

# Help Wanted: City of New Bedford hiring Parking Supervisor

**CITY OF NEW BEDFORD**

**PARKING SUPERVISOR \$14.31 – \$17.88/hr**

**TRAFFIC COMMISSION**

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

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

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

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

**CITY OF NEW BEDFORD**

**DATA ENTRY CLERK**

**TASK FORCE/VACANT BUILDING REGISTRY (VBR) \$13.78hr – \$19.91hr**

**CITY SOLICITOR**

Assists the Task Force in day-to-day operations. Works as a liaison for the Task Force with other City departments, State agencies and constituents. This responsibility includes handling a large volume of phone calls, emails and written correspondence. This responsibility includes being able to identify specific issues in complaints, coordinating response efforts with the proper departments and keeping interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. This responsibility includes keeping track of properties that inspectors have issued orders of corrections on, compiling before and after photographs on these properties, and assisting with the issuance of violation tickets. This responsibility entails visiting properties to take before and after photographs. Weekly retrieves docket sheet from New Bedford Housing Court. Tracks ticket hearings in the Housing Court and ensures that inspectors are present when needed in court. Assists in 40U ticket hearings at New Bedford City Hall on two evenings a month. This responsibility includes preparing for the ticket hearings and assisting in issuance of tickets.

High school graduate or GED equivalent. Candidates with prior office experience will be given preference. Proficient with Microsoft Windows, Word, Excel and PowerPoint. Must be a well

organized individual, who can independently handle several tasks at the same time. Ability to deal professionally with the general public and other entities. Possession of a valid Mass 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.

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# **Help Wanted: City of New Bedford hiring Assistant Public Access Director**

**CITY OF NEW BEDFORD**

**ASSISTANT PUBLIC ACCESS DIRECTOR \$41,899 – \$51,107**

**CABLE ACCESS**

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

usage.

Schedules equipment and facility reservations with community producers. Works with NBCN-95 Public Access Director to recruit new members through outreach to community groups, committees and residents. Assists with program schedule and community bulletin board for NBCN-95. Upkeep of NBCN's social media accounts. Collaborates with NBCN staff for larger scale NBCN productions or City events, including (but not limited to) videography and video editing.

Associate's Degree (Bachelor's Degree preferred) in Communications/Media and at least two years of relevant experience. Strong video production skills, including (but not limited to) non-linear editing, videography and studio production. Prior public access employment experience a plus. Any equivalent combination of education and experience. Strong organizational, interpersonal and teaching skills. Strong verbal and written communication skills. Demonstrated ability to work with diverse groups of people. Must have own reliable means of transportation. Bilingual in Spanish and/or Portuguese helpful. 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 Environmental Enforcement Inspector

**TITLE: ENVIRONMENTAL ENFORCEMENT INSPECTOR**

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

**DEPARTMENT: PUBLIC INFRASTRUCTURE**

**FUNCTION:** Coordinate and assist in the administration of the EPA mandated Industrial Pretreatment Program, Fats, Oil and Grease and coordinate special projects as assigned.

**SUPERVISION RECEIVED:** Works under the supervision of the IPP Engineer or Superintendent of Wastewater.

**SUPERVISION EXERCISED:** May supervise employees of a lesser grade.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State, and Federal requirements. Responsible for applicable laws, regulations and practices in assisting with the administration of the City's Sanitary, Engineering and Industrial Pre-Treatment Program and Fats, Oil and Grease Program.)

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

Assists with performing inspections of eating, drinking and IPP establishments or similar businesses.

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

**DESIRED MINIMUM QUALIFICATIONS:** Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of an IPP Inspector Certificate.

**SPECIAL REQUIREMENTS:** 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.

**TOOLS AND EQUIPMENT USED:** Motor vehicle; telephone; mobile tablet, copy fax machines and manhole lifting equipment.

**PHYSICAL DEMANDS:** 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 requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; 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 samples and other potential hazards.

**WORK ENVIRONMENT:** The employee is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

Employees of the City of New Bedford are required to comply with the provisions of the Massachusetts Smoke-Free Workplace Law and the more stringent New Bedford Board of Health Tobacco Control Regulations, as well as City employee dress codes.

The noise level in the work environment is usually loud in an outside setting and moderately quiet in an office setting.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and jobrelated 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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## The South Coast Hot Jobs List – 10 November, 2016



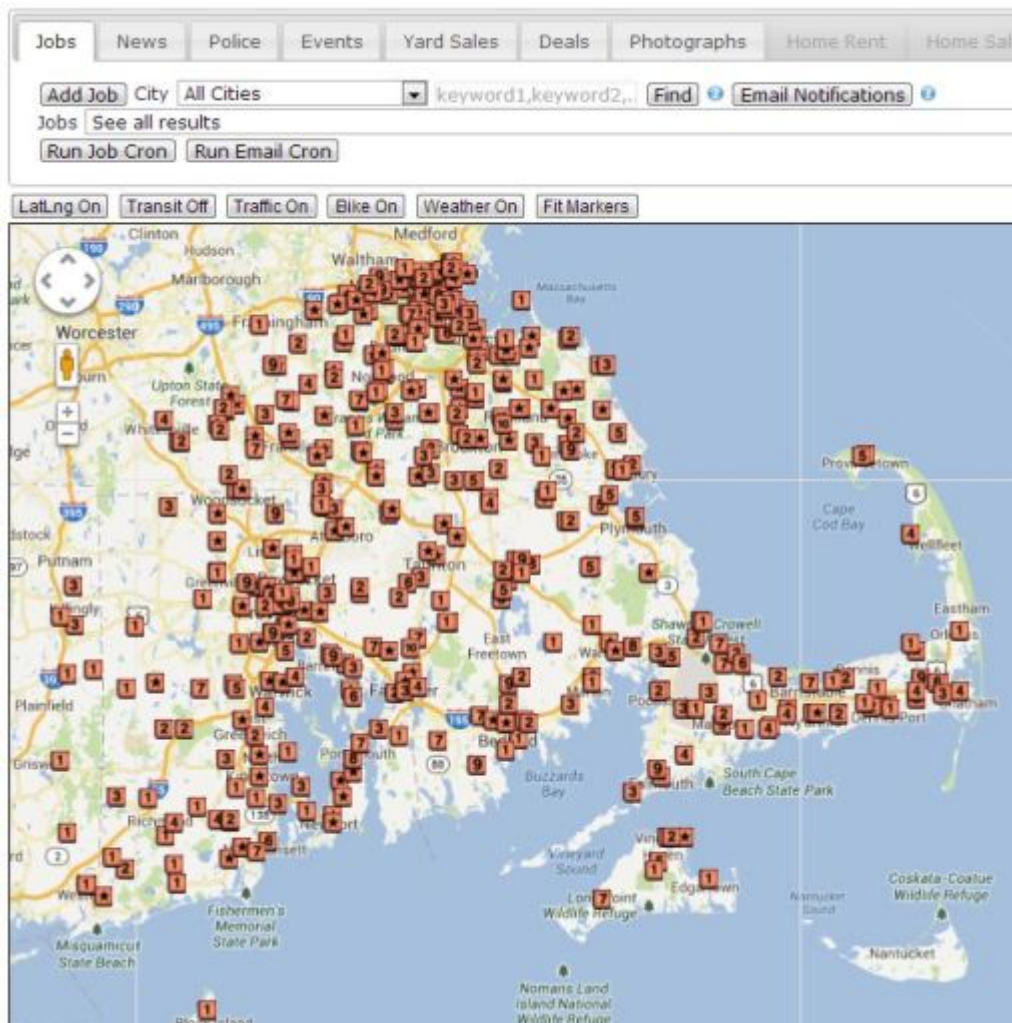
by  
Michael  
Silvia

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 November 10, 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. Front Desk/Daycare – Champions Fitness Center (New Bedford)**

Customer service, data entry, filing folders, closing of cash draw, cash handling, open and closing facility, daycare, light cleaning, sales. For full job details and application process: [here](#).

**04. Program Assistant – WIC (New Bedford)**

Full-time, 40 hours per week, Work schedule: M, T, W, F 8:30 am – 5:00 pm; Thursday (1st & 3rd Thurs. of the month) 2:30 pm – 6:30 pm; Thursday (2nd & 4th Thurs. of the month) 9:30 am – 6:00 pm; Saturday (1st & 3rd Sat. of the month) 8:00 am – 12:00 noon. For full job details and application process [here](#).

**05. Funeral Services Assistant – Rock Funeral Home (New Bedford)**

This position interacts directly with client families during their time of need and is responsible for creating and maintaining a premier level of client family satisfaction. The Funeral Attendant will set-up and assist with viewings, funeral services, memorial services, etc. Full details and application process [here](#).

**06. Intake Associate – Child & Family Services (New Bedford)**

Provide accurate information regarding clinic policy, procedures and treatment options when inquiries are made by potential new clients and community resources and services providers, act as the immediate liaison between all clients,

clinic visitors and clinic staff, print daily schedule and verify private insurance, maintain accurate information on all clients in the clinic in the database, including demographics, history or service and insurance data, in addition to treatment status, assist clients with accessing transportation, cab vouchers, Medicaid Coaches, etc. For full job details and application process [here](#).

#### **07. Shipping and Receiving Associate – Toyota of Dartmouth (North Dartmouth)**

Toyota of Dartmouth is looking to fill shipping and receiving position in the Parts Department. Full Time, Must be Accurate and Detail Oriented, Great Communication Skills, No Experience Necessary, Must have Clean Driving Record, Must pass Pre-Employment Drug Screening and Background Check. Full job description can be found: [here](#).

#### **08. Dental Assistant/Receptionist – Dartmouth Dental (North Dartmouth)**

Part-time

Receptionist – Seeking friendly, outgoing, flexible & team-spirited person for part-time evenings and occasional Saturdays for a busy, fast paced dental practice. Applicant must have a neat appearance, possess excellent telephone skills, be a multi-tasker and have proficient computer skills. Dental Assistant – Seeking experienced dental assistant for part-time days, evenings and occasional Saturdays. Applicant must be friendly, possess excellent communication skills, have a neat professional appearance, be a team player and able to multitask. Applicant must be experienced in all aspects of dental assisting. For full job details and application process [here](#).

#### **09. Driver Helper – UPS (Dartmouth)**

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end

before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines. For full job details and application process [here](#).

#### **10. Landscaper – Tim's Lawn Care (Westport)**

Westport Landscape Company needing Full Time -hard working individual for fall clean ups. Driver's license and work references required. Please leave a message with your name and phone number, if we are unavailable and we will call back as soon as possible. 508-636-3157. 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 Assistant City**

# Planner

**CITY OF NEW BEDFORD**

**ASSISTANT CITY PLANNER \$57,066 – \$69,609**

**COMMUNITY DEVELOPMENT & PLANNING**

Supports the City Planner in performing routine and complex technical and professional work in the development and implementation of short term and/or long-range planning initiatives of the City related to the development and implementation of land use and related municipal plans and policies.

Provide staff support to the City Planner and the Department Head including the provision of ongoing support to the planning operations of the City. Assist in the development and implementation of short and long-range plans; gather, interpret, and prepare data for studies, reports, and recommendations; coordinate department activities with other departments and agencies as needed. Provide support to staff in the Planning Division with respect to land use requirements, board applications, processes and operational protocols, city ordinances, codes, plans and related planning programs and assistance to architects, engineers, developers, contractors, owners, community groups and interested persons. Communicate official plans, policies and procedures to the public as directed by the City Planner or Department Head. Provide staffing support to committees as may be assigned. Prepare requested analysis, technical studies, reports, statistical data and/or related information for decision-making purposes including recommendation for action as may be appropriate. Provide staff support to City Planner in the analysis and disposition of ANRs and all subdivisions of land in conformance with MGL and city ordinances.

Bachelor's Degree in urban or regional planning, architecture, urban design, geography, or closely related discipline. Three

to five years of experience in municipal planning or a closely related field. AICP Certification preferred. Possession of a valid Massachusetts driver's license or ability to obtain one prior to employment. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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## The South Coast Hot Jobs List – 3 November, 2016



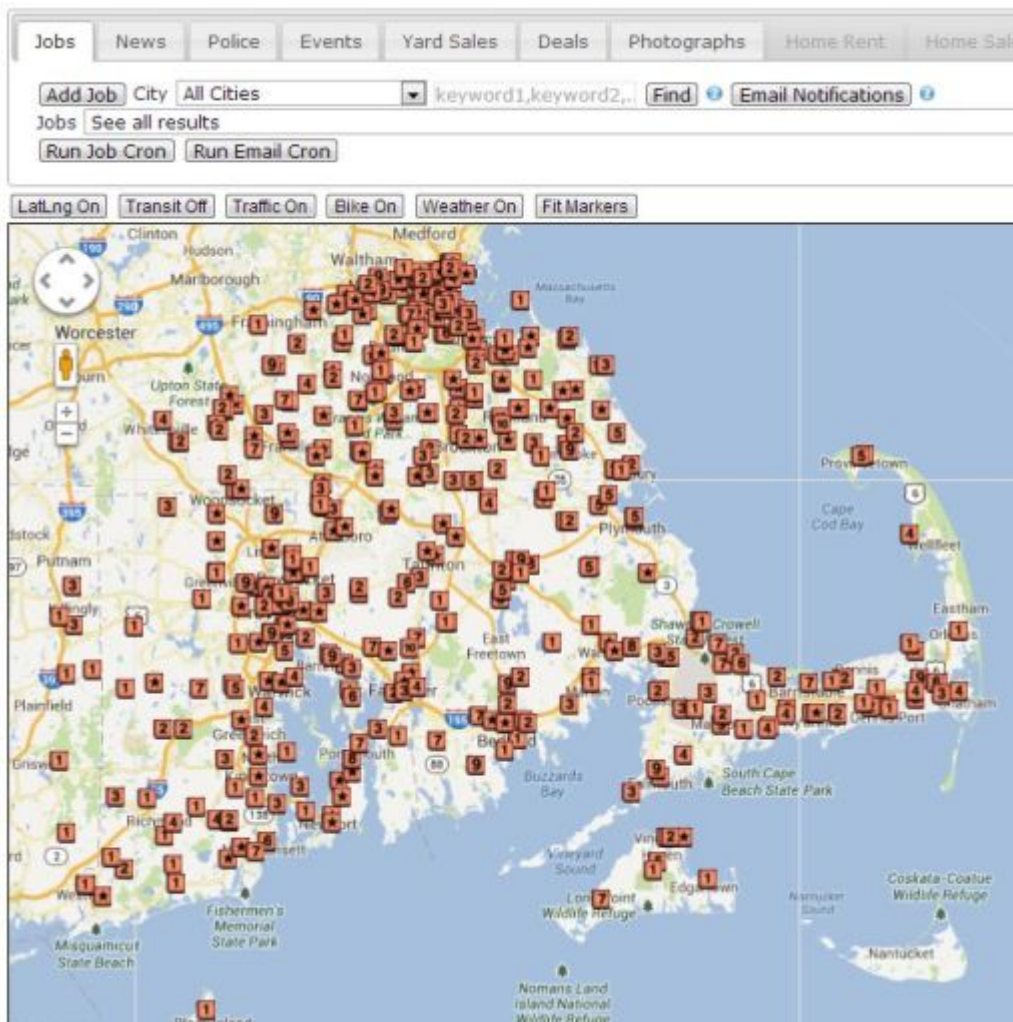
by  
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The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available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

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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.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of October 27, 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. Laundromat Attendant – Bush Quality Cleaners (New Bedford)**

Busy Laundromat now hiring attendant to join our team. Afternoon shift 2:30 pm – 9:00 pm 5 days per week. Steady, year round job with advancement opportunities. Person must be friendly, enjoys working with the public, dependable, honest, works well in a team environment, and likes to be active. Job responsibilities are taking care of the customer, doing laundry, and helping keep the place clean. For full job details and application process: [here](#).

## **04. Activities Aide – Sacred Heart Home (New Bedford)**

Perform a variety of duties assigned by the Director of Alzheimer's Activities to provide recreational activities for groups and/or individual residents. 12 hrs/wk, 9a-11a/1:30p-7:30p, Must be able to work Fridays, Saturdays, Sundays, and Mondays (includes some holidays). For full job details and application process [here](#).

## **05. Part Time Retail Sales Consultant – AT&T (New Bedford)**

Our Retail Sales Consultants build integrated solutions for our valued customers and meet/or exceed key sales objectives. They work with a full portfolio of awesome products including DirecTV, connected car and wearables to name just a few! You'll use your knowledge and passion to deliver an effortless customer experience while pursuing challenging and rewarding goals. Full details and application process [here](#).

## **06. Supervisor – AMC (North Dartmouth)**

Assist management in the coordination of operations to achieve AMC's goals. Model and communicate expectations to all

associates in a professional and safe work environment. 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). For full job details and application process [here](#).

**07. Server/Bartender – Blue Point Restaurant (Acushnet)**

Experience a must for busy full service restaurant. Job Type: Full-time, Required education: High school or equivalent. Required experience: server: 5 years. Full job description can be found: [here](#).

**08. Car Wash Attendant – Nice & Clean Car Wash (Dartmouth)**

To run car wash and manage customer service For full job details and application process [here](#).

**09. Assistant Animal Control Officer – Town of Westport (Westport)**

The Town of Westport is seeking qualified candidates to fill the position of part-time Assistant Animal Control Officer. This position works under the direct supervision of the Animal Control Officer. High school graduate minimum and 6 months experience working with animals; thorough knowledge of animal behavior, animal control laws, communicable animal diseases and privacy laws. Must have a valid Massachusetts Driver's License. For full job details and application process [here](#).

**10. Cafeteria Aide (Cashier) – Saint Anne's Hospital (Fall River)**

Operates cash register using departmental cash handling procedures to provide courteous service to the customer. Maintains a high standard for sanitation in the cafeteria as well as provides the highest quality product and service. 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 Airport Maintenance Position**

**CITY OF NEW BEDFORD**

**AIRPORT MAINTENANCE PERSON \$13.39/hr (variable time)**

**AIRPORT**

Maintenance of Airport property and equipment to ensure the efficient and effective safety and service for all users of the Airfield and Landside Facilities. Maintains and repairs runways, taxiways and other paved and non-paved areas; on- and off-airfield snow removal; paints airfield and landside markings; maintains and repairs runway and taxiway lights; maintains and repairs grounds, structures, and facilities. May conduct airfield and/or landside inspections, as necessary.

May issue NOTAMS. Must communicate professionally on a radio; airfield and landside mowing, weed eating, tree cutting and grading. General custodial and maintenance work in buildings

and around buildings, cutting grass, snow removal, landscaping, trash removal, changing light fixtures, painting, general cleaning (vacuum, dust, wash windows, cleaning rest rooms). Assist in any emergency or incident at the airport.

High school graduate or GED equivalent required. Must pass a training program issued by the Airport Manager and required security background check. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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# **Help Wanted: City of New Bedford hiring Building Custodian**

**CITY OF NEW BEDFORD**

**BUILDING CUSTODIAN \$12.43hr – \$17.42hr**

**FACILITIES & FLEET MANAGEMENT**

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

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

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

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

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

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# Help Wanted: City of New Bedford hiring Electrician

**TITLE:** ELECTRICIAN

**LEVEL:** GRADE 11 \$16.06 – \$24.30/hr

**DEPARTMENT:** DEPARTMENT OF PUBLIC INFRASTRUCTURE

**FUNCTION:** Performs skilled electrical work.

**SUPERVISION RECEIVED:** Works under the general supervision of the department supervisor.

**SUPERVISION EXERCISED:** May perform supervision over helpers and apprentices.

**RESPONSIBILITIES:** Installs, repairs, replaces, upgrades, tests and maintains electrical equipment and wiring in City-owned buildings or properties. This may include power, lighting, traffic control systems, fire alarm systems, water and/or wastewater treatment plant equipment. Trouble shoots grounded, shorted and open circuits. Inspects, tests and approves new and existing municipally connected systems.

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment. Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and

repair electrical parts.

**EDUCATION AND EXPERIENCE:** Graduation from a high school or GED equivalent preferred with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:** Must be a licensed Electrician. 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.

**TOOLS AND EQUIPMENT USED:** Bucket truck, pickup truck, power tools, hand tools, electrical equipment (meters), motor vehicle.

**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. 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; operation of equipment that causes loud noise levels and high vibrations; requires the exercise of caution when operating equipment or handling or other materials.

**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.

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