, and holidays.

As a Customer Service Representative you will perform various duties including:

- Provide outstanding service to our customers in person and on the telephone
- Prepare rental contracts and invoices for customers
- Maintain the facility and lot in a clean condition
- Clean and inspect rental equipment
- Dispense propane

**Requirements:**

Position requires a valid driver's license and a good driving record to operate a motor vehicle. Adhere to all local vehicular regulations while driving. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Interested and want to know more? Full details and how to apply: [HERE](#).

**Dispatcher/Customer Service – Cab Transportation Company (New Bedford)**

\$11.50 – \$12.00 an hour – Part-time

**RESPONSIBILITIES**

- Schedules and dispatches drivers
- Answers calls from clients and schedule services
- Maintains records, logs, and schedules of the calls received to schedule transit services, drivers dispatched, and customer cancellations or no-shows
- Prepares reports on all activities occurring during their shifts.
- Directs drivers through radio contact
- Other duties as required.

**EDUCATION, LICENSING, AND CERTIFICATIONS:**

High school diploma or equivalent, such as GED, required

**EXPERIENCE:**

- One to two years of dispatch and/or customer service experience preferred

Interested and want to know more? Full details and how to apply: [HERE](#).

### **Full-time, Part-time Administrative Assistant – NB Seafood Company**

We are looking to add an Administrative Assistant to our team. This is a fast paced office environment inside a large seafood manufacturing facility in New Bedford MA. The objective of this role is to ensure accurate and organized administrative functions, while supporting several internal departments such as Management, Sales, and Production.

#### **Essential Functions:**

- Present a professional, welcoming first contact to all customers, visitors, vendors' staff members etc. by phone, in person and e-mail.
- Coordinate incoming and outgoing mail, packages and deliveries.
- Prepare catch certificates and other documents to support the sales team.
- Accurate completion of shipping documents including invoices, bills of lading, transportation documents, etc.
- Generate invoices, completing work orders and creating purchase orders.
- General office duties including phones, filing, creating reports, data entry, etc.
- Other duties as assigned.

#### **Qualifications & Requirements:**

- Experience in an office environment required
- Experience with NetYield, Seasoft or SAP preferred
- Excellent general computer skills including MS Office, Excel

and Word programs

- Ability to complete tasks independently and show initiative while paying close attention to detail
- Ability to prioritize, multi-task and manage time in order to meet deadlines
- Excellent organizational, communication, problem solving, interpersonal and follow-up skills
- Bi-lingual is always a plus, we have a very diverse population of workers.

Interested and want to know more? Full details and how to apply: [HERE](#).

### **Pipefitter – City of New Bedford**

**PAY: \$13.78hr – \$19.91hr**

Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade.

Taps water mains 4" to 48" in size with a small tapping 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 system and collection system. Installs water meters, operates gate valves and service shutoffs.

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.

Reads water meters and checks for over and under registration when necessary. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment. May work with private contractors to help them avoid hitting utilities during construction and excavation.

Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. Must be knowledgeable in the proper use of various pipes in a sewer system. Must possess general masonry skills and have a general knowledge of low pressure systems. Ability to obtain a distribution and/or collection system certification.

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

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

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

**PAY: \$13.78 – \$19.91/hr**

Assists with processing, scheduling and collecting fees for field permits and park use requests. Responsible for payroll, data entry, customer service and related clerical support for the department. Provides assistance to internal and external customers of the department, including members of the public, staff of the City, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and

responds to questions within level of expertise and authorization while referring more complex issues to technical, professional or management staff.

Knowledge of standard office procedures, practices, forms and equipment. Ability to prepare routine to complex correspondence and reports utilizing office equipment such as computers, calculators, telephone, etc. Knowledge of office, assessment and billing procedures equivalent to graduation from high school. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C

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

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

**PAY: \$13.78 – \$19.91/hr**

Assists with processing, scheduling and collecting fees for field permits and park use requests. Responsible for payroll, data entry, customer service and related clerical support for the department. Provides assistance to internal and external customers of the department, including members of the public, staff of the City, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization while referring more complex issues to technical, professional or management staff.

Knowledge of standard office procedures, practices, forms and equipment. Ability to prepare routine to complex correspondence and reports utilizing office equipment such as computers, calculators, telephone, etc. Knowledge of office, assessment and billing procedures equivalent to graduation

from high school. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C

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

## **Airport Manager – City of New Bedford**

PAY: \$63,385 – \$79,238

### **JOB SUMMARY**

Perform highly responsible functions of a professional, administrative, and technical nature. Plan, organize, and direct the day-to-day operations and maintenance of the New Bedford Regional Airport; and perform related duties as assigned and required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Supervise the overall operational and administrative functions of the Airport including personnel, scheduling, maintenance, and repair of airport buildings, runways, taxiways, vehicles and ground maintenance; work with other City departments and provide assistance as necessary.

- Responsible for personnel management, orientation, training, scheduling and performance evaluations of all maintenance, operations and administrative staff; manages all Federal Aviation Administration (FAA) and Mass DOT Aeronautics Division airport improvement projects as well as other airport construction projects with an emphasis on safety and security implementation.

- Responsible for all vehicle and equipment repairs, purchases, and maintenance; develops and executes preventative



maintenance program, airport vegetation management program, etc.

- Maintain the Airport in a manner fit to uphold the regulations contained within FAR Part 139 including an active ACM (Airport Certification Manual), AEP (Airport Emergency Plan), snow removal, lighting, signage, NOTAMs, etc., and the implementation of all future FAA regulations and advisory circulars.

- Develop and execute a thorough ASP (Airport Security Plan) and coordinate with the required law enforcement and emergency response agencies as needed. Acts as the Alternate Airport Security Coordinator; coordinate the 10-year background check, fingerprint, and security camera programs.

- Ensure that the airport is operating in compliance with all Federal, State and local laws, by-laws, regulations and directives; coordinate and cooperate with Federal, State and local officials and liaison between such authorities, the Airport Manager and the Commission.

- Participate with Airport Manager in determining short- and long-range planning efforts; submit annual goals and objectives to the Airport Manager and Commission.

- In conjunction with the Airport Manager, prepare the Airport budget to include Capital improvement Plans and Service Priority Packages.

- Provide or arrange for training and instruction of airport workforce; evaluate the performance of subordinates; assist in settling union grievances; issue oral and written reprimands; recommend step increases; provide input into the selection of new employees; ensure that employees are following proper safety procedures.

- Determine the safety of the airfield and surface conditions, and order the closing of runway(s) and/or the airport, in the absence of, or in conjunction with, the Airport Manager; coordinate with appropriate representatives from the Airport's ATCT, the FAA, the Mass DOT Aeronautics Division and other agencies as necessary.

- Plan and oversee the Airport's purchasing program; prepare

bid documents for airport materials, services, and specialized equipment; evaluate bids and make recommendations to the Airport Manager; handle inquiries and complaints from customers and tenants on airport-related matters; administer the aircraft fueling policy and develop an auditing program to track actual fuel received and total dispensed.

- Perform similar or related work as required or as the situation dictates.

- 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.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Bachelor's Degree in Aviation Management, or related field.
- At least five years of experience in airport operations, more than three of which were in a management or supervisory capacity.
- And equivalent combination of education and experience.

### **Licensing/Certification**

- Must be able to obtain Mass DOT Airport Manager's License in accordance with 702 CMR 5.04.
- Must possess a valid Massachusetts driver's license and good driving record.

## **SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

## **OTHER JOB REQUIREMENTS**

- Must be able to pass FAA background security check as a result of working with highly sensitive areas.

## **SUPERVISORY RESPONSIBILITIES**

- Responsible for the direct supervision of maintenance and operations staff on a daily basis. Position will oversee all airport staff in the absence of the Airport Manager. Incumbent will directly assist all outside agencies and oversee matters of compliance with regard to all safety, security and environmental regulations.
- Provides input to the New Bedford Regional Airport Commission with regard to the hiring, firing, discipline and evaluation of personnel.
- Works under the administrative direction of the Airport Manager. Exhibits the ability to provide professional and fair judgment, and takes the initiative to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of all departmental operations; work involves both standard and nonstandard practices and techniques. Incumbent refers more difficult problems to the Airport Manager for clarification or interpretation of policy.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods with frequent tours of the airport. Occasional physical effort demanded in performing duties under varying and occasionally severe weather conditions and irregular hours. Frequent bending, standing and lifting. The City of New Bedford, MA is an Equal Opportunity Employer.

## **Domestic Violence Advocate – City of New Bedford**

### **CITY OF NEW BEDFORD**

### **POLICE DEPARTMENT**

### **DOMESTIC VIOLENCE ADVOCATE – NIGHTS \$11.00hr (Variable Time)**

Provides assistance to Police Department personnel and victims of domestic violence.

Assists police with data collection/direct services and

support for victims of domestic violence. Follow-up duties include: restraining orders, medical attention, shelters, and referrals as needed. Works with other agencies and community groups involved with domestic violence. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System.

Must have High School Diploma or GED equivalent; experience working with victims of domestic violence; or any combination of education and experience. Excellent interpersonal skills; ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource Coordinator. Must be computer literate. Bilingual preferred.

Possession of a valid Massachusetts driver's license and motor vehicle.

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

**New Bedford has a residency requirement.**

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

**PAY: \$13.39hr – \$19.12hr**

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

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

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

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

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

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

Attends re-certification classes in order to maintain certification.

Applicants must possess current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6). Must have a valid Massachusetts driver's license and good driving record.

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

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

New Bedford has a residency requirement.

## **Emergency Telecommunications Dispatcher – City of New Bedford**

**POSITION: EMERGENCY TELECOMMUNICATIONS DISPATCHER (Per Diem)**

**LEVEL: GRADE 8 \$14.26/hr – \$20.79/hr**

**DEPARTMENT: POLICE**

**FUNCTION:** Perform the duties of Emergency Telecommunications Dispatcher and its related work as assigned by the Chief.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Receives and processes calls for assistance from various sources. Establishes effective communication with the person(s) requesting assistance using the appropriate hardware identifying necessary information for dispatching an effective emergency response.

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

Displays a calm, articulate, polite and concise manner when broadcasting. Refrains from the use of an angry or impatient tone of voice while broadcasting. Alerts personnel responding to hazardous calls with information relating to the nature of the call, as will enable them to take suitable precautions, and shall so advise personnel when such information is not available and keeps them informed as other information is made available.

Promptly acknowledges all radio messages and takes appropriate action. Acquires thorough knowledge of the location and layout of streets, building, parks, housing projects and significant areas of the community to maximize time, accuracy and speed of dispatches. Conducts all radio operations in accordance with Federal Communications Commission (FCC) procedures and requirements.

Be especially alert to the signals received on electric

protection alarm devices in the communications console area and initiates necessary action thereon.

Remains at the communications desk at all times while on duty unless relieved by an authorized individual and does not allow anyone to use the communications equipment unless authorized by a competent authority. Thoroughly familiar with and activates all emergency procedures relating to holdups, alarms, fires, medical aid or other matters requiring urgent attention.

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

Makes all appropriate entries, deletions and inquiries into the computer system. Conducts wanted checks on all department and computer files to include Q1 and WMS (Warrant Management System) systems upon request by any authorized person or agency .Records all police and private tows in the tows file.

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

Thoroughly familiar with, and strictly adheres to, all

policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws. Performs such other related duties as may be assigned by appropriate authority. Knowledgeable and complies with all policies and procedures pertaining to the duties of the dispatch center. Maintains records of all incoming calls and dispatches through CAD (Computer Aided Dispatching). Maintains various logs, reports and audio tape recorder.

Responsible for keeping all certifications up to date. (911; APCO (Association of Public Safety Communications Officials); EMD (Emergency Medical Dispatching); LEAPS (Law Enforcement Agencies Processing Systems)).

**MINIMUM QUALIFICATIONS AND ENTRANCE REQUIREMENTS:** High school graduate or equivalent. Ability to speak clearly and distinctly in English with basic verbal and written communications skills. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. **Ability to accurately pass a standardized typing test, scoring no less than a minimum rate of 30 words per minute.** Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must have the ability to learn city street locations and read maps. Ability to understand complex and written instructions and procedures. **Must pass an in-depth police background check.** The ability to sit during prolonged periods of inactivity interrupted by periods of intense activity. Ability to maintain one's



composure and to act calmly and decisively under pressure of emergency situations. Ability to maintain records neatly and accurately. Ability to handle highly confidential and sensitive information with discretion and good judgment.

**EXPERIENCE:** One to three years experience in general office procedures, dealing with the public, computer knowledge and public safety preferred.

**INDEPENDENT ACTION:** Function independently within broad scope of established procedures; generally refer specific problems to supervisor only where clarification of procedures may be required.

**TOOLS & EQUIPMENT USED:** Personal computer, telephone, copy and fax machines, radio.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings; subject to normal temperature variations and office noise; frequent interruptions to assist customers in the office or on the phone, spends extended periods at computer, on telephone or operating other office machines requiring eye-hand coordination and finger dexterity, regular lifting and carrying of files, documents, records, etc. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-

related tests may be required.

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.

### **Director of Purchasing – City of New Bedford**

**PAY: \$75,493 – \$94,373**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.

Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility, including repairs and maintenance. Furnishes advice and guidance to department heads and/or city officials relative to assurance and structure of subcontracts to ensure that City's interests are properly protected; ensures incorporation of subcontract clauses in orders and documentation of files. Performs related work as required and assigned.

Associate's Degree in a related discipline to municipal purchasing. At least five years of experience in relation to municipal or government purchasing, or a related field. Any

equivalent combination of education and experience. Massachusetts Certified Public Purchasing Official Program certificate required. Possession of a valid Massachusetts driver's license and good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

CITY OF NEW BEDFORD

CITY PLANNER \$66,722 – \$81,388

DEPARTMENT OF PLANNING, HOUSING AND COMMUNITY DEVELOPMENT

Serves as a lead planning professional performing a variety of supervisory, administrative, technical and professional tasks in the initiation, oversight and execution of future short- and long-range City planning initiatives. Manages and supervises city planning operations and staff so as to achieve goals and performance objectives within available resources in a manner consistent with city code and state laws including the Zoning Act and Subdivision Regulations. Prepares Planning Division annual budget for the Director of Planning, Housing & Community Development and administers budget as adopted. Oversees the review process and provide recommendations as appropriate for small and large scale development within the city including subdivisions, site plan review, special permit applications, comprehensive permits, and other formal and informal processes needed to assess and analyze proposals including evaluating such proposals for conformity to established plans and ordinances and evaluating proposals' development impact as they relate to the adopted plans of the

city. Prepares a variety of formal and informal studies, reports and related information for decision-making purposes. Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects. Negotiates, coordinates and manages planning consultant contracts.

Master's degree in planning, public policy or related field desirable. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, or a closely related field required. Five years of progressively responsible experience in urban and/or land use planning. Municipal experience preferred, or any equivalent combination of education and experience. AICP Certification is preferred, or the ability to obtain certification within one year. Possession of a valid Massachusetts driver's license and good driving record.

For job description/application, please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Department at 508-979-1444. New Bedford has a residency requirement. EE0

### **Fuel Truck Driver – Brodeur & Sons, Inc.**

Brodeur & Sons, Inc., is currently seeking a fuel truck driver with a CDL/Hazmat license.

If you are a hard worker with dedication to superior customer service. Please email our office at [phbrodeur@aol.com](mailto:phbrodeur@aol.com), to arrange an interview, please include current contact information, you may also stop by our office at 525 Church Street, New Bedford

We are a family owned and operated company started in 1929.

#### **JOB DESCRIPTION:**

- Deliver heating fuel to customer

- Completing all necessary paperwork
- Ability to work Monday through Friday

#### **THE QUALIFICATIONS:**

- You enjoy working with people
- You have excellent communication skills
- You have a valid driver's license with no DUI convictions or license suspensions within 5 years
- Are able to pass a drug test
- OSHA 10 is a plus

#### **THE BENEFITS:**

- Pension Plan with company match
- Disability insurance
- Paid holidays and vacations
- Uniforms
- Year-round work
- Health Insurance



## **Diesel Engine Repairman – City of New Bedford**

**PAY: \$15.42hr – \$23.00hr**

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

Ability to write detailed reports and estimate repair costs.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license. Possession of Class B CDL or the ability to obtain one within six months of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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



### **Arborist – City of New Bedford (New Bedford)**

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant;

plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs...Want to apply? Full details and application process: **HERE**.

### **Maintenance Person – City of New Bedford**

**PAY: \$13.39 – \$19.12**

#### **FACILITIES AND FLEET MAINTENANCE**

Performs complex maintenance of City buildings and property and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

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



## **Parking Supervisor – City of New Bedford**

**PAY: \$14.31-\$17.88/hr**

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

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

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

## **Director of Public Health – City of New Bedford**

**CITY OF NEW BEDFORD**

**DIRECTOR OF PUBLIC HEALTH \$85,624 – \$107,038**

**HEALTH DEPARTMENT**

Leads a wide range of public health mandates and manages Department staff, grants and contracts. Provides programmatic leadership and strategic planning, fiscal accountability, personnel management, health services, and public service.

Builds and sustains regional partnerships, programs, and capacity. Provides grants, contracts, and health insurance billing. Develops plans, policies, and programs to address the community's public health needs, and establishes goals and objectives to be achieved through systematic courses of action that focus on these needs and equitable distribution of resources.

Enforces all State public health laws, local ordinances, and rules and regulations of the New Bedford Board of Health. Implements all State mandated programs and services and responds to complaints and meets other high priority service requirements. Evaluates existing programs and services, and provides quality assurance, in accordance with applicable professional and regulatory standards, to ensure that programs are consistent with the department's plans and policies; prepare and manage the annual budget.

Makes recommendations to the Board of Health on matters that pertain to public health and assists the Board in the development of public health policies. Develops and administers grant-funded programs, manages community-wide vaccine distribution programs and investigates the occurrence of adverse health effects and hazards in the community by ensuring that timely investigations are conducted. Drafts and issues reports on health issues and maintains public health records in accordance with State law. Informs and educates the public on public health issues of concern in the community, promoting awareness about public health services, availability, and health education initiatives. Manages resources and develops an organizational structure to maximize the operational functions of the Health Department. Advocates for public health and build constituencies and identify resources within the community by generating supportive and collaborative relationships with public and private agencies and neighborhood groups for effective planning, implementation, and management of public health activities.

Master's Degree in public health, health administration, or a related field. At least seven years of experience in public health administration or environmental health or any equivalent combination of education and experience. Criminal Offender Record Investigation (CORI) background check mandatory.

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

### **Commissioner of Public Infrastructure – City of New Bedford**

**PAY: \$98,031 – \$122,548**

Oversees department operations and manages staff. Adopts rules and regulations for use of the City's wastewater collection system, and water distribution and treatment systems.

Bachelor's Degree in Civil Engineering or a related discipline. At least ten years of Civil Engineering, Water or Wastewater work experience or experience in a related field. Any equivalent combination of education and experience may be substituted.

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

New Bedford has a residency requirement.

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

**PAY: \$23.00hr**

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

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

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

Adheres to specific weekly schedule of responsibilities including chemical and preventative maintenance; assume responsibility of handling chemicals in a safe and efficient manner.

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

Must assume responsibility for plant operations when on duty.

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

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

## **Local Building Inspector – City of New Bedford**

**PAY: \$16.89hr – \$25.86hr**

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

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

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

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

## **Maintenance Person – City of New Bedford**

**PAY: \$13.39 – \$19.12**

### **FACILITIES AND FLEET MAINTENANCE**

Performs complex maintenance of City buildings and property and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

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

## **Child & Family Services – Emergency Services Clinical Therapist**

*Full-time, Part-time*

We are looking for Masters level full-time, part-time or per diem employees for our Emergency Service Program . Emergency Services is an exciting and challenging program. These are great positions for recent Masters level graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st, 2nd Shift and 3rd shifts; Per diem shifts (weekends preferred)

### **Qualifications**

- \* Masters degree in social work, psychology or related field
- \* Must be licensed or license eligible
- \* Experience with computers, specifically electronic health records systems
- \* Ability to work a flexible schedule including weekends

Full description and how to apply [here](#).

## **City of New Bedford is hiring for a Watchperson**

### **LIBRARY WATCHPERSON**

**PAY: \$13.44-\$16.61**

Provides security services on library premises in collaboration with library staff and the New Bedford Police Department. Patrols the interior and exterior public areas of the library to maintain orderly atmosphere conducive to a pleasant library experience. Responds to staff calls for assistance and initiates calls for assistance to the New Bedford Police and Fire Departments as needed. Understands and enforces library policies and procedures fairly, consistently and appropriately.

Treats all library customers with courtesy and respect and

shows sensitivity to customers with special needs or problems. Documents incidents and submits reports as needed. Assists in emergency situations. Surveys facility for problems of security and hazardous conditions and reports them to the Library Director. Monitors and reviews video surveillance system as needed. Performs other duties as assigned.

High school diploma or GED equivalent required. Undergraduate coursework in criminal justice strongly preferred. Minimum of two years experience in security, public safety or law enforcement with significant public contact strongly preferred. Must have a positive customer service attitude, professional demeanor and the ability to be friendly, courteous and tactful with a diverse population. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

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### **Animal Control Officer – City of New Bedford**

**PAY:** \$16.89hr – \$25.86hr

#### **POLICE DEPARTMENT**

Investigate reported animal bites. Respond to calls concerning unleashed/unlicensed animals, dead animals, nuisance complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140.

Assess injured animals. Provide emergency care and transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.



Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

The availability of the Animal Control Officer is 24 hours a day to include emergencies, nights, weekends and holidays. Must possess a telephone.

High school graduate or GED equivalent; five years' paid experience working with animals or related field preferred; or any equivalent combination of education and experience.

Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Portuguese/Spanish speaking preferred.

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

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

**New Bedford has a residency requirement.**

### **Police Cadet – City of New Bedford**

**PAY:** \$11.00hr-\$13.09hr

Assists Police Officers with administrative duties.

Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes, and performs similar duties of an administrative rather than an enforcement types.

Shall not carry arms, nor shall he/she have any power of

arrest other than that of an ordinary citizen.

Must be a New Bedford resident for the duration of employment. Cadet must be (eighteen) 18 years old. Employment is terminated on the Cadet's 25th birthday.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record.

Must be willing to work nights, weekends and holidays.

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

**New Bedford has a residency requirement.**

#### **Program Monitor – Andrea McCoy Rec Center**

CITY OF NEW BEDFORD

PROGRAM MONITOR \$9.00/hr STARTING SALARY

ANDREA MCCOY RECREATION CENTER

PARKS, RECREATION & BEACHES

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

Ensures a safe, productive and caring environment for children and staff. Develops programming for children with the PRB staff. Provides guidance to recreational aides, volunteers, and participants in conducting recreation activities; and assists professional staff in planning and conducting recreation activities and events, in addition to providing customer service to the community. Supervises daily activities such as physical fitness, arts and crafts, and more.

Responsible for providing a safe place for kids to learn and have fun. Performs data entry and other clerical functions as directed.

Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

This position is of a seasonal nature. It is not entitled to benefits.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. New Bedford has a residency requirement. EEO

### **Laborer – Town of Dartmouth**

laborer\_ext\_april\_2017

### **Fleet Maintenance Supervisor (Dartmouth, MA)**

fleet\_maint\_supervisor\_7\_2017



### **Project Coordinator (Engineering Division) – City of New**

### **Bedford (New Bedford)**

Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling... Want to apply? Full details and application process: **HERE**.

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

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## **HIRED: City of New Bedford is hiring for an Asst. Public Access Director position**

**PAY: \$41,051 – \$51,318**

Supervises programming, instruction and technical responsibilities of the Channel 95 Public Access Station. Develops and conducts TV production classes, covering studio and field production and non-linear editing, for incoming community producers. Provides production guidance and technical assistance to community producers with studio and field production, and non-linear editing. Keeps accurate inventory of NBCN-95 equipment and media (completed programs

and raw footage).

Associate's Degree (Bachelor's Degree preferred) in Communications/Media and at least two years of relevant experience. Prior public access employment experience a plus. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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## **HELP WANTED: City of New Bedford is seeking to fill Senior Account Clerk position**

**PAY: \$15.64 – \$21.31**

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

procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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## **HELP WANTED: City of New Bedford is hiring for a Parking Supervisor position**

**PAY: \$14.67 – \$18.33/hr**

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

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific

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

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

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## **HELP WANTED: City of New Bedford is hiring for a Health Code Enforcement position**

**PAY: \$15.64hr – \$21.31hr**

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

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

regulations. When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

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

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