

# The South Coast Hot Jobs List

## – April 29, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of April 29, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Kindergarten Teacher – New Bedford Public Schools**

#### **JOB DESCRIPTION:**

- Provide rigorous lessons aligned to the Common Core Standards and MA State Frameworks that promote independent thinking, creative problem solving, and intellectual curiosity for all students.

#### **PERFORMANCE RESPONSIBILITIES:**

- Plan and implement instruction to insure that all students meet and exceed Common Core Standards and State Frameworks
- Use of data to inform instruction, to track student progress and to track progress of self through self-evaluation and goal setting
- Deliver engaging, targeted instruction that meets MA DESE and Common Core Standards for level and subject taught
- Differentiate services and instruction to meet variety of student learning needs and strengths
- Maintain active communication with students families in support of their learning and to communicate with families consistently and regularly throughout the school year about their childrens academic and social progress
- Assess student performance using formal, summative, and portfolio assessments to drive instruction
- Perform other duties as assigned by the principal

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

## **Dunkin Donuts – Fairhaven & New Bedford**

**Dunkin' Donuts is hiring for multiple positions in New Bedford and Fairhaven.**

The job pays \$11 an hour plus tips!

Benefits for employees that meet qualifications include:

Paid vacation & health insurance.

### **Want to apply?**

Call: 508-995-0513 and they will match you up to a store nearest you to set up an interview.

You can also email: [now-hiring@dalykenney.com](mailto:now-hiring@dalykenney.com)



## **Cross Trained Agent – Hyannis Air Service Inc**

*Temporary*

### **SUMMARY:**

Cross-trained agents must, after completion of training, be willing and able to work Ticket, Operations and Ramp Agent positions at their assigned station.

### **PRIMARY RESPONSIBILITIES:**

- Check in passengers and baggage using Cape Air's passenger service system
- Make passenger reservations and rebook flights
- Make boarding announcements
- Provide extra assistance to passengers with special needs
- Assist the main Cape Air Reservations Department by handling

remote reservations calls, if applicable to station

- Share information with pilots/ramp/operations using radio communications
- Organize ticket and cash reports
- Handle delayed or missing baggage and process claims
- Assure compliance with FAA and airport security procedures
- Meet and marshal aircraft
- Fueling Cape Air aircraft, if applicable to station operations
- Load and unload passengers and their baggage
- Escort passengers out to the aircraft
- Additional duties as assigned

#### **QUALIFICATIONS:**

- Airline work experience preferred
- Airline reservation system experience preferred
- Must be at least 18 years old
- Must hold a high school diploma or equivalent
- If location requires any type of driving such as baggage delivery, fueling, etc., applicant must hold and maintain a driver's license valid in that location
- Must be able to lift up to 70 lbs.
- Basic computer skills required
- Excellent communication and excellent customer service skills required
- Ability to interact effectively with others
- Ability to work independently and adapt to changing work priorities
- Ability to communicate effectively, orally and in writing
- Flexibility of schedule is a must
- This position will often require working nights, weekends and holidays
- Must exhibit exceptional knowledge of Cape Air and must embody the Cape Air MOCHA HAGoTDI spirit

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

## **Quinn School – Elementary School Teacher – Dartmouth Public Schools**

If you are interested in applying for this position please do so by submitting a formal cover letter, current resume, transcripts, appropriate valid MA teacher license, and current recommendations to Dr. Bonny L. Gifford, Superintendent of Schools, 8 Bush Street, Dartmouth MA 02748 or by emailing the same to the attention of Dr. Gifford's administrative assistant, Kate Genthner, at [kathleengenthner@dartmouthschools.org](mailto:kathleengenthner@dartmouthschools.org).

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

## **Admin Coordinator – New Bedford Parks, Recreation & Beaches**

**PAY: \$46,639 – \$58,303**

Provides administrative support to the Department of Parks Recreation & Beaches; manages day-to-day duties in an efficient and timely manner; attends meetings; processes accounts receivables, accounts payables and payroll for Department; performs technical and administrative duties as requested by supervisor.

Performs office administrative duties dealing with incoming and outgoing correspondence, mailings, phone calls, forms, requests, bills, permits and fees; ensures all correspondence is sent or received through follow-up procedures; applies corrective office policies to ensure maximum efficiency. Manages the special event process for the department. This includes collecting fees if applicable, estimating fees, scheduling events with organizers and monitoring events. Works with other City departments to make sure events are approved and in compliance with the requirements of this department and Park Board.

High school degree or GED equivalent. College degree preferred. Two years of administrative, professional or

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

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

### **Sales Associate – Evolution Wireless Inc**

*\$11 – \$16 an hour*

*Schedule: Hours 9:30am – 9:00pm*

Evolution Wireless (METRO PCS) has immediate openings for a Customer service/Sales Associates. The customer service/Sales Associate will be required to provide outstanding customer service, sell and up-sell products, and provide customer support.

#### **Responsibilities Include; but are not limited to:**

- Approaching customers in a friendly, helpful and informative manner
- Keep a clean workspace
- Sell and up-sell products
- Provide outstanding customer service
- Make cash deposits with bank teller
- Nightly scans/email

#### **Qualifications Include:**

- High school diploma or equivalent degree
- Excellent interpersonal skills
- Dedication to the position
- Ability to comfortably provide product information and ultimately close the sale
- Engaging, energetic and dynamic attitude
- Ability to work days, nights, weekends and some holidays.

**Benefits:**

- Paid hands on training
- Discounted uniforms.
- 401k
- Eligible for coupons and special offers through our ADP website.
- Bonus compensation

Our ideal candidate would be available and able to work any shift that falls within hours of operation for this location. We are looking for a full-time employee who can give us minimum 5 days of work per week, someone with a willingness to continuously learn new products and a passion for helping customers.

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

**Information & Eligibility Specialist – The WorkPlace Inc**

The Information & Eligibility Specialist will facilitate information sessions to disseminate accurate information regarding the requirements to apply for Workforce Innovation and Opportunity Act (WIOA) funded services and other programs with eligibility screening processes. The Information & Eligibility Specialist will collect required documentation, verify compliance with program requirements, and complete and accurately data enter the information.

**ESSENTIAL DUTIES AND FUNCTIONS** include the following. Other duties may be assigned.

1. Facilitate Information Sessions describing the WIOA and other program certification processes.
2. Assist applicants in compiling all required documentation.
3. Meet with customers to complete the program applications and submit to the appropriate staff for review & approval.
4. Make corrections to the file as needed and inform customers of their next steps once the certification has been approved.

5. Timely data enter information.
6. Follow up with customers to collect documentation.
7. Accurately calculate income eligibility, as required.
8. Enroll customers into workshops or services requiring WIOA certification.
9. Educate customers to ensure they understand the full range of services available through the Career Center.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for own work and not normally required to direct or supervise other personnel, but may occasionally instruct or show another employee how to perform the work.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Detail oriented
- Commitment to mastering the program eligibility certification process
- Ability to work with and support diverse customer base
- Excellent verbal, presentation and written communication skills

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or equivalent from a four-year college; a minimum of one year of related experience in workforce development or human resources; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees

of organization.

### **COMPUTER SKILLS**

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access.

### **OTHER SKILLS AND ABILITIES**

Multilingual (Spanish and/or Creole) preferred

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

## **Family Welcome Center-Confidential Secretary – New Bedford Public Schools**

**WORK YEAR:** Full time – Twelve (12) months. This Position is a NON UNION Position

**REPORTS TO:** The ELL & Family Welcome Center Manager.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assist the Family Welcome Center Specialist & Registrar with the registration of new students and with duties related to the recruitment, enrollment, placement of schools and special programs.
2. Assist students and parents with the completion of registration materials. Provide brief orientation to new students and families.
3. Enters data into students computerized record and maintains updated record database as needed.
4. Performs clerical and statistical record keeping duties related to the recruitment, enrollment, placement of schools and special programs.
5. Receives telephone calls and provides information and assistance to students, parents, school staff, and the public



regarding student enrollment and related policies and procedures.

6. Develops a Family Welcome Center master schedule and makes adjustments as needed.

7. Develops and maintains an accurate record and filing system, concerning such items as correspondence, operational procedures, payroll and requisitions.

8. Assist schools and collaborates with New Bedford Public Schools community agencies to ensure families are partners in their child's education and welcome them as active participants in other programs at New Bedford sites.

9. Participate in the Family Welcome Center plan development to capitalize on New Bedford community strengths and expand family engagement.

10. Provide verbal and written translations for programmatic needs.

11. Perform other duties as assigned by the ELL & FWC Manager

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

## **Water System Maintenance Worker – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

### **RESPONSIBILITIES:**

Taps water mains 4" to 48" in size with a small taping machine from  $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves. Performs other work in connection with the maintenance, construction, and repairs of the distribution, collection (and Highway System.) Installs water meters, operates gate valves, and service shutoffs. Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in

the construction, operation and maintenance of distribution and collection systems, including work on reservoirs treatment plants, pump stations and water gates. Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

**DESIRED MINIMUM QUALIFICATIONS:**

- \* Education and Experience: Graduation from a high school or GED equivalent preferred.
- \* Requires one year of prior experience.
- \* Necessary Knowledge, Skills and Abilities: Must be able to work with hydrants, water gates,
- \* valves and collection system related equipment

**SPECIAL REQUIREMENTS:**

Must possess a valid Massachusetts driver's license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Subject to call seven days a week/twenty four hours a day for emergency work. This position is deemed essential personnel and must report for duty during emergency situations.

**TOOLS AND EQUIPMENT USED:**

Performs semi-skilled manual work using taping machines; various digging devices.

**PHYSICAL DEMANDS:**

- \* 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.
- \* Duties require frequent and extended periods of outside

work, subject to all weather conditions and extremes; 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; 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.

#### **WORK ENVIRONMENT:**

Works outdoors in all types of situations and weather conditions. Works with water and sewage.

#### **SELECTION GUIDELINES:**

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.

#### **Patient Care Rep I – Southcoast Health System**

Under general supervision of the Team Leader, Rehab Operations, perform a variety of office support, coordination of various patient care processes and other related duties in accordance with established Rehabilitation Services department policies and procedures. Not Applicable. Equal to completion of four years of high school plus additional specialized courses or training, secretarial school, diploma, or medical office certification. Duties require knowledge of medical

terminology. Proficient keyboarding skills are essential. Must possess strong reasoning and critical thinking skills.

Proficient in use of software applications such as e-mail, Word, Excel, EHR. Exceptional customer service skills are required. Over three years of related medical office work experience is required. Associates degree preferred.

CPR certification required.

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

### **New Directions Southcoast 2018 Summer Jobs Application**

New Directions Southcoast Inc. is announcing that starting Tuesday, February 20, 2018 summer job applications will be available to New Bedford youth age 14-21 from 2:00PM-4:00PM at the New Directions Youth Annex, 5 Dover St., 2nd floor, downtown New Bedford. Summer applications will be available in hard copy only at the Youth Annex, Monday-Friday from 2:00PM-4:00PM from February 20-March 9. Youth must be at least age 14 to pick up an application. Applications will not be distributed after March 9, 2018.

All youth are required to be present to receive an application, attend scheduled appointments, return completed application and supportive documents and meet eligibility requirements to be considered for this youth program.

Recruitment for the "Winter Jobs" program for out-of-school youth is ongoing and youth age 17-24 who are not attending High School may pick up an application at the Youth Annex Monday-Friday from 10:00AM-2:00PM. The Winter Jobs program offers free pre-employment training and a four week paid work experience with potential for permanent employment.

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator

of Title 1 Workforce Innovation and Opportunity Act for adults and Youth Works summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-24 living in the Greater New Bedford area. State funding for summer jobs is funded by YouthWorks, through the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The YouthWorks program is administered by the Commonwealth Corporation. For more information, please contact the New Directions Youth Annex, (508) 979-1700 or on Facebook at Greater New Bedford Youth Annex (New Directions).

### **Substitute Paraprofessional – New Bedford Public Schools**

Para-educator services are required to support students with emotional/behavioral needs related to disabilities among substantially separate and inclusion classroom settings within a school. This para-educator may provide individual, group or classroom support and will work under the direction of teachers, consultants, related service providers, and in collaboration, other para-educators, and school-based personnel to meet the goals and objectives of students IEPs. Services may include addressing safety needs related to behavior management and support the development of social and emotional skills, sensory support and providing academic support to up to four students. Para-educators in this role will be trained to follow established behavior plans, that may require the ability to de-escalate behavior, deliver reinforcements and consequences, collect data, and physically restrain.

Such duties may require the physical ability to lift, hold, escort, and guide students. Para-educators in this position are asked to review student IEPs with teachers on a regular basis and employ universal precautions related to health and hygiene.

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

## **Community Development Project Manager – City of New Bedford**

**PAY: \$58,957 – \$73,703**

- \* Technical writing, plan and project review including constructive criticism and related meetings for project development and or refinement.
- \* Project administration and coordination.
- \* Performs on-site inspections and travels throughout the City.
- \* Attends meetings required for project development.
- \* Processes payments for approved contracted work and procurement responsibilities.
- \* Other duties as assigned by the Director of Planning, Housing and Community Development.
- \* Attend public meetings to provide project descriptions and explain project designs.

Graduation from an accredited college or university focusing on construction, accounting, public administration, legal or closely related field. Contractor certification/license preferred. 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

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

**PAY: \$16.89hr – \$25.86hr**

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the

building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

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

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

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

**Environmental Enforcement Inspector – City of New Bedford**

**PAY: \$15.80hr – \$21.52hr**

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as well as any State and/or Federal regulations.

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

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

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

New Bedford has a residency requirement.

**Assistant Project Manager – City of New Bedford**

**PAY: \$46,639 – \$58,303**



Provides administrative support to the respective Department; manages day-to-day clerical duties in an efficient and timely matter; attends meetings, prepares and transcribes meeting minutes; processes accounts receivables, accounts payables, and payroll for Department; performs technical and administrative duties as requested from supervisor. Receive and review reports pertaining to specific Department matters; analyze and provide documentation of the filing of reports; follow-up with appropriate employees regarding information contained in reports. Process, manage, and review financial items for Department including accounts payable, accounts receivable, grant budgets, purchase orders, contracts, bids, payroll, and monthly reconciliations.

High school diploma or GED equivalent. Two years of administrative, professional, or relevant experience. Any equivalent combination of education and experience. 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

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

### **Front Desk Agent – Seaport Inn & Marina (Fairhaven)**

#### *Part-time*

Immediate opening for Guest Services Agent. This is a part to part-time position. The ideal candidate must be able to work 2nd shift (3 pm to 11 pm) and 3rd shift (11 pm to 7 am) and have the ability to work independently, as well as part of a team. Must be computer literate, and be available weekends and holidays.

Excellent Customer Service is a must. The comfort and happiness of our guests' is our main concern, and all of our Guest Services Agents must welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. We promote a drug and alcohol-free work environment.

If you would like to be considered for this position please email us your interest and contact information or a current resume. You can also visit 110 Middle St at the Front Desk and fill out an application in person.

**Required education:**

High school or equivalent

**Required shifts:**

Graveyard, Evening

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

**City Planner – City of New Bedford**

**PAY: \$82,843 – \$103,562**

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy; draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a

closely related field. Any equivalent combination of education and experience. 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

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

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

**PAY: \$82,843 – \$103,562**

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy; draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

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

accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

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

### **Garage Attendant – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have 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

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

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

**PAY: \$15.23hr – \$20.61hr**

Applies basic accounting principles in maintaining financial accounts and records; may be required to prepare payroll and

maintain personnel records; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books; operates adding machines and computers; answers telephones; operates simple calculators in connection with this work. Performs clerical work of ordinary difficulty.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

**PAY: \$13.39hr – \$19.12hr**

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

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

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

Ensures that equipment is in proper places and in good working order, cleans equipment and patient care compartment in order

to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.

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

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

Attends re-certification classes in order to maintain certification.

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

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

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

New Bedford has a residency requirement.

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

**PAY: \$15.42hr – \$23.00hr**

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors, and ignition problems. Disassembles, overhauls, removes and

replaces all types of engines. Assembles and disassembles transmissions. Knowledge of various hydraulic systems, clutch replacements and components. Performs track replacements and various components, brake jobs, and other miscellaneous maintenance tasks requested. Works on emergency vehicles. Performs all preventative maintenance and any related work. Ability to write detailed reports and estimate repair costs.

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

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

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

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

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

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

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

### **Program Monitor – New Bedford Parks, Recreation & Beaches**

**PAY: \$11-\$13/HR**

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

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

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

**PAY: \$23.00hr**



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

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

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

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

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

Must assume responsibility for plant operations when on duty.

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

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

New Bedford has a residency requirement.

## **Director of Facilities & Fleet – City of New Bedford**

**PAY: \$88,642 – \$110,811**

- \* Directs and administers all activities of the Facilities and Fleet Management Department.
- \* Oversees maintenance and capital needs of City buildings and fleet.
- \* Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- \* Manages the budget using responsible and sound fiscal practices.
- \* Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- \* Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- \* Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- \* Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a related field. 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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Have a job to add to the Hot Jobs List? Contact  
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