

CLOSED: City of New Bedford is seeking to fill Admin Manager position

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

THIS JOB POSITION HAS BEEN FILLED.

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 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

The South Coast Hot Jobs List

– December 03, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 03, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Kitchen Staff – DNB Burgers

\$11 – \$14 an hour – Full-time, Part-time

Job Summary:

dNB Burgers is in search of dishwashers, line cooks, and prep cooks to join our award winning team. We are a from scratch kitchen specializing in american cuisine. We grind our meat for our burgers in house from primal meat cuts using our own special blend, we cure and smoke our bacon and hams on site, source locally grown and curated menu items, make all our sauces, aiolis, and pickles right down to our house ketchup. We are a young business changing the culinary scene of Downtown New Bedford. Check us out at <http://www.dnbburgers.com>

Are you a hard working, fun loving, detail orientated person who loves to learn? Then you are for us! We promise to work you hard and laugh with you but most importantly empower you to take on new challenges and grow with us. Create great food with us (it helps to be a little weird). The time is now!

Requirements:

- Flexible and must have open weekend availability
- High level of creativity and reliability
- Able to handle a high level of stress
- Self disciplined

- Hold yourself and your team to the high standards expected at dNB Burgers
- Able to maintain order in a kitchen during service
- Must be 18 years or older

If this sounds like you and you meet the following requirements please email a resume to or apply in person. We are looking to hire immediately.

Restaurant Team Member – Brigham's Corner Pizza

\$11 an hour – Part-time

Come join our team at Brighams' Corner Pizza & Seafood. We are one of New Bedford's newest quick service restaurants. We are currently looking for team members who can cook, handle counter and make local deliveries. We are looking for highly motivated, friendly team members with great guest service skills. We offer flexible hours and a great working environment. We are willing to train the right person. Available to work Friday's is a must have.

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).

Job Description

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](#).

Secretary Receptionist – Seven Hills Foundation

Overview:

The secretary/receptionist performs clerical functions for the administrative office. The secretary/receptionist is to be personable, welcoming and directing to best suit the needs of the program and clients.

Responsibilities:

- Read and route incoming mail. Locate and attach appropriate file to correspondence to be answered by employer.
- Compose and type routine correspondence on computer.
- File correspondence and other records.
- Answer telephone and give information to callers or route call to the appropriate official and place outgoing calls.
- Schedule appointments.

Qualifications:

- High School diploma
- Valid Driver's license, ability to drive and means of transportation
- Travel to other cities and towns may be required

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

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.

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.

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 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 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 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.



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 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

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 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

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 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

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 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 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

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 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 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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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 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 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 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 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

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 or contact the Personnel Department at 508-979-1444. New Bedford has a residency requirement. EEO

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, 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 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 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 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 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 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 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. 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 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 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 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 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 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**.

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

The South Coast Hot Jobs List — November 26, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 26, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Art Teacher – New Bedford High School

Job Description:

The New Bedford Public Schools is seeking a dynamic visual art teacher to join our team of high school arts educators. This position may include teaching a variety of visual arts classes for grades 9-12 at the New Bedford High School. Courses may include Foundations of Art, Art 1/2/3, Art History, Three-

dimensional Art, Digital Art or Portfolio/AP Studio Art. There is an interest in expanding our digital art and digital photography offerings therefore an applicant with strong studio art and digital art teaching experience is preferred.

Equal Opportunity Employer

New Bedford Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Job Requirements:

A qualified applicant will:

- hold Massachusetts Department of Elementary and Secondary Education license as an Academic: Teacher, Visual Arts, grades 9-12;
- possess knowledge of art education methods, techniques and tools
- have experience designing and implementing engaging lessons, units and assessments in that correlate to the MA Frameworks for Visual Arts
- have positive classroom management techniques, be responsive to student diversity, enjoy working in an urban setting
- have excellent interpersonal and communication skills with colleagues, administrators and parents

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

Creole, Portuguese and/or Spanish, to apply. Every available opportunity will be taken in order to assure that each applicant is selected on the basis of qualifications, merit and ability.

- Bachelor degree preferred
- Citizenship, residency or work VISA in United States required

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

Seasonal Stock Associate – Old Navy

Old Navy – a brand for everyone a place for you! As a seasonal stock associate, your responsibilities, shifts, and employment period will be based on the needs of the business. Your leader will communicate your last day of employment as your assignment comes to an end. A seasonal position can lead to a regular position with Gap Inc.

As a seasonal stock associate your passion for apparel and fashion trends will enable you to thrive, drive sales, and delight our customers as you execute company processes and procedures. Creating memorable shopping experiences for our customers is one of your main responsibilities and you are going to LOVE making a difference in someone's day. Your dedication to providing a neat, clean, organized and safe shopping environment for our customers and team is an important part of creating this experience. As a Brand Associate in Stock your responsibilities and tasks include, among others; shipment (receiving, organizing, sorting and placing product), execution of markdowns/ maintenance of clearance areas, and signage and marketing changes. Your contagious energy and enthusiasm for your job will help you build lasting relationships, grow your career, and contribute to Old Navy's success.

Season Stock Associate:

- You are passionate about fashion and apparel and love our products
- You build relationships and want to be part of a winning team
- You take pride in yourself, your work and the success of your store
- You work with drive and energy showing that you have a desire to make a difference
- You love our community and actively work to make it better

Gap Inc. is an equal-opportunity employer and is committed to providing a workplace free from harassment and discrimination. We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, and make all employment decisions without regard to any protected status. In 2016, Gap Inc. was named one of the Best Places to Work by the Human Rights Campaign for the thirteenth consecutive year and was the sole winner of the Catalyst award for equality in the workplace in 2016.

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

Dishwasher – Atria (Fairhaven)

Overview:

Atria Senior Living is a leading operator of independent living, assisted living, supportive living, and memory care communities in 190 locations in 27 states and seven Canadian provinces. We are the residence of choice for more than 21,000 seniors, and the workplace of choice for more than 14,600 employees. We create vibrant communities where older adults can thrive and participate, know that their contributions are valued, and enjoy access to opportunities and support that help them continue making a difference in our world.

Atria is an equal opportunity employer. Atria provides equal employment opportunities to all employees and applicants for

employment without regard to race, color, religion, gender, sexual orientation, age, national origin, disability, veteran status, or any other classification protected by applicable law. Atria also does not condone or tolerate an atmosphere of intimidation or harassment based on these protected classifications. We require the cooperation of all employees in maintaining a discrimination-free and harassment-free work environment.

Responsibilities:

- Provide a high level of customer service and promote a restaurant style dining atmosphere.
- Work closely with the service director and/or executive director to keep residents satisfied with food and dining programs.
- Maintain kitchen in a clean, safe, and sanitary condition at all times.
- Wash and store all dishes and equipment in accordance with policy and procedures.
- Maintain dish room area in a neat, clean and sanitary manner.
- Keep kitchen floors clean (sweeps and mops) and trash emptied.
- Assist with the preparation and execution of the Art of Atria Dining enhancement programs.
- Maintain dish machine after each meal by thoroughly cleaning and maintaining sanitizing temperatures and parts per million levels.
- Adhere to cleaning schedules as assigned.
- Assist with the transportation and storage of food and supplies.
- Assist cooks and wait staff as requested.
- Adhere to Quality Enhancement standards and standard food safety practices.
- Assist with preparation and execution of special events, banquets, and theme meals.
- Attend pre-meal stand up in kitchen prior to meal service.

– May perform other duties as assigned.

Qualifications:

Less than high school education

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

Seasonal Overnight Stock Associate – Toys R Us

Come work at a place where innovation and teamwork come together to support the most exciting missions in the world!

Job Description:

Do you like having fun and playing with toys? Do you enjoy seeing a child's face light up with a smile? Do you believe in the magic of the season? We are now hiring Holiday Heroes to assist our customers in preparing for the upcoming holidays! We are looking for Seasonal Stock Associates with high integrity and accountability, who are passionate and who have a positive energy that is contagious. We're seeking people who inspire teamwork and deliver results – people who will be heroes to their customers, always putting them first. Team members who are competitive, curious, and courageous. Sound like you?

You'll be doing things like:

- * Keeping the store looking full and customer-ready
- * Helping to unload deliveries of shipment
- * Maintaining an organized back of house
- * Ensuring inventory accuracy
- * Working as a team to help make kids' wishes come true

You should have:

- * A positive, can-do attitude
- * The ability to multitask and prioritize
- * The ability to lift and carry up to 40 lbs and climb ladders up to 12 ft

* Flexible availability

Interested in delivering joy to children of all ages this holiday season? What are you waiting for? Apply today! Yesterday, we just sold toys. Today, we are champions of play. Our #1 priority is to provide our customers with friendly and heroic service. These general job duties are not all inclusive and team members will be required to undertake additional duties and responsibilities as may be necessary to service customer needs.

Toys"R"Us is an equal-opportunity employer and is committed to providing a workplace free from harassment or discrimination. All employment decisions are to be made without regard to race, color, age, gender, sexual orientation, religion, marital status, pregnancy, national origin/ancestry, citizenship, physical/mental disability, military status or any other basis prohibited.

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

Dietary Aide – High Point Treatment Center

Seeking benefited full time, part time and per diem kitchen help. Available shifts include: 6am-2:30pm, 10:30am-7pm, and/or 3pm-7pm. Daily responsibilities include delivering, setting up and serving food at meal times, cleaning up work areas, dish-washing, basic prepping and setting up of salad bars and desserts, assisting with putting away food deliveries.

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

Job Type: Full-time

Required education:

High school or equivalent

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

Gift Basket Assembly (Seasonal, Full Time) – Sid Wainer & Son
\$11 an hour**Summary/Objective:**

Sid Wainer & Son is seeking a candidate to assist with creating gift baskets in our gourmet outlet for the holiday season. This position is starting immediately and will last until Dec 31st.

Schedule:

Monday-Saturday | 9AM-5PM

25-40 hours weekly

Responsibilities:

- Gather materials and products from the store and warehouse to set up work station.
- Replenish supplies as needed.
- Assemble gift baskets and wrap, label and price as needed.
- Use creativity to create eye-catching displays.
- Assist with stocking and cleaning the store as needed.
- Greet and assist customers.
- Food Safety Responsibilities
- Works with Quality Assurance Team to ensure specific Good Manufacturing Practices are being followed.
- Responsible for following and adhering to the Sid Wainer Food Safety Program.

Required Experience:

- Must be able to stand for 6-8 hours.
- Must be able to lift 10-15lbs regularly and up to 50lbs on occasion.
- Must be able to speak and understand English.
- Must have flexible availability; Saturdays are mandatory.

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

Cafeteria Dishwasher- (Part-Time) Greater New Bedford Regional Vocational Technical

Salary: \$ 12.15 to \$ 15.23 Per Hour. Experienced preferred. Part-Time school year position (15 – 17 hours/week). Must be able to lift 25 lbs. Citizenship, residency OR WORK VISA IN United States required.

Contact Information:

Ana Haley , CVTE Adm. Asst.
1121 Ashley Blvd.
New Bedford, Massachusetts 02745
Phone: (508) 998-3321 ext. 396

Freight/Receiving – The Home Depot

Job Description:

Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support.

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

Tax Preparers #9788556

Experienced at least one year preparing personal taxes. Hours

are Monday through Fridays. You must be flexible as during tax season you are required to work some nights to assist our clientele. This job can be applied for by bringing the job number in the title to the New Bedford Career Center. This job can be applied for by bringing the job number in the title to the New Bedford Career Center.

Customer Service Representative #9788552

You will be a customer service representative for both commercial and personal lines of insurance. Must have a least one year of experience in that industry. Excellent customer service skills.

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.

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 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 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 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.



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 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 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

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 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

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 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 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 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 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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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 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** 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 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 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

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 or contact the Personnel Department at 508-979-1444. New Bedford has a residency requirement. EEO

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, 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 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 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

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

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

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

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

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 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 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 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. 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 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 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

<--nextpage-->

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 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.

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 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.

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 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](#)**.

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

HELP WANTED: Alma del Mar is hiring for Lead Teacher positions

Alma del Mar is hiring incredible elementary classroom teachers!

Lead teachers are the core of Alma's crew. Our lead teachers work in teams to make sure that every scholar in their grade level achieves at high levels and develops the habits they will need to succeed. Lead teachers are auteurs, creative leaders who stop at nothing to ensure that their scholars' learning experience is truly powerful.

As a lead teacher you will plan and teach highly effective lessons, work as part of a grade level and curricular team and develop high leverage relationships with Alma families. You'll receive the support you need in all aspects of your work, while retaining the autonomy to do what's right for the scholars with whom you work closely every day.

While some successful lead teachers have chosen to remain in this role indefinitely, others have gone on after two or three years to take on curriculum, management, culture, operations or development roles at Alma or with like-minded organizations. At Alma we believe that we can best serve our scholars by helping you to meet your long-term professional growth and career needs.

Who We're Looking For

We seek outstanding teachers with the following qualifications:

- At least one year of full time teaching experience
- Proven effectiveness leading all students to significant academic gains
- Strong team orientation

- Infectious joy
- Bilingual preferred

Compensation: Salary will be competitive and commensurate with experience. We will offer a comprehensive benefits package.

To Apply: Please send your resume and cover letter to apply@almadelmar.org. Please include in your cover letter a response to the following questions:

- What about the Alma del Mar mission inspires you?
- What part of your teaching practice best supports Alma's approach to education?
- In what ways have you held all of your students to high expectations?

Please include specific data in your resume demonstrating the success of your students. Only complete applications will be considered.

Alma del Mar Charter School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. Inquiries concerning Alma del Mar's compliance with Title IX and other civil rights laws may be directed to the Director of Operations, 515 Belleville Ave, New Bedford, MA; phone: 774-206-6827.□

HELP WANTED: City of New Bedford is seeking to fill

Sewage Maintenance Person position

PAY: \$13.78hr – \$19.91/hr

Performs the inspection, overhaul, repair, testing, maintenance and operation of a wide variety of mechanical and electrical equipment. Performs maintenance and preventive maintenance procedures within the collection system and all related facilities. Recommends and implements improvements and modifications to machinery and equipment. Performs tasks requiring some specialized skill or knowledge relating to the maintenance or operations of the treatment plant and related facilities. Works in accordance with established City work rules and safety practices.

Graduation from a high school or GED equivalent preferred. Participation in State-approved mechanical apprentice program preferred. Must be capable of obtaining a Massachusetts Collections System Certification within six months from the date of hire. 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 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

The South Coast Hot Jobs List

– November 19, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 19, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Barista – The Green Bean (New Bedford)

Full-time, Part-time

We are looking for full time and part time experienced Baristas. A fast learner with open availability. If you love making people's day by providing them with what they need please apply and join our team!

Job Duties and Responsibilities:

- Greets all customers with fast, friendly, personalized service and develops a rapport with our customers by learning their names, favorite drinks and food items.
- Describe menu items or specials to all customers or suggest products that might appeal to them.
- Receive and process customer payments.
- Bring kitchen orders to and from the kitchen to the customers
- Prepares and serves hot or cold beverages, such as coffee, espresso drinks, teas, smoothies or fresh juice
- Serve prepared foods, such as muffins, scones, cookies or bagels.
- Cut fruits and vegetables for juicing
- Clean and sanitize work areas, utensils, equipment, service stations and dining room
- Assists in the distribution of weekly shipments.
- Routinely cleans the bar area, floor, windows and grinders, and takes out trash.
- Provides superior services and promotes a friendly,

comfortable environment by providing fast and friendly service.

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

Dishwasher – TGI Friday's Inc (Dartmouth)

A TGI Fridays Dishwasher provides guests and team members with clean and sanitized utensils, plateware, glassware and equipment according to Ecosure standards.

Specific responsibilities of the Dishwasher include:

- Ensures dishes and cookware are sanitized and available as needed.
- Maintains daily cleanliness and maintenance of dish machine.
- Cleans and sanitizes service area and kitchen throughout shift.
- Completes assigned prep work and beautification duties.
- Trouble-shoot dishwasher machine malfunctions.
- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action when necessary or suggests alternative courses of action which may be taken.
- Performs all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the overall objectives of the position.
- Maintains a favorable working relationship with all other company team members to foster and promote a cooperative and harmonious working climate, which will be conducive to maximize team member morale, productivity, efficiency and effectiveness.
- At all times provides a favorable image of TGI Fridays to promote its aims and objectives and foster and enhance recognition and acceptance of all of its areas and endeavors.

Requirements:

A TGI Fridays Dishwasher must be able to perform multiple

tasks, while maintaining required standards of operation, in daily activities.

Additional specific requirements for the Dishwasher include:

- Must also be able to perform duties that ensure guest satisfaction.
- Must follow handling and sanitation procedures and use extreme caution with utensils, plateware, glassware and equipment to avoid breakage.
- Must be able to frequently lift and carry up to 70 lbs., up to 20 times per shift: places these items on high shelves and in walk-in freezers
- Must be able to frequently bend and stoop
- Must be able to work frequently in a hot and damp environment
- Must be able to speak clearly to communicate orders to other cooks and expediter
- Must be able to hear cooks' and Servers' requests in the midst of loud background noise
- Must be able to stack, walk and move during entire shift
- Must be able to frequently immerse hands in water

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

Freight/Receiving – The Home Depot (N. Dartmouth)

Job Description

Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and

Receiving Support.

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

Seasonal Overnight Stock Associate – Toys R Us

Come work at a place where innovation and teamwork come together to support the most exciting missions in the world!

Job Description:

Do you like having fun and playing with toys? Do you enjoy seeing a child's face light up with a smile? Do you believe in the magic of the season? We are now hiring Holiday Heroes to assist our customers in preparing for the upcoming holidays! We are looking for Seasonal Stock Associates with high integrity and accountability, who are passionate and who have a positive energy that is contagious. We're seeking people who inspire teamwork and deliver results – people who will be heroes to their customers, always putting them first. Team members who are competitive, curious, and courageous. Sound like you?

You'll be doing things like:

- * Keeping the store looking full and customer-ready
- * Helping to unload deliveries of shipment
- * Maintaining an organized back of house
- * Ensuring inventory accuracy
- * Working as a team to help make kids' wishes come true

You should have:

- * A positive, can-do attitude
- * The ability to multitask and prioritize
- * The ability to lift and carry up to 40 lbs and climb ladders up to 12 ft
- * Flexible availability

Interested in delivering joy to children of all ages this

holiday season? What are you waiting for? Apply today! Yesterday, we just sold toys. Today, we are champions of play. Our #1 priority is to provide our customers with friendly and heroic service. These general job duties are not all inclusive and team members will be required to undertake additional duties and responsibilities as may be necessary to service customer needs.

Toys"R"Us is an equal-opportunity employer and is committed to providing a workplace free from harassment or discrimination. All employment decisions are to be made without regard to race, color, age, gender, sexual orientation, religion, marital status, pregnancy, national origin/ancestry, citizenship, physical/mental disability, military status or any other basis prohibited.

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

Pet Products/Stocker Associate (Part-Time) – PETSMART

Job Location Fall River, MA

Job ID 61767755221-77363299694. Pet Products Associates are responsible for keeping stock organized and on store shelves. Pet Products Associates generally work during off-peak shopping hours to execute pricing, re-organizing, and display set up. Our commitment to providing an excellent store atmosphere helps us deliver a great customer experience and sets us apart from our competition.

PetSmart is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, genetics, and protected veteran status, as well as any other characteristic protected by federal, state or local law.

The employer will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the Los

Angeles Fair Chance Initiative for Hiring.

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

1st Shift Truck Unloaders, Early Morning Stockers, Cashiers – Christmas Tree Shops – North Dartmouth

Position Summary:

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

Specifically we are seeking the following Seasonal Part Time Associates in our North Dartmouth, MA store:

- Backroom Associates (1st shift)
- Early Morning Stockers
- Cashiers
- Customer Service Associates (Salesfloor)
- Receivers

Previous retail, merchandising, stock, and/or customer service experience preferred.

If you are a flexible, dependable, team oriented individual who takes pride in your work and enjoys a fast paced, customer driven environment, then we'd like to hear from you! You can also Apply ONLINE at: <http://bit.ly/CTS7027>. You can Text-to-Apply: Text "CTS 7027" to 313131. We offer competitive wages and a generous merchandise discount. Christmas Tree Shops is an Equal Opportunity Employer

65 Faunce Corner Road
North Dartmouth, MA 02747

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

Cafeteria Dishwasher- (Part-Time) Greater New Bedford Regional Vocational Technical

Salary: \$ 12.15 to \$ 15.23 Per Hour. Experienced preferred. Part-Time school year position (15 – 17 hours/week). Must be able to lift 25 lbs. Citizenship, residency OR WORK VISA IN United States required.

Contact Information:

Ana Haley , CVTE Adm. Asst.
1121 Ashley Blvd.
New Bedford, Massachusetts 02745
Phone: (508) 998-3321 ext. 396

Freight/Receiving – The Home Depot

Job Description:

Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support.

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

Tax Preparers #9788556

Experienced at least one year preparing personal taxes. Hours are Monday through Fridays. You must be flexible as during tax season you are required to work some nights to assist our clientele. This job can be applied for by bringing the job number in the title to the New Bedford Career Center. This job can be applied for by bringing the job number in the title to the New Bedford Career Center.

Customer Service Representative #9788552

You will be a customer service representative for both commercial and personal lines of insurance. Must have a least one year of experience in that industry. Excellent customer service skills.

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.

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.

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 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 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 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.



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 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

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 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

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 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

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 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 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 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 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 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** 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 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 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

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 or contact the Personnel Department at 508-979-1444. New Bedford has a residency requirement. EEO

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, 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 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 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

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

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

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

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

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 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 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 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. 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 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 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 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.

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 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.

Program Monitor – Andrea McCoy Rec Center

CITY OF NEW BEDFORD

PROGRAM MONITOR \$9.00hr 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 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](#)**.

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

Civil Service has announced the 2018 entry-level Firefighter exam

Application Deadline: February 7, 2018*

Examination Fee: \$200

Please find key dates and resources for the entry-level exam.

This examination consists of two components which make up your total score; a written examination 50% and an entry-level physical abilities test (ELPAT) 50%.

Key Dates for the Firefighter Exam

- Written Examination Date: March 24, 2018
- Application Deadline: February 7, 2018*
- Notices to Appear for Written Exam Emailed: TBD
- Notices to Appear for ELPAT Emailed: TBD
- Score Release Date: TBD
- Employment/Experience (E/E) Last Day to Appeal: TBD
- Eligible List Established Date: TBD

Written Examination Fee: \$200*

Location: Various Sites across the state

Eligibility: Entry-level, open to public

*There is an additional \$50 late fee for applications received after February 7, 2018. Applications will NOT be accepted after February 21, 2018.

To Apply for the Firefighter Exam:

1. Read the examination poster: 2018 Municipal Firefighter Exam.

(If you cannot view the exam poster, please open 2018 Municipal Firefighter Examination Poster in PDF.)

2. Click “Apply” to create an account and apply for the posting!

Study Guides:

Firefighter Written Examination Preparation Guide

Firefighter Entry-Level Physical Abilities Test (PAT)
Preparation Guide

HELP WANTED: City of New Bedford is hiring for a Staff Planner position

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 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

HELP WANTED: Barry's Fine Wine & Spirits is hiring for 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.

The South Coast Hot Jobs List – November 12, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 12, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact leo@newbedfordguide.com.

PT Temporary Security Guard – VF Outlet (Dartmouth)

Job Description:

- Conduct Surveillance using camera system and on foot.
- Monitors building access for authorized entries and exits.
- Recommends apprehension, if appropriate, and works with local law enforcement for execution.
- Assists with incident reporting, claims management and general liability.
- Ensures execution of loss prevention initiatives including but not limited to bag checks, employee purchases, employee holds, and back door procedures.
- Liaison for safety committee.
- Provides routine inspections of building (and grounds, if appropriate).
- Performs other duties as requested by supervision.

Requirements:

- Previous experience in a loss prevention role is required or equivalent education/training
- Familiarity with local law is preferred
- Organization and, interpersonal, and communication skills
- Ability to make decisions
- Detail Oriented
- Sound judgment and discretion
- Knowledge of computer systems
- Physical and/or Mental Requirements:
- Flexibility to work weekends and evenings
- While performing job, may be required to stand, stoop, climb, walk, use hands and fingers to handle and feel objects, controls, kneel, crouch or crawl

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

Freight/Receiving – The Home Depot (N. Dartmouth)**Job Description**

Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support.

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

Stock Associate – West Marine (Fairhaven)

General Statement of Job

Under general supervision, performs physical labor to place retail stock and supplies in their proper place to create a great “customer experience” environment. Duties include: unloading truck, checking merchandise to purchase order/invoice, stocking merchandise, putting merchandise away from customer use. They will perform other duties as assigned. This position reports to the Store/General Manager.

Specific Duties and Responsibilities

Essential Job Functions

- Unload store merchandise from truck.
- Check in merchandise from truck or other means per West Marine policy.
- Ensure that merchandise shipments have been received and displayed within twenty-four hours of receipt.
- Label or apply merchandise sales tags if necessary to merchandise.
- Restock shelves that require re-stocking.
- Ensure that “put-away” merchandise is taken care of properly.
- Ensure the Store is neat, clean and organized throughout each business day.
- Work with fellow associates to maintain that Asset Protection standards are met all the time.
- Work with associates to achieve Store’s sales plan.
- Actively participates in all programs and procedures that drive sales.
- Treat associates and customers better than they expect.
- Acknowledge and greet customers that are within a close (ten-foot) radius or ten seconds of arriving where the associate is working.
- Acknowledge by signature that weekly “Store Bulletin” has been read. (Store information flyer.)

Interested in applying? See full details and how to apply

here.

Seasonal Overnight Stock Associate – Toys R Us

Come work at a place where innovation and teamwork come together to support the most exciting missions in the world!

Job Description:

Do you like having fun and playing with toys? Do you enjoy seeing a child's face light up with a smile? Do you believe in the magic of the season? We are now hiring Holiday Heroes to assist our customers in preparing for the upcoming holidays! We are looking for Seasonal Stock Associates with high integrity and accountability, who are passionate and who have a positive energy that is contagious. We're seeking people who inspire teamwork and deliver results – people who will be heroes to their customers, always putting them first. Team members who are competitive, curious, and courageous. Sound like you?

You'll be doing things like:

- * Keeping the store looking full and customer-ready
- * Helping to unload deliveries of shipment
- * Maintaining an organized back of house
- * Ensuring inventory accuracy
- * Working as a team to help make kids' wishes come true

You should have:

- * A positive, can-do attitude
- * The ability to multitask and prioritize
- * The ability to lift and carry up to 40 lbs and climb ladders up to 12 ft
- * Flexible availability

Interested in delivering joy to children of all ages this holiday season? What are you waiting for? Apply today! Yesterday, we just sold toys. Today, we are champions of play. Our #1 priority is to provide our customers with friendly and

heroic service. These general job duties are not all inclusive and team members will be required to undertake additional duties and responsibilities as may be necessary to service customer needs.

Toys"R"Us is an equal-opportunity employer and is committed to providing a workplace free from harassment or discrimination. All employment decisions are to be made without regard to race, color, age, gender, sexual orientation, religion, marital status, pregnancy, national origin/ancestry, citizenship, physical/mental disability, military status or any other basis prohibited.

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

Van/Car Driver – No Special License Needed- Yes! We Van, LLC

\$12 an hour – Full-time, Part-time

IMMEDIATE OPENING!! – THIRD SHIFT

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

Starting salary is \$12/hour, plus tips.

Minimum Qualifications:

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

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

here.

1st Shift Truck Unloaders, Early Morning Stockers, Cashiers – Christmas Tree Shops – North Dartmouth

Position Summary:

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

Specifically we are seeking the following Seasonal Part Time Associates in our North Dartmouth, MA store:

- Backroom Associates (1st shift)
- Early Morning Stockers
- Cashiers
- Customer Service Associates (Salesfloor)
- Receivers

Previous retail, merchandising, stock, and/or customer service experience preferred.

If you are a flexible, dependable, team oriented individual who takes pride in your work and enjoys a fast paced, customer driven environment, then we'd like to hear from you! You can also Apply ONLINE at: <http://bit.ly/CTS7027>. You can Text-to-Apply: Text "CTS 7027" to 313131. We offer competitive wages and a generous merchandise discount. Christmas Tree Shops is an Equal Opportunity Employer

65 Faunce Corner Road
North Dartmouth, MA 02747

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

CNC Machine Operator #9757334 – Kelly Services

Together with our client, a TOP Medical Device Company located in Raynham MA is seeking a CNC Operator to work at its Raynham MA manufacturing facility. This hours for this position will be a 3rd shift: 10pm to 6am (shift starts Sunday evening). This job can be applied for by bringing the job number in the title to the New Bedford Career Center.

Public Safety Officer #9767745

The Massachusetts Maritime Academy Public Safety Department provides a safe and secure campus community through proactive steps of crime prevention and problem solving. Duties include regular police patrols of campus grounds, buildings, and adjacent areas on foot or in a patrol vehicle to protect physical property, ensure community safety, deter crime and prevent theft or vandalism; respond to calls for service, complaints, medical and other emergencies and initiate action as needed; conduct searches, mediate disputes, and ensures compliance with all local and state laws, rules, and regulations; prepare incident reports and maintain dispatch logs; enforce all traffic requirements and parking regulations. This job can be applied for by bringing the job number in the title to the New Bedford Career Center.

Tax Preparers #9788556

Experienced at least one year preparing personal taxes. Hours are Monday through Fridays. You must be flexible as during tax season you are required to work some nights to assist our clientele. This job can be applied for by bringing the job number in the title to the New Bedford Career Center. This job

can be applied for by bringing the job number in the title to the New Bedford Career Center.

Customer Service Representative #9788552

You will be a customer service representative for both commercial and personal lines of insurance. Must have a least one year of experience in that industry. Excellent customer service skills.

Teachers #9788586

The West End Day Nursery is looking for an EEC certified Teacher, who is creative, flexible and understands developmentally appropriate curriculum and behavior. Applicants must have experience working in a classroom environment. The center is EEC licensed, NAEYC Accredited and QRIS Level 2 and knowledge of this is a plus. This job can be applied for by bringing the job number in the title to the New Bedford Career Center.

Medical Assistant #9757318

Monday through Thursday 8am to 5pm and Fridays 8am to 1pm. We are looking for someone with a high school diploma or equivalent Certificate from an Accredited Medical Assistant Program with a minimum of one to two years experience. Current certificate in BLS/CPR and bilingual is a PLUS. Prefer Spanish and/or Portuguese. Experience in the Electronic Medical Records is a PLUS, but will train the right candidate. Strong computer skills necessary, excellent oral and written communication skills. This job can be applied for by bringing the job number in the title to the New Bedford Career Center.

Applied Behavior Analytic (ABA) Therapists – Southcoast Autism Center

Do you want to help a child with an Autism Spectrum Disorder reach their fullest potential? The Southcoast Autism Center is hiring energetic, outgoing, and passionate individuals to become Applied Behavior Analytic (ABA) Therapists.

The Southcoast Center, located in Fall River and Fairhaven, provides intensive services to children aged 18 months to 6 years and after-school groups for school age children. Bachelor's degree in Psychology or related field is preferred. Experience working with children, especially those with Autism or other developmental disabilities, as well as experience with children ages 2 to 5 is preferred.

QUALIFICATIONS

A. EDUCATION

Bachelor's Degree in Psychology, Education, Social Work, or related field required

B. WORK EXPERIENCE

At least two years experience with Applied Behavior Analysis in a direct service, training and/or school-based setting and/or experience working with the toddler/preschool age population.

RESPONSIBILITIES

1. The collection of data for each goal/objective during each session or as frequently as defined in the teaching program.
2. Participation in Clinical Review meetings for all individuals on assigned caseload.
3. Maintain a professional and cooperative relationship with referred client's caregiver(s).
4. Communicate any clinical or family concerns to immediate supervisor in a timely manner.
5. Participate in staff training and submit video samples of session as requested.

ADMINISTRATIVE RESPONSIBILITIES:

1. Confirmation of scheduled sessions to the Billing Department on a daily basis.
2. Attendance at monthly staff meetings.
3. Completion of daily student notes.

OTHER RESPONSIBILITIES:

Performance of other reasonably related duties as assigned by the Supervising Board Certified Behavior Analyst.

SUPERVISION

ABA Therapist report directly to the Supervising Board Certified Behavior Analyst.

Want to apply? Email your resume to nbertrand@scautismcenter.com.

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 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 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.





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 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 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 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 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 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 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 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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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 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 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 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 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 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, 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 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 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 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 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 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 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. 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 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 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 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 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 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.