

HELP WANTED: City of New Bedford seeking to fill positions: Waterfront Visitor Staff, Building Custodian, Administrative Coord., Garage Supt.

The city of New Bedford is seeking to fill the following four positions:

ADMINISTRATIVE COORDINATOR

\$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. Perform 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. Deal with complaints reported to the Department, files correspondence, and notifies appropriate personnel on issues; monitors response efforts and generally serves the public.

High school graduate or GED equivalent. Two years of administrative, professional, or relevant experience. Possession of a valid Massachusetts driver's license. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14,

2013.

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

GARAGE SUPERINTENDENT (FLEET MANAGER)

\$73,731 – \$92,170

This position is responsible for the administration of the citywide vehicle and equipment maintenance program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, providing leadership, administering the division budget and directing day to day activities.

Analyze and develop fleet quality control strategies and management programs to establish continuous fleet management improvement opportunities, standard maintenance and repair methods and time elements, predictive maintenance, life cycle costing and vehicle repair/replacement models. Provide analytical services and develop fleet management programs to enhance fleet performance and capabilities. Ensures compliance of fleet division activities to pertinent State and Federal Codes, regulations and guidelines.

Possession of a Bachelor's degree in business administration, public administration or closely related field and 5 (five) years of increasingly responsible experience in the area of fleet management, fleet acquisition or vehicle and equipment maintenance, including two years of supervisory responsibility. Possession of a valid Massachusetts driver's license. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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BUILDING CUSTODIAN – (TEMPORARY)

\$13.71 – \$18.04/hr

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. Possession of a valid Massachusetts driver's license. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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WATERFRONT VISIT CENTER STAFF (Seasonal)

\$11.00hr

Serves as City Ambassador to all visitors at the Wharfinger Visitors' Center on Pier 3. Serves as coordinator for the Seaport Cultural District Summer Thursday Night programming. Notifies City and/or Harbor Development Commission staff of any problems or emergencies.

Familiar with customer service professional interactions, historical exhibits, tourist attractions and amenities. Ability to provide visitors with directions and mapping. Ability to access, input and retrieve information from a computer. Ability to pleasantly and professionally answer the telephone and interact with all visitors. Must be friendly and have an outgoing personality. Previous event planning experience a plus. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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