

# Help Wanted: City of New Bedford hiring Temporary Data Entry Clerk

**POSITION:** DATA ENTRY CLERK (Temporary)

**LEVEL:** GRADE 7 \$13.78hr -\$19.91hr

**DEPARTMENT:** PUBLIC INFRASTRUCTURE

**FUNCTION:** Monitors and controls computer to process data entry requirements.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director of Operations or Commissioner's designee.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Monitors and controls electronic computer to process business or other data according to operating instructions. Selects and loads input and output units with materials such as tapes or printout forms for operating runs. May control computer to provide input or output service for another computer under instructions from operator of that unit.

Operates on-line or off-line machines according to written or oral instructions to transfer data from one form to another, print output and read data into and out of computer. Participates in technical projects.

Recommends changes in programs, routines and quality control standards. Prepares for review records and reports of operating and down time; operates computers to assist in locating and overcoming error conditions.

Develops operating methods to process data; assists in the development of useful computer programs. Keypunches and edits; assists general public, office staff and City employees.

**EDUCATION:** Graduation from a high school or GED equivalent with specialized course work in computer operations.

**SPECIAL REQUIREMENTS:** Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions. Knowledge of personal computers and various programs.

**TOOLS AND EQUIPMENT USED:** Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; telephone; copy machine; fax machine; scanner.

**PHYSICAL DEMANDS:** 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. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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# **Help Wanted: City of New Bedford hiring Library Assistant I**

**CITY OF NEW BEDFORD**

**LIBRARY ASST 1 (TEMP) 15 HOURS \$13.39/hr**

**NEW BEDFORD FREE PUBLIC LIBRARY**

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related

public service duties as required. Must be available some nights and Saturdays. Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision, and observing all policies as outlined in the staff and circulation manuals. Strives to maintain harmonious working relationships by collaborating with co-workers, using courteous language and avoiding discussion of personal or staff issues in public areas.

This position performs a variety of clerical duties, which include: assistance in opening and closing department, typing and filing and assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary. Prepares and checks materials being loaned and checks in materials and packs materials to be sent via the carriers. Distributes mail to appropriate departments.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others. Possession of a valid Massachusetts driver's

license and good driving record preferred. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

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

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# **Help Wanted: City of New Bedford hiring Project Coordinator (Engineering Division) GRADE 12**

**CITY OF NEW BEDFORD**

**PROJECT COORDINATOR (Engineering Division) GRADE 12 \$16.89hr – \$25.86hr**

**PUBLIC INFRASTRUCTURE**

Interprets engineering data by applying knowledge of engineering principles in order to meet project objectives. 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, and the City's Geographical Information

System (GIS), as well as other special projects. Keeps abreast of changes and developments in the civil engineering discipline by attending conferences, meetings and seminars. Performs related work as required.

Must have attained knowledge equivalent to at least three years of full-time, or equivalent part-time, technical or professional experience in Civil Engineering work in such areas as construction design, transportation, sanitary, drafting, environmental, highway, architectural, airport, soils and materials of which at least one year must have been in a professional capacity; or any equivalent combination of the required experience and education. Degree in Civil Engineering preferred.

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

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

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**Help Wanted: City of New Bedford hiring Director of**

# Emergency Management

**Job Title: Director of Emergency Management**

**Pay Grade: M-9**

**Pay Range: \$57,066 – \$69,609**

**Department: Police / Emergency Management Division**

## **JOB SUMMARY**

Oversees the Emergency Management Division of the Police Department and is responsible for planning, organizing, and directing the emergency management programs for the City; provides a variety of technical, administrative and supervisory work in directing and implementing emergency preparedness; works to prevent or minimize the loss of life and property from various natural and man-made disasters; coordinates activities of the Emergency Management Division with other local, State, Federal, non-profit and private sector agencies and organizations.

## **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.

□ Coordinates the development, maintenance and periodic review of the City's Comprehensive Emergency Management Plan and its various supporting function and hazard-specific plans and procedures; Hazard Mitigation Plan and related plan documents; establishes planning committees and teams, as appropriate.

□ Oversees acquisition, management, and maintenance of Emergency Management Division resources and ensures a state of readiness; allocates resources including, but not limited to, Emergency Management volunteers, Division vehicles, Mobile Emergency Command Center, lighting and power equipment, mass care shelter equipment cache trailers, and two-way radio

communication equipment.

□ Coordinates and conducts community disaster education activities to inform the public how to prepare and respond to various emergencies and disasters.

□ Provides guidance and assistance to non-profit and private sector organizations in the City to develop and revise emergency operations plans for their respective facilities.

□ Advises the Mayor of courses of action available to prepare for, respond to, and recover from major emergencies or disasters, and of mitigation strategies to lessen the impact of future occurrences.

□ During actual emergencies and disasters, works with the Mayor coordinating local government response and recovery operations; conducts post-disaster damage assessment activities; and, if there is a disaster declaration, coordinates FEMA Public Assistance Program's financial reimbursement process.

□ Resolves conflict, maintains Division discipline, and the conduct and general behavior of volunteers and assigned personnel.

□ Activate and maintain the City's Emergency Operations Center, in consultation with the Mayor, when needed.

□ Serves as the City's Liaison, and works closely with both State and Federal emergency management agencies (MEMA / FEMA).

□ Works with public safety and other departments to conduct periodic drills and exercises of the City's emergency management and operating plans.

□ Utilizes various weather service products and computer models to stay abreast of current weather conditions, and advises Mayor and appropriate City officials of any actions that may be needed.



□ Performs related work as required and assigned.

*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

□ High school degree or GED equivalent, with specialized training in emergency management administration. Associate's degree preferred.

□ At least four years of relevant experience in emergency/disaster prevention, mitigation, preparedness, response, recovery, disaster relief and assistance, including supervisory duties.

□ Any equivalent combination of education and experience.

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

□ Familiarity with the City of New Bedford and greater New Bedford area.

□ Excellent interpersonal and team building skills; ability to establish and maintain effective working relationships with volunteers, supervisors, departments, officials and the public; ability to communicate effectively verbally and in writing. Extensive computer experience including Excel and Word.

□ Ability to prioritize competing demands and possession of good organizational skills.

## **SPECIAL REQUIREMENTS**

Criminal Offender Record Investigation (CORI) background check mandatory.

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

Must have, or obtain during employment, appropriate levels of National Incident Management System (NIMS) and Incident Command System (ICS) training up to and including ICS-400 level (Advanced ICS for Command and General Staff).

Operates department motor vehicles on a regular basis.

## **SUPERVISORY RESPONSIBILITIES**

Exercises supervision over Emergency Management Division volunteers, as well as any support staff that may be assigned.

This position works under the general supervision and direction of the Deputy Chief of Police.

## **TOOLS AND EQUIPMENT USED**

General office equipment such as personal computers, calculator, copy and fax machines, printers, scanners, multi-line phone system, laminators and binding machines; motor vehicles; mobile and portable two-way radios; generators and portable light towers.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

The position involves frequent and extended periods of outside work, subject to all weather conditions and extremes; this position involves frequent periods of walking, standing and climbing; the position has occasional periods of strenuous physical exertion, requiring the ability to lift, carry, and position heavy objects (with up to 50lb of force) utilizing proper body mechanics and techniques; the position deals with loud noise levels.

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*The City of New Bedford, MA is an Equal Opportunity Employer.*

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# **The South Coast Hot Jobs List – 1 December, 2016**



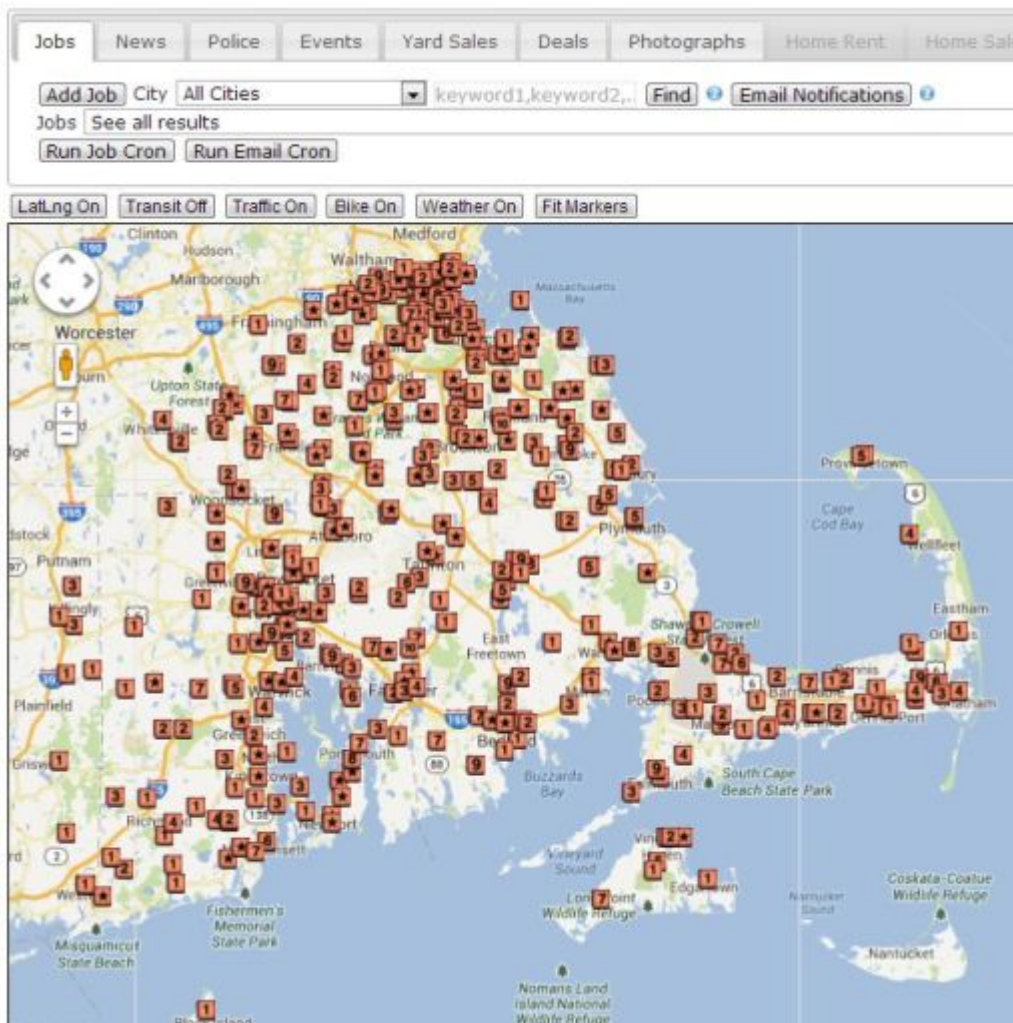
by  
Michael  
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs

in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents** article.



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of December 1, 2016.

### **01. Pizza Delivery Driver – Domino’s Pizza (New Bedford)**

Enthusiasm, acceptable basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, must have reliable vehicle, valid driver’s license for 1 year or longer, with good driving history, must be 21-years-old or more, bilingual is a plus. For full job

details and application process [here](#).

**02. Domino's Team Member – Domino's Pizza (New Bedford)**

Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, bilingual or multilingual a plus. Full details and application process: [here](#).

**03. Youth Support Worker – Child & Family Services (New Bedford)**

Child & Family is looking for a part-time (20 hours) Youth Support Worker for our Empowering Families for Success Program in New Bedford. The Youth Support Worker will be responsible for participating in a team based intervention with families along with a Masters Level Mental Health Clinician. The interventions are designed to assist families and youth in developing the skills and support that promote family cohesion and successful community living. For full job details and application process: [here](#).

**04. Human Capital Services Representative – Paul Rodrigues Administration Building (New Bedford)**

To assure the smooth efficient operation of the Human Capital Services Department, so as to maximize a positive impact on the education of students, to contribute to effective school public relations in the Human Capital Services Department by prompt and courteous handling of all inquiries and visitors, to complete the confidential work essential to the efficiency and effectiveness of the Human Capital Services Department. For full job details and application process [here](#).

**05. Driver Apprentice – Sid Wainer & Son (New Bedford)**

The Driver Apprentice program is focused on educating and developing the necessary driving skills to become proficient in the operation of a delivery truck. This position is focused on learning, gaining required experience and applying the

gained knowledge associated with all aspects of Sid Wainer & Son trucking department. The Driver Apprentice must provide exceptional customer service and also assists driver in maintaining the conditions of the truck and all cargo. Full details and application process [here](#).

#### **06. Dental Receptionist – Dental Dreams (New Bedford)**

Dental Dreams is now hiring a Receptionist. Bilingual preferred. You must be available to work a variety of shifts from opening time to closing time Monday through Saturday. Follow all Start of Day procedures, maintain a high level of customer service at all times, work as part of a team with emphasis on communication, schedule patient appointments in accordance with monthly and daily patient goals, answer phones and confirm appointments. For full job details and application process [here](#).

#### **07. Backroom Team Member – Target (Dartmouth)**

Keep merchandise organized and accessible. Work as part of a fast, fun and friendly Backroom team. Maintain a clean, great-looking store. Quickly and accurately respond to merchandise requests. Help drive sales by pulling merchandise quickly and accurately. Place items on shelves and sales floor. Lift 40 pounds repetitively and assist with heavy merchandise. Move merchandise safely using the proper equipment. Use technology to read instructions and enter information. Work independently. Full job description can be found: [here](#).

#### **08. Retail Sales – Kids Foot Locker (North Dartmouth)**

You are a natural at putting Customers at ease, and enjoy starting up natural, friendly conversations. It's just as easy for you to connect with kids as it is with their parents. You enjoy sharing your enthusiasm for kids' athletic sneakers and apparel. It's easy for you to adapt to different types of Customers, and you resolve issues with a smile. You like to work as part of a team as you improve your individual skills on the sales floor. Your success in this role will be measured through personal and productivity goals plus your ability to

provide a great in-store experience to every Customer. For full job details and application process [here](#).

#### **09. Part Time Emergency Dispatcher – Town of Rochester (Rochester)**

The Town of Rochester is currently accepting applications for a part time emergency dispatcher. The position will be per diem and consist of various shifts including evenings, overnights, weekends, and holidays with a guaranteed 8 hour shift potentially on Fridays 11-7. For full job details and application process [here](#).

#### **10. Seamstress or Tailor – Main Street Formals (Acushnet)**

Award-winning men's formalwear store has permanent need for several experienced part-time seamstresses or tailors. If candidates show ability and enthusiasm for working on sales floor, even more hours may be offered (but are not required). Working on all forms of men's/women's clothing (including bridal and formalwear), candidates must be able 1) to do fittings and 2) have the skills to take garments fully apart and put them back together. If you're interested in learning more about this opportunity, please contact us. For full job details and application process: [here](#).

**Need a resume or cover letter?** Quality, professional product, quick turnaround, and proven success helping clients secure interviews. Let a professional writer help. Contact Ashley Bendiksen Professional Writing Services at [www.ashleybendiksen.com](http://www.ashleybendiksen.com) or email her at [ashleybendiksen@gmail.com](mailto:ashleybendiksen@gmail.com).

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Be sure to also check out our Job Portal to find jobs by location on a map: [newbedfordguide.com/map-page#pm\\_jobs\\_tab](http://newbedfordguide.com/map-page#pm_jobs_tab). Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

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# Help Wanted: City of New Bedford hiring Supervising Civil Engineer

**Job Title:** Supervising Civil Engineer

**Pay Grade:** M-9

**Pay Range:** \$57,066 – \$69,609

## **JOB SUMMARY**

Supervises and inspects Department of Public Infrastructure construction projects; provides City road, land, water, sewer survey capabilities.

## **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 and inspect private and public construction projects of roadways, sanitary sewers, water, and storm drainage systems.

-Draft distance offset maps of drug offense locations within the City limits for the District Attorney's Office.

-Review, draft, and record as-built information collected and sketched on inspectional duties.

-Attend job training classes and seminars in areas of Roadway Maintenance, Sewer Construction and Repair, HAZMAT Safety, Packaging, and Transportation.



-Review private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

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

-Coordinate the preparation or development of engineering plans and specifications; coordinates required advertising for bids; review construction bids and make necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

-Provide project management for the construction of the municipal public works projects; oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.

-Coordinate the preparation or development of, or develop, review and update the sanitary sewer, water, storm drainage, and street system maps, database, and comprehensive plans.

-Maintain the Engineering library and infrastructure records.

-Maintain and update City subdivision and public works standards.

-Assure as built records of projects, and documents necessary changes for the operation and maintenance programs.

-Respond to public or other inquiries relative to engineering policies and procedures on specific projects and other information; evaluate issues and options regarding municipal public works and makes recommendations.

-Review utility permits, street use permits, and franchise utility permits.

-Maintain regular contact with consulting engineers, construction project engineers, City, County, State and

Federal agencies, professional and technical groups and the public regarding division activities and services.

□ Assist in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, and plats; prepare traffic, utility reports.

-Provide intersection signal and channelization design; develop and maintain a pavement management system

-Perform related work as required and assigned.

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## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

-Bachelor's Degree in Civil Engineering

-Five years of civil engineering experience

### **SPECIAL REQUIREMENTS**

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

### **SUPERVISORY RESPONSIBILITIES**

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives general supervision from the Commissioner of Public Infrastructure and the Engineering

Supervisor.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in high precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals.

The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

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*The City of New Bedford, MA is an Equal Opportunity Employer.*

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# Help Wanted: City of New Bedford hiring Dog Officer

**TITLE:** DOG OFFICER

**LEVEL:** GRADE 5 \$12.99hr – \$18.48hr

**DEPARTMENT:** POLICE

**FUNCTION:** Under the supervision of the Director of Leash Law, performs a variety of animal control duties.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director of Leash Law.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Picks up stray and unlicensed dogs. Makes and refers complaints against owners of dogs not properly licensed and collared. Enforces leash laws. Collects the bodies of small animals found dead within the City and disposes of them. Handles all matters and complaints pertaining to dogs and other animals. Performs all duties in conformance with appropriate safety and security standards.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory per Massachusetts General Laws.

**EDUCATION AND EXPERIENCE:** High school graduate or GED equivalent required. Three to five years of paid experience in animal control or related field. Ability to interpret and understand ordinances and laws. Must be available for emergencies, nights, weekends and holidays. Must possess a telephone. Must be courteous and have experience dealing with the public.

**TOOLS AND EQUIPMENT USED:** Patrol vehicle, animal capture

equipment, radio, first aid equipment, personal computer, telephone.

**PHYSICAL DEMANDS:** 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.

Frequent and extended periods of outside work, subject to all weather conditions and extremes. Continuous walking, standing, and climbing; frequent periods of requiring sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion, requiring stability to lift, carry and position heavy objects utilizing proper mechanics and techniques.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent and extended periods of outside work, subject to all weather conditions and extremes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate in the field.

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

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# **Help Wanted: City of New Bedford hiring Program Aide (Elder Programs)**

**CITY OF NEW BEDFORD**

**PROGRAM AIDE (ELDER PROGRAMS) VT \$10.00 /hr**

**COMMUNITY SERVICES Council on Aging Division**

Responsible for effectively coordinating program activities at assigned site(s) according to the objectives, policies, procedures and standards of Center programs. The Program Aide is an integral part of team that delivers senior services, including communication, planning and evaluation of programs.

Observes and assists with planning/implementation of daily program activities. Interacts with patrons, encourages and supports their participation in program activities. Performs duties as required, including, but not limited to introducing programs, serving refreshments and shopping for snacks/supplies. Maintains good working relationships with other program staff, support personnel, volunteers and instructors at all Sites. Act as liaison for visitors, special events and changes in schedule, space or daily program activities.

Support and monitor the work of volunteers, ensuring activities are focused on assisting and working on behalf of the patrons. Documents and maintains all reports of daily, weekly and monthly attendance. Provides weekly and/or daily (as applicable) verbal reports to the assigned supervisor alerting him/her to activities, progress, problems and concerns.

High school diploma/GED required. Knowledge and experience working with older adults. Must be resourceful, creative and motivating with the ability to forge positive relationships with the public and staff. Competent user of Microsoft Office Outlook, Word and other computer programs as required. Ability to listen and communicate effectively with a variety of people from varying backgrounds. Reliable, willing to take initiative and work independently. Ability to travel to and from all City Program Sites. Possession of a valid Massachusetts driver's license with good driving record. Operates motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 section 172C.

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

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# **Help Wanted: City of New Bedford hiring Clerk Typist**

**CITY OF NEW BEDFORD**

**CLERK TYPIST \$13.00hr – \$18.48hr**

**VETERANS**

Performs according to standard office procedures, a variety of clerical duties requiring a degree of decision and knowledge of the functions of the department. Compiles and verifies data, and operates a computer and a typewriter in performance of routine clerical duties in order to maintain business records, (VSMIS) Veterans Services Management Information System, as well as corresponding reports. Prepares reports, business correspondence and application forms utilizing the VSMIS program. Files, records and reports, posts information to tracking records, sorts and distributes mail, answers telephone inquiries and takes complete telephone messages for staff, and performs other similar duties. Computes reimbursement required for providers and clients, utilizing an adding or calculating machine, examines documents for accuracy and completeness, maintains all office files, and assists public and other agencies, providers and departments with inquiries. Provides clerical support to the department as required.

Graduation from a high school or GED equivalent, and experience with general office procedures such as typing, filing, data processing. Must be familiar with computer programs such as Microsoft Word and Excel. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 section 172C.

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



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# Help Wanted: City of New Bedford hiring EMS-2

**TITLE:** PARAMEDIC

**LEVEL:** EMS-2 \$19.89hr – \$26.06hr

**DEPARTMENT:** EMERGENCY MEDICAL SERVICES

**FUNCTION:** Provide advanced emergency care to the sick and injured.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director or his/her designee.

**SUPERVISION EXERCISED:** Per State Protocol.

**RESPONSIBILITIES:** Comply with all policies, practices and procedures of the EMS Department and City of New Bedford. Subject to the approval of the EMS Director, administer skilled medical care to individuals in response to call for emergency treatment. Examine, assess and stabilize patients at emergency scene, i.e., hemorrhage control, treatment for shock, immobilization of fractures, bandaging, proper treatment for burns, poisoning or drug overdose, deliver newborns, manage mentally disturbed patients, etc.

Obtain medical history, check vital signs; advise/inform Medical Control at the hospital of diagnostic indications. Perform definitive life support; administer treatment and utilize advanced life support equipment and procedures as directed by authorized physician and State treatment protocols, i.e., endotracheal intubations, defibrillation, synchronized cardioversion, nasogastric intubations, closed chest decompression, intravenous administration of drugs and fluids, external trans thoracic cardiac pacing, and interpret

12 lead EKG's, etc.

Respond to a wide range of emergency situations as required. Control scene of medical emergency; conduct triage, treatment and transportation at mass casualty incidents. Document pre-hospital care received by patients to facilitate admission to health care facility. Prepare patients for transport; monitor patients in ambulance to maintain patient stability, administer additional treatment when necessary. Operate ambulances and other emergency vehicles as needed to and from scene of emergency.

Performs other duties as required.

**MINIMUM QUALIFICATIONS:** Current certification as an Emergency Medical Technician-Paramedic by the Mass. DPH, and current certification as a CPR healthcare provider by the American Heart Association (M.G.L., Ch 111C, Section 3 and 6). Current certification in Advanced Cardiac Life Support by AHA.

Knowledge of pharmacology, and drugs used in advanced life support and possible reactions; Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; medical telemetry; Advanced Life Support equipment; MGL, Ch 89, 90, and 111C; Mass. DPH re-certification requirements; regional communication protocols. Knowledge of major transportation routes in the locality, defensive and emergency driving procedures, emergency medical service vehicle limitations, local emergency medical service Point-of-Entry procedures.

**One year of Paramedic experience preferred but not required.**

Ability to operate under Medical Control and follow instructions from an authorized Physician. Ability to conduct triage; evaluate the mechanism of injury; obtain, read and interpret an electrocardiogram; monitor a patient's status. Ability to perform Basic Life Support, extricate patients in a safe and accepted manner, and safely lift and carry a normal

adult with all required equipment and the aid of another Emergency Medical Technician. Ability to recognize and react to hazards at an emergency scene, operate emergency medical service vehicles in a safe and accepted manner. Ability to inspect ambulances, other emergency medical service vehicles and vehicle medical equipment. Must operate assigned emergency medical service radio/communication system. Ability to work effectively with other public safety personnel, and communicate effectively orally and in writing.

This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

Must maintain competency and proficiency in all stated tasks.

**SPECIAL REQUIREMENTS:** This position is subject to recertification by the State Office of Emergency Medical Service. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory per MGL Chapter 6 Sec. 172C.

**TOOLS AND EQUIPMENT USED:** Ambulance, oxygen equipment, first-aid supplies, defibrillators, IV equipment, airway equipment, stretchers, equipment to gain access and all other equipment required for treating a patient as per State Protocols, etc:

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.

The physical demands described below are representative of

those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials. Utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

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