

# Help Wanted: New Bedford Fire Department Administrative Assistant

CITY OF NEW BEDFORD

ADMINISTRATIVE ASSISTANT \$46,420 – \$56,620

FIRE DEPARTMENT

Manages the office staff including Fire Prevention; organizes workloads and develops new work processes to increase efficiency of the administrative functions within the department.

Assists the Chief and Deputy Chief in creating and disseminating administrative orders and directives. Performs confidential functional support of disciplinary actions taken and investigations conducted. Assists the Chief in the development of the department budget and tracking the ongoing financial performance through monthly tracking reports and projections.

Provides administrative assistance to the Chief in meeting management goals; prepares agendas and records action items for various meetings; prepares administrative policies as assigned. Develops, recommends and implements office systems to improve the efficiency of the department operations with a primary focus on automated systems.

Directs the human resource functions of the department including time-off tracking, collective bargaining agreement compliance and annual documentation. Prepares a variety of reports and related information in support of the performance goals of the department. Prepares reports and required documentation in support of the departments ongoing grant programs.

Knowledge equivalent to a Bachelor's degree in public administration, political science, human resources, business management or closely related field, and two years of related experience; or any equivalent combination of education and progressively responsible experience. Knowledge of municipal management and operations, financial reporting, automated office systems and procedures, office administration. Must be highly skilled in computer programs such as Excel, PowerPoint and Word. Ability to effectively meet and deal with employees, City officials, supervisors and the general public, ability to communicate effectively verbally and in writing; ability to handle stressful situations.

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

APPLICATION DEADLINE: NOVEMBER 14, 2014

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## **Greater New Bedford Veteran's Day Job Fair to feature 11 local employers**

## **The Greater New Bedford Career Center**

Proudly Presents

### **The 8th Annual Veterans Day Job Fair**

**Tuesday, November 4th, 2014**



#### **SCHEDULE:**

**OPEN TO GENERAL PUBLIC—**

**10:00-1:30PM**

**SPECIAL VETERANS EVENT**

**WITH EMPLOYERS—**

**9:00-10:00AM**

Looking for a new career? Just graduated and looking to enter the workforce? Maybe you're looking for that second job to make ends meet? Here's a fantastic opportunity to take a step in the right direction!

On Tuesday November 4th the Greater New Bedford Career Center will present the 8th Annual Veteran's Day Job Fair where almost a dozen employers will participate. This is open to the general public from 10:00am-1:30pm and there will also be a special veteran's event with employers from 9:00am-10:00am.

The special day takes place at the New Bedford Career Center at 618 Acushnet Avenue, New Bedford, MA 02740. For more information please call 508.990.4000. Reasonable accommodations will be available upon request.

#### **Employers:**

- All Care Home Care
- Alaskan Leader Fisheries
- Amarals Bus Company
- Be Safer at Home, Inc.
- Dorothy Cox
- FedEx
- Joseph Abboud
- Nye Lubricants

- Sid Wainer & Son
  - Trinity Services Group Inc.
  - T.J. Maxx
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# Help Wanted: Energy Efficiency Manager

CITY OF NEW BEDFORD

ENERGY OFFICE MANAGER \$44,991 – \$54,880

DEPARTMENT OF PUBLIC INFRASTRUCTURE

Coordinate and/or oversee all energy data related to the office's activities. This includes, but not limited to, verifying and integrating the savings attributed the City's energy efficiency efforts, the appropriate assignment of solar net metering credits and the tracking of our electric vehicle charging station use into a common database. Activities include updating the Mass Energy Insight tool and data population into EPA's Portfolio Manager.

## **Key Activities:**

### – General Activities

- Oversee development of Energy Data Monitoring and Oversight Data Strategy as well as assist in the broader Strategic Energy Plan for the City
- Develop information resources; maintain an energy database for all City operations to provide baselines for energy use and savings analysis

### – Program Data Activities

- Oversee implementation of data management program, including efficiency, solar and transportation activities
  - Manage related budgets
  - Coordinate data gathering protocols between and align efforts amongst City departments, State, for-profit business partners, utility companies and other key stakeholders
- Procurement oversight for all related products and services
  - Oversee the City's final step in becoming a MA DOER Green Community

BA required, MA preferred. Experience with project management, database management and software programs. Familiarity with local, State and Federal energy programs, policies and regulations such as the MA Green Communities Act and Global Warming Solutions Act. Knowledge of the energy sector, particularly of energy efficiency and alternative technologies, and their components of cost. General knowledge of and a personal commitment to environmental and sustainability issues. Computer skills required including Excel, Word, Access. Possession of a valid Massachusetts driver's license with good driving record.

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

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# Help Wanted: Staff Planner – Community Development & Planning

CITY OF NEW BEDFORD

STAFF PLANNER \$44,991 – \$54,880

COMMUNITY DEVELOPMENT & PLANNING

Manages, initiates and coordinates the Planning Board, Zoning Board of Appeals (ZBA) and the permitting process for the City.

Responsible for the review and analysis of applications submitted to the Planning Board and ZBA for completeness and conformance with the City Code requirements. Includes the review and analysis of land development applications and building permits, and the related follow-up required to process and approve submittals. May prepare written and verbal presentations of findings related to land development applications to the Planning Board and ZBA as required. Primary responsibility is providing front counter customer service assistance, and processing of basic land development applications and building permit related requests. This position will have a great deal of public contact including answering questions in person, over the telephone and through e-mail.

The Staff Planner may also be required to perform a variety of general planning duties associated with other planning projects, including special projects, zoning and ordinance revisions and updates, and the development of City plans.

B.S. or B.A. in Planning, Geography, Landscape Architecture or related discipline plus two years' relevant experience, or a combination of related experience and education equivalent to completion of a four-year degree in planning or a related

field, which demonstrates significant knowledge of the principles of municipal planning and general office procedures; experience in municipal planning in the Commonwealth of Massachusetts. Working knowledge of GIS and Microsoft Office is required. Excellent writing, communication, research and decision making skills are required. Possession of a valid Massachusetts driver's license.

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 – 15 October 2014**



by  
Michael  
Silvia

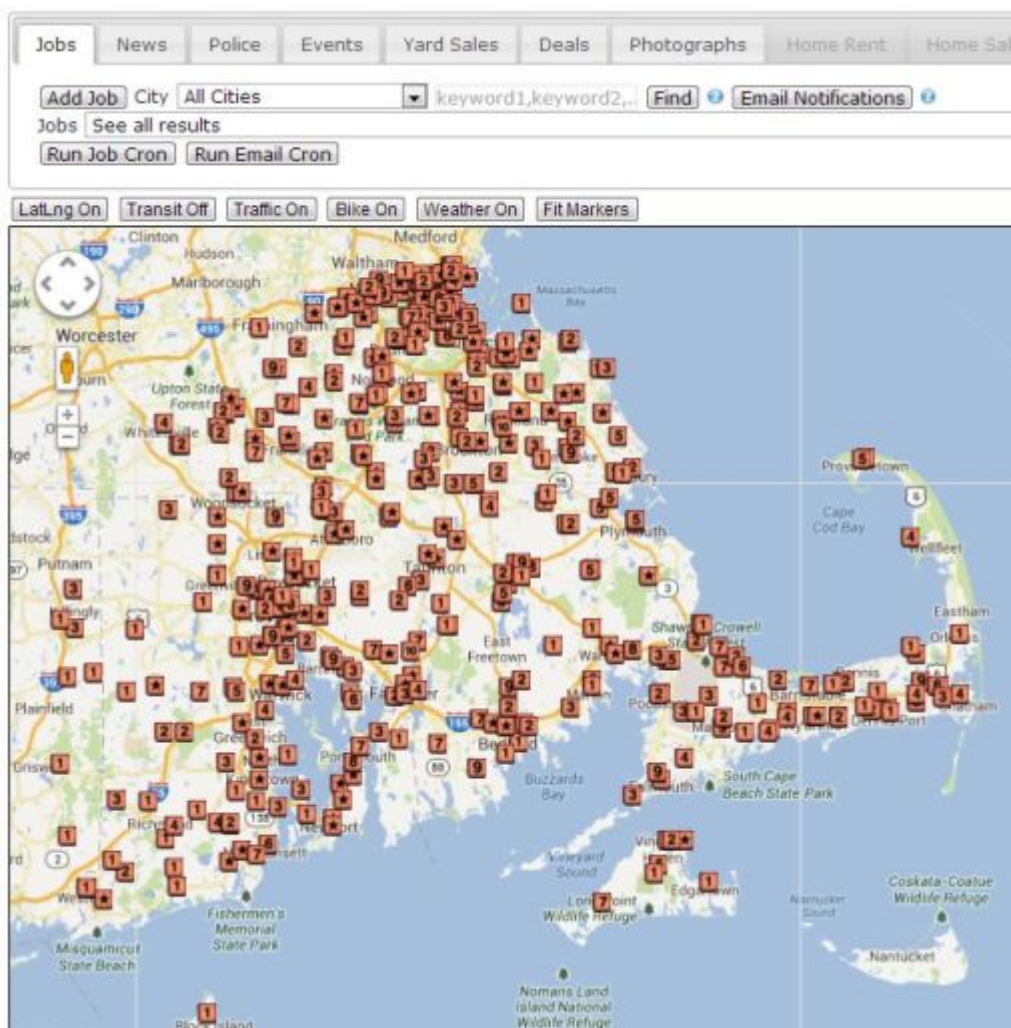
The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will be working

with the New Directions Southcoast (also known as the Greater New Bedford Career Center) and pulling 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. Unless noted otherwise, those interested in these positions or want more information should go to the Greater New Bedford Career Center at 618 Acushnet Avenue.

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Here are the Hot Jobs from the Greater New Bedford Career Center as of October 15th, 2014:



### **1. Drivers #4858260**

7D Drivers needed to fill positions for travel in Wareham and New Bedford. Must have 7D license, must pass CORI & Drug test. Employer will train qualified applicant. Hours are split shift: 6:00am to 9:30am and 1:45pm to 5:45pm.

### **2. Program Manger #4853586**

The Town Administrator's Office on behalf of the Community and Economic Development Authority is accepting applications for the full-time position of Senior Program Manager. Working under the direction of the Director of the Wareham Community and Economic Development Authority, the Senior Program Manager will assist in the planning, preparation and program delivery of the Community Development Mini-Entitlement Block grant application.

### **3. Assistant Project Manager #4858268**

Conducts compliance checks using under-age youth to purchase tobacco. Issues citations to individuals and businesses, which violate State and/or local tobacco regulations/ordinances/by-laws. Performs assessments and analysis of health data and information for the purpose of identifying priorities, planning, and developing education and outreach materials for a range of possible venues including public meetings, retail establishments, training sessions, Board of Health meetings, websites, brochures and reports. Provides education and outreach to permitted establishments regarding City and State regulations on alcohol.

### **4. Art Department General Help #4866637**

Part Time Art Department General help processing customer art, email, reviewing proofs, backup and backup retrieval. Hours Flexible between 8-5:30. Adobe Illustrator and Photoshop skills, good spelling required. If you are looking for after school hours or mother's hours, this is a great opportunity. Hours range from 18 – 25 per week.

### **5. Welder #4866713**

Use MIG & TIG welding to seam/join blanks. Operate a welding torch. Lift up to 50 lbs. of product 1st shift Mon-Thurs 6am to 4pm

#### **6. Auto Body Technician #4866769**

Immediate opening for Auto Body Technician. 5 years of experience preferred but not required. Work in a newly-renovated, family owned and operated dealership. Benefits include vacation, health insurance, 401k and more. Salary based on experience

#### **7. Automotive Technician #4866775**

Immediate opening for TWO Automotive Technicians to grow our expanding service business for an established Ford family dealership. Will pay \$1,000 SIGNING BONUS for qualified, experienced "A" and "B" level technicians. Top pay and great benefits including 401k, vacations, health insurance and more. Special consideration for qualified diesel and transmission technicians. Confidential application process.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of October 15th, 2014:

#### **1. Production worker – Microtech Staffing Group**

Full details and application process [here](#).

#### **2. Security Supervisor – Guardsmark (Marion)**

Full details and application process [here](#).

#### **3. 2nd shift- Order Picker – Microtech Staffing Group**

Full details and application process [here](#).

#### **4. Transportation Driver – Centerline Drivers**

Full details and application process [here](#).

#### **5. Technician – Superior Group (Marion)**

Full details and application process [here](#).

## **6. Operations Team Leader – Randstad Engineering**

Full details and application process [here](#).

## **7. Auto Body Technician / Painter – Ashley Ford**

Full details and application process [here](#).

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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:      Assistant Project Manager**

CITY OF NEW BEDFORD

HEALTH DEPARTMENT

ASSISTANT PROJECT MANAGER \$32,350 – \$40,680

Conducts inspections and enforcement activities; performs work pertaining to assessment, analysis, outreach and education to promote public health and compliance with health regulations including Tobacco Control Laws and Regulations to limit youth access to tobacco products and to reduce involuntary exposure to Environmental Tobacco Smoke (ETS). Conducts alcohol education/ awareness campaigns and classes. Serves as an alcohol, tobacco and other drugs prevention specialist within the community.

Enforces Board of Health and City regulations/ordinances/by-laws by conducting regular inspections of municipal buildings

and vehicles, schools and daycares, dwellings, tobacco retailers, food service and retail food establishments

Conducts compliance checks using under-age youth to purchase tobacco. Issues citations to individuals and businesses, which violate State and/or local tobacco regulations/ordinances/by-laws.

Performs assessments and analysis of health data and information for the purpose of identifying priorities, planning, and developing education and outreach materials for a range of possible venues including public meetings, retail establishments, training sessions, Board of Health meetings, websites, brochures and reports. Provides education and outreach to permitted establishments regarding City and State regulations on alcohol.

May be required to collect samples in the field for inspection/analysis to monitor health issues and ensure compliance.

Attends meetings as needed. All other duties as determined by the Supervisor.

High school graduate or GED equivalent, two years of college. Associate's degree preferred; or any equivalent combination of education and experience. Must possess good oral and written communication skills, and be capable of speaking at a variety of public venues. Ability to read, interpret and apply public health-related laws, regulations and ordinances. Mandatory Criminal Offender Record Information (CORI) check. Possession of a valid Massachusetts driver's license with good driving record.

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

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# The South Coast Hot Jobs List

## – 09 October 2014



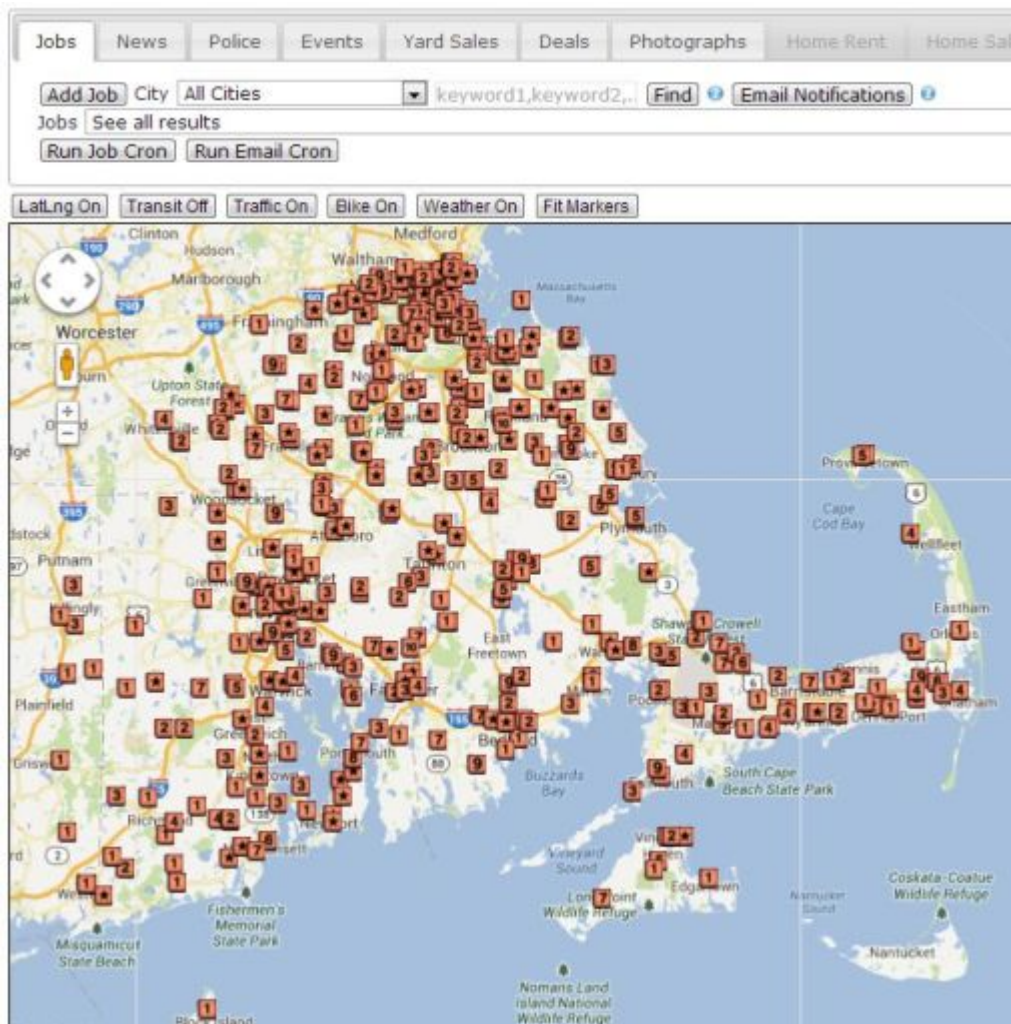
by  
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Here are the Hot Jobs from the Greater New Bedford Career Center as of October 9th, 2014:

### **1. Assembler (part-time) #4834954**

Aquabotix is looking for someone who has a basic understanding of circuits and is a quick learner. Some of the tasks would include soldering connectors, testing our vehicles for quality, and troubleshooting. This also includes shipping and receiving, packaging up finished product and inspecting incoming inventory from our manufacturing company. The job will be in the engineering department and the manager will be able to provide instructions and guidance. The job is part time and looking at hiring between 15-25 hours/week. Must be able to read and write English and maintain at least a High School Diploma.

### **2. Yard Laborers (2) #4790122**

New Bedford Iron Company who fabricates and distributes concrete reinforcing and structural steel as well as miscellaneous steel such as Flat Bar, Plate, Sheets, Angle, Channel, Rounds and many more who looking to fill two yard worker positions.

APPLICANT MUST HAVE A VALID DRIVER'S LICENSE!!! Experience in forklift operation, running the saw, and cutting steel is helpful but will train the right candidate who is hard working and dependable.

### **3. Dietary Aide (part-time) #4834794**

Three positions available. Assists in food service preparation, serving, cleaning, and nutrition. Prior experience in Food Services preferred.

### **4. Production Workers (full & part time positions) #4800682**

Decorate and make confections, package confections.

### **5. Sales Clerk #4840129**

Part time sales clerk position for the retail store in Fairhaven that is open Monday through Sunday. You must be flexible and have great customer service skills.

### **6. Principle Clerk #4800637**

Working for the Treasurer's Department – Assists the Tax Title Attorney and Treasurer in the daily operations of the Tax Title section of the Treasurer's Department; handles all bankruptcy petitions working closely with the Treasurer and the Solicitors Office; ensures activities are performed in accordance with State statutes and department policies.

### **7. Business Development Executive #4780569**

Coyne Textile Services has a full-time position for a Business Development Executive (BDE), Outside Sales opportunity in Eastern Massachusetts and Rhode Island. Our team will train you in the uniform and industrial product rental industry and then you use your ingenuity and passion for sales to identify new business leads; achieve sales quotas by various methods

including cold-calls and other creative methods. As a “hunter” type salesperson, you will generate new leads; control sales by analyzing potential clients’ needs and presenting the appropriate solutions and sales contract negotiation.

#### **8. Child Care Administrative Assistant #4840131**

YMCA Southcoast is looking for a qualified individual to become a administrative assistant for our child care program. YMCA Southcoast child care administration offices assist our childcare programs located in Wareham, Marion, Mattapoisett, Acushnet, New Bedford, Dartmouth and Fall River. Applicants must have excellent computer and comprehension skills. Having experience in CCIMS (Electronic Child Care Information Management System) is a plus but is not required. This is a part time position. 20 hours per week. Monday-Friday.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of October9th, 2014:

#### **1.Part Time Merchandiser – Lawrence Merchandising (Fairhaven, MA)**

Full details and application process **here**.

#### **2. Category Manager – Acushnet Company**

Full details and application process **here**.

#### **3. Supercuts Stylist (Fairhaven)**

Full details and application process **here**.

#### **4. Transportation Driver -Centerline Drivers**

Full details and application process