

Help Wanted: City of New Bedford hiring multiple positions

CITY OF NEW BEDFORD

SIGNAL MAINTAINER \$14.26 – \$20.79hr

FACILITIES & FLEET MANAGEMENT

Installs, operates, repairs and maintains Municipal Signal Systems. This includes fire alarm and traffic signaling systems. May also assist and work closely with a Massachusetts registered Journeyman or Master electrician in performing electrical installations and repairs made in accordance with the National Electrical Code.

Trouble-shoots grounded, shorted and open circuits. Inspects, tests and repairs municipally connected master and street boxes. Repairs and replaces underground conduits, cables, aerial cables and wires. Transfers fire alarm cables and equipment from old to new utility poles.

Repairs or replaces boxes, bells, registers, switches, relays, lights, switchboards, sirens, circuits and cables. May also perform maintenance of traffic signals and circuits. Trims and clears tree branches from aerial cables and wires.

Requires two years of paid experience. Graduation from a recognized vocational high school with a major in electrical shop may be substituted for the two years of experience. Must possess 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 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

CITY OF NEW BEDFORD

DATA ENTRY CLERK – TEMPORARY \$13.78hr -\$19.91hr

PUBLIC INFRASTRUCTURE

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

Recommends changes in programs, routines and quality control standards. Prepares for review records and reports of operating and down time; operates computers to assist in locating and overcoming error conditions. Develops operating methods to process data; assists in the development of useful computer programs. Keypunches and edits; assists general public, office staff and City employees.

Graduation from a high school or GED equivalent with specialized course work in computer operations. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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CITY OF NEW BEDFORD**LIBRARY ASST I \$13.39 – \$19.12/hr 20 hours per week****NEW BEDFORD FREE PUBLIC LIBRARY**

Assists in the daily operations of the Circulation Desk; monitors the borrowing of materials, and performs related public service duties as required. Must be available some nights and Saturdays. Makes the library collection accessible by following established circulation and cataloging procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision and observing all policies as outlined in the staff and circulation manuals.

May assist in collecting, recording and transferring all monies received, ordering supplies and calling repair services when necessary. Prepares and checks materials being loaned, and checks in materials being returned. Packs materials to be sent via carriers and distributes U. S. mail to appropriate departments.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred or any equivalent combination of education and experience. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, pleasing personality and good judgment. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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