

# **The South Coast Hot Jobs List – January 7, 2018**

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of January 7, 2018. Click the right arrow to brown the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Order Selector – Reinhart Food Service**

### **Position Summary:**

An Order Selector selects product according to pick labels, places the product in the proper locations on pallets and prepares for shipping.

### **Required Skills and Experience:**

- 6 months related experience (ie. working in a distribution warehouse environment, roofer, farmhand, grocery dock, construction, manipulating patients in a hospital/nursing home or physical therapy environment, or other positions which require continuous heavy lifting which deals with multi-temperature.
- Must be 18 years of age with the ability to work in varying temperatures from -20F to 100F.
- Must be able to lift up to 50 pounds frequently and up to 80 pounds occasionally.
- Candidate must be able to work independently with little supervision.
- Position must pass a post offer drug test and background check.

### **Preferred Skills and Experience:**

- High School Diploma or GED.
- Food service distribution experience.

### **Position Responsibilities may include, but not limited to:**

- Scan job functions into labor clock; obtain proper paperwork

for the shift

- May select products using Vocollect technology
- Manual transfer of cased product from pick slots to pallet and affix label
- Secure products on pallets
- Other projects or duties as assigned.

### **Physical Demands and Work Environment:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Due to the nature of our business in regard to such things as delivery schedules, order inputs, selection, and Department of Transportation Hours of Service, overtime, attendance and punctuality are essential job functions. Should an individual in this classification not be able to adhere to this requirement due to a disability, they should contact their Human Resources department to see what, if any, reasonable accommodation may be made.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin, disability, or protected veteran status. Drug Free Workplace.

### **Position Requirements:**

As an Equal Opportunity Employer, Reyes Holdings companies will recruit and select applicants for employment solely on the basis of their qualifications. Our Practices and Procedures, including those relating to wages, benefits, transfers, promotions, terminations and self-development opportunities, will be administered without regard to race, color, religion, sex, sexual orientation and gender identity, age, national origin, disability, or protected veteran status and all other classes protected by the Federal and State Government. Drug Free Employer.

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

## **General Laborer/Machine Operator/Machine Helper/Inspection – Brittany Global Technologies**

Brittany Global Technologies is looking for a few enthusiastic candidates to join our team and help put camo on the backs of our countries heroes. We are one of the largest printers of United States military camouflage for the Armed Forces. We are looking to fill the following position:

- General Laborers
- Machine Helpers
- Machine Operators
- Shipping/Inspectors

We offer an excellent Benefits Package: Medical, Dental, Vision, Life Insurance, Pension, Paid Holidays, and Paid Vacation. Apply in person at Brittany Global Technologies, 1357 E. Rodney French Blvd., New Bedford, MA 02744. “EEO” Job Type: Full-time.

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

## **Server – Applebee’s**

**WHAT’S THE JOB?** As an Applebee’s Service Savant you’re our brand ambassador, You’ll engage our guests and make sure their experience is one that will make them want to come back over and over.

**WHAT YOU’LL DO:** You’ll be our guests’ first impression and their last impression. You’ll need to be friendly without being intrusive. You’ll make recommendations, You’ll anticipate needs. You’ll take orders but you’ll do it in style. You’ll be responsible in the serving of food and alcohol.

**WHY YOU’LL LIKE IT:** You’ll get to do the job the right way. If you see a problem, you’ll get to fix it. You’ll need to work hard, but you’ll be required to have fun. You l ll get to

exercise your attention to detail. You'll learn people skills that you'll use in every aspect of your life.

**WHAT YOU'LL NEED TO BE ABLE TO DO:** need to be 18 or 21 years old depending on state and local laws. You'll need to be able to stand and move for 8 hours. You'll need to be able to carry up to 25 pounds. You'll need to be able to communicate well with others. You'll need to be able to bend, kneel, stoop and have a good balance. You'll need to be okay with exposure to cleaning chemicals, smoke, fumes and some airborne particles.

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

### **Warehouse Technician – Enos Home Medical**

*3-11 pm*

#### **Responsibilities and Duties:**

- Ensures all equipment is properly cleaned and in suitable condition to go to re-used.
- Cleans and performs inspection for incoming equipment
- Repairs and maintains rental wheelchairs in a timely manner.
- Repairs and maintains wheelchairs through special contracts with the company
- Repairs and maintains powered air mattresses and other general DME equipment.
- Assembles purchased specialty wheelchairs.
- Troubleshoots and repairs full, semi-electric, and manual hospital beds.
- Maintains an adequate and appropriate supply of repair parts.
- Documents all repair work.
- Unloads trucks
- Demonstrates sincerity and patience when dealing with patients/clients
- Assists Driver/Technicians in the assembly of new DME for delivery, as needed

- Delivers DME and liquid or compressed gaseous oxygen, as needed
- Maintains a neat and orderly work area
- Markets the company in a positive and professional manner at all times
- All other duties as assigned

Qualifications: Education: Graduate from an accredited high school. Experience/Knowledge: o Good organizational skills. o Responsible and cooperative attitude. o Neat and clean personal appearance.

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

## **Office Assistant – People Acting in Community Endeavors, Inc. (PACE)**

### **Job Description**

*30 hrs. per wk., 52 weeks per yr.*

- Associates degree preferred. Candidate must have data entry experience. Fast paced office environment working with child care providers. Will be responsible for all aspects of the billing department.
- Low cost Health, Dental, Life and Vision Insurance are available.
- P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: Friday, January 12, 2018

Send cover letter and resume or application to:

P.A.C.E., INC.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Position Type: Full-time

Positions Available: 1

Salary: \$ 14 Per Hour

Job Category : Support Staff > Secretary

### **Job Requirements**

- Associate degree preferred
- Citizenship, residency OR WORK VISA IN United States required

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

### **Tire Technician – Town Fair Tire**

#### **Job Summary:**

A Tire Technician is responsible for the dismounting, mounting and balancing of all tires sold. The Tire Technician will also be required to install any other products sold in his/her store. General job functions include driving a customers vehicle onto the lift, adequately securing the vehicle prior to dismounting the tires and wheels and then reattaching all tires and wheels to ensure proper safe operation of the vehicle. Other duties include handling scrap (or take-off-tires) placing them neatly into the storage area, and many miscellaneous duties that you will be directed to perform. A tire Technician must have the desire to perform above and beyond the requirements set forth in this job description.

#### **Job Qualifications:**

- Prior knowledge of tire related equipment and tools a plus
- Valid Drivers License
- Education Requirements:
- High School diploma or equivalent

#### **Essential Job Functions:**

- Properly secure vehicle to lift to ensure safe operation
- Properly dismount and remount tires and wheels securely on vehicle
- Properly dismount and remount tires onto wheels without damaging either

- Operate all related equipment and tools as trained
- Operate independently and as a team member
- Perform and demonstrate Customer Service Satisfaction
- Operate safely and perform as listed below
- Fulfill Company Philosophy and Goals

**Non-Essential Job Functions:**

- Assist in performing Inventory Control Accurately
- Paperwork – any and all related requirements
- Customer Relations
- Housekeeping, maintained daily.

**Safety Requirements:**

- Perform all safety related items as per the Employee Safety Manual
- Learn and maintain all lifting procedures
- Learn and maintain all general housekeeping and ensure daily performance
- Report all accidents and incidents immediately upon them taking place to your direct supervisor

**Weight Requirements:**

- Lift a minimum of forty-five (45) pounds
- Perform repeated and repetitive movement consistent within the tire industry
- Other duties can and will arise and you should be prepared to take on these challenges openly.

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

**Apartment Cleaning Technician – Acorn Management Co. Inc.**

***\$12 – \$14 an hour***

**Cleaning technician for apartment building. Job responsibilities include but are not limited to cleaning and turn over of apartments, building upkeep including vacuuming, mopping of hallways, dusting, glass cleaning, etc. Must be willing to climb small ladder for dusting and cleaning**

**purposes. 2 years experience professional cleaning experience required. Transportation required.**

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

## **Jr. Custodian – New Bedford Public Schools**

### **Job Description:**

- Reports to the Principal/Senior Custodian to attend to problems or complaints
- Assists in the preparing of all school functions and activities, and the moving and rearranging of all furniture and equipment under the direction of the Principal/Senior Custodian
- Assists in maintaining a clear, sanitary and safe environment within the kitchen/cafeteria areas, as directed
- Assists with unloading of all supplies and equipment the New Bedford School Department determines to be utilized or stored within the building
- Assists, as directed, with the upkeep and maintenance of all heating and ventilation systems within the building, in addition to normal preventative maintenance
- Assists, as directed, in securing the building, noting any areas requiring special attention
- Notifies the Principal/Senior Custodian of facilities or equipment needing repair or attention
- Performs all routine and non-routine work assignments as directed
- Assists in cleaning and maintaining all areas of the building and grounds in a manner that will reflect cleanliness, efficiency, safety and pride at all times
- Maintains a level of efficiency within the Custodial Department that reflects professionalism, not only to peers, but to the students and faculty as well
- Performs other related duties as directed by the New Bedford School Department, as well as other duties in accordance with the job description per Muni-Class Code



**REPORTS TO:** Director of Facilities Operations

**TERMS:** In accordance with AFSCME contract, Local 641

**Position Type:** Full-time

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

### **Barry's Fine Wine & Spirits – Multiple Positions**

#### **1. Assistant Manager Retail Liquor Store**

Must be experienced in the following areas:

- Retail Management
- Customer Service
- Overseeing cashiers work performance
- Loss Control Prevention

#### **2. Stock Person**

Must be experienced in the following areas:

- Retail experience in inventory control & rotation
- Putting away merchandise from deliveries
- Pulling stock to go out to fill shelves & displays
- Responsible for cooler & stock room organization

Both positions are salary based on experience

#### **3. Part-Time Cashier**

Must be experienced on cash register and lottery machine and sales.

Stop by the store to fill out an application and/or bring a resume. 573 Mill St, New Bedford.

### **Activities Aide – Sacred Heart Home**

*20 hours/wk* Our skilled nursing and rehabilitative care facility has an opening for:

- Alzheimer's Unit
- Every Other Weekend: 1:30p-5:30p
- Tuesdays and Wednesdays: 1:30p-7:30p
- Fridays: 3:30p-7:30p
- Perform a variety of duties assigned by the
- Director of Alzheimer's Activities to provide recreational activities for groups and/or individual residents.
- Overtime after 8.5 hours, Weekend Differential, Generous Paid Time Off Program,
- Free Life Insurance and Disability Programs, Health and Dental Insurances,
- Excellent orientation program, 403b retirement savings plan, Cell Phone Bill Discounts,
- Tuition and Scholarship Opportunities, Ample free parking

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

### **Asst. Public Access Director – City of New Bedford**

**PAY: \$41,051 – \$51,318**

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).

Associate's Degree (Bachelor's Degree preferred) in Communications/Media and at least two years of relevant experience. Prior public access employment experience a plus. 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

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

**PAY: \$15.64 – \$21.31**

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. 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

### **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.

**Admin Manager – City of New Bedford**

**PAY: \$52,946 – \$66,188**

Performs complex administrative, technical, and supervisory duties for the assigned department; implements, assists, and supports the Department with administrative systems and procedures; provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff in the Department; responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. 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. EEO

### **Videographer Floater – City of New Bedford**

**\$13.00/HOUR NO BENEFITS (VARIABLE TIME)**

The Videographer Floater is called on as-needed basis for assistance with overall operations. Assists Videographers in shooting, editing and airing various programs on the government and educational access channels. Demonstrates knowledge of equipment and responsibilities will result in more detailed assignments, as well as an increase in assignments.

Some experience in shooting and editing video, and/or enrollment in an Associate's Degree program for broadcasting,

TV production, mass communications, media, etc. preferred. Candidates must have a willingness to learn overall television production skills. Candidates also must have a flexible schedule as nights, weekends and holidays will be required. Candidates should also have knowledge of proper video equipment handling and maintenance including trouble shooting a plus.

Mandatory CORI (Criminal Offender Record Investigation) background checks 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

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

PAY: \$46,853 – \$58,571

Supports the operations of the Planning Division by providing staff support to the Planning Board and assisting in the design and implementation of planning studies, planning research and graphic materials. Performs technical reviews and analyze applications submitted to the Planning Board for completeness and conformance with the City Code requirements. Assist in formatting, publishing, and distributing site maps that deal with existing and proposed community planning programs or site plan identification, that requires use of GIS, Google Earth, and other map-making software.

Bachelor's Degree in urban or regional planning, architecture, urban design, geography or related discipline. Two (2) years of experience in urban planning or a related field. Provide staffing support to the City Planner and Department Head in performing comprehensive technical reviews of existing or

proposed ordinances, studies, long/short term plans, analysis, assessments and other such materials as may be assigned. 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

### **Carpenter – City of New Bedford**

PAY:\$14.26hr – \$20.79hr

#### **FACILITIES AND FLEET MANAGEMENT**

Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required.

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. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

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

## **Welder – City of New Bedford**

PAY: \$15.42hr – \$23.00hr

### **FACILITIES & FLEET MANAGEMENT**

Performs gas and/or electric welding, and related metal working duties. Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Subject to call for emergency work during any given twenty-four (24) hour period, such as any emergency that would impair the safety of the general public. High school graduate or GED equivalent preferred and two years of paid welding experience, or any equivalent combination of education and experience. Must be an experienced welder and physically fit to perform duties of the position. Possession of a valid Massachusetts driver's license and good driving record. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date 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. New Bedford has a residency requirement. EEO.

### **Private Care RN Per Diem – Community Nurse Home Care**

*Must be flexible for varied hours over all shifts.*

#### **Requirements:**

1. Licensed to practice professional nursing in the state of MA.
2. Directly responsible to the Director of Private Care.
3. Prior work experience in home care preferred.

#### **Responsibilities:**

1. Supports the philosophy of the agency.
2. Adheres to personnel policies.
3. Contributes to the process of Agency Performance Improvement.
4. Assesses Private Care patient status upon initial home visit to identify needs in order to develop a Private Care Aide care plan.
5. Develops an individualized Private Care Aide care plan to assist with identified patient needs.
6. Assess Private Care Aide performance during supervisions in the following areas:
  - a. Performance of skills,
  - b. Appearance,
  - c. Communication with patient/family
  - d. Adherence to policies.
7. Assists with the orientation of new Home Health Aides to the Private Care Department as needed.
8. Makes Private Care Aide supervisory visits for Private Care clients and provides feedback to Private Care Director
9. In conjunction with the Public Health Nurse, participates in health promotion activities including flu clinics, blood pressure clinics, school immunization programs and other

activities.

10. Provides nursing consultation at Wellness Centers as needed. Makes recommendations to the Wellness Coordinator to promote and grow Wellness program opportunities in the community.

11. Documents in an accurate and timely manner, assisting to maintain a Private Care record for each client.

12. Promotes and builds strong community relations by supporting CNPC mission and philosophy.

To apply, please send resume with cover letter to:  
[hr@communitynurse.com](mailto:hr@communitynurse.com).



**Airport Technician – City of New Bedford**

**PAY: \$14.26 hr – \$20.79hr**

Maintenance of Airport property and equipment to ensure the efficient and effective safety and service for all users of the Airfield and Landside Facilities. Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139 regulations. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Assists in any emergency or incident at the airport.

High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check). 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

### **After-School Supervisor – City of New Bedford**

**PAY: \$15/HR**

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Supervises After School Program Site Monitors. Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. 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. Maintains records as required such as attendance and snack counts. 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

### **After-School Monitor – City of New Bedford**

**PAY: \$12/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. EE0

### **Special Motor Equipment Operator – City of New Bedford**

**PAY: \$14.77hr – \$21.80hr**

Maintains equipment being used to keep equipment operating properly such as checking and changing all fluids when necessary, checking batteries and tires, changing filters, and

performing all other related maintenance. Keeps equipment clean at all times. May perform the duties of a Motor Equipment Operator. These duties and responsibilities are required on a daily basis.

Conducts preventive maintenance on vehicles operated. Maintains appearance of vehicles to include, but not limited to, washing and waxing of vehicles as often as necessary. Greases equipment, checks tires and tire pressure daily. Performs minor repairs on vehicles such as changing lights and wipers; performs circle check of vehicle equipment daily. Occasionally performs duties below job classification.

Must have a telephone. Subject to call for emergency work during any given twenty-four (24) hour work period, for any emergency the Commissioner feels would impair the safety of the general public, such as ice, snowstorms, rainstorms, hurricanes, etc. Required to notify Storm Control Superintendent when snow begins and immediately when black ice complaints come in.

Possession of a valid Massachusetts Class A CDL and Class 2A hoisting license issued by the Massachusetts Department of Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the mechanical operation of any assigned equipment and at least two years' experience in the operation and maintenance of specified heavy equipment.

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.

**Building Custodian – City of New Bedford**

**PAY: \$12.43hr – \$17.42hr**

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. EEO

## **Customer Service Representative – U-Haul**

### **Description:**

Are you a student looking for a job that offers the flexibility your schedule needs? Are you currently working, serving in the military, or a stay at home parent looking for another job to supplement your income? If so, then a moonlighter position with U-Haul is for you!

Our moonlighter customer service representatives are talented, trained, and knowledgeable members of our team because they help us meet our customers' needs and demands by providing outstanding customer service. Our needs for moonlighter customer service representatives are significantly greater on evenings, weekends, and holidays.

As a Customer Service Representative you will perform various duties including:

- Provide outstanding service to our customers in person and on the telephone
- Prepare rental contracts and invoices for customers
- Maintain the facility and lot in a clean condition
- Clean and inspect rental equipment
- Dispense propane

### **Requirements:**

Position requires a valid driver's license and a good driving record to operate a motor vehicle. Adhere to all local vehicular regulations while driving. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Interested and want to know more? Full details and how to

apply: [HERE](#).

## **Dispatcher/Customer Service – Cab Transportation Company (New Bedford)**

\$11.50 – \$12.00 an hour – Part-time

### **RESPONSIBILITIES**

- Schedules and dispatches drivers
- Answers calls from clients and schedule services
- Maintains records, logs, and schedules of the calls received to schedule transit services, drivers dispatched, and customer cancellations or no-shows
- Prepares reports on all activities occurring during their shifts.
- Directs drivers through radio contact
- Other duties as required.

### **EDUCATION, LICENSING, AND CERTIFICATIONS:**

High school diploma or equivalent, such as GED, required

### **EXPERIENCE:**

- One to two years of dispatch and/or customer service experience preferred

Interested and want to know more? Full details and how to apply: [HERE](#).

## **Full-time, Part-time Administrative Assistant – NB Seafood Company**

We are looking to add an Administrative Assistant to our team. This is a fast paced office environment inside a large seafood manufacturing facility in New Bedford MA. The objective of this role is to ensure accurate and organized administrative functions, while supporting several internal departments such



as Management, Sales, and Production.

### **Essential Functions:**

- Present a professional, welcoming first contact to all customers, visitors, vendors' staff members etc. by phone, in person and e-mail.
- Coordinate incoming and outgoing mail, packages and deliveries.
- Prepare catch certificates and other documents to support the sales team.
- Accurate completion of shipping documents including invoices, bills of lading, transportation documents, etc.
- Generate invoices, completing work orders and creating purchase orders.
- General office duties including phones, filing, creating reports, data entry, etc.
- Other duties as assigned.

### **Qualifications & Requirements:**

- Experience in an office environment required
- Experience with NetYield, Seasoft or SAP preferred
- Excellent general computer skills including MS Office, Excel and Word programs
- Ability to complete tasks independently and show initiative while paying close attention to detail
- Ability to prioritize, multi-task and manage time in order to meet deadlines
- Excellent organizational, communication, problem solving, interpersonal and follow-up skills
- Bi-lingual is always a plus, we have a very diverse population of workers.

Interested and want to know more? Full details and how to apply: [HERE](#).

**Pipefitter – City of New Bedford**

**PAY: \$13.78hr – \$19.91hr**

Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade.

Taps water mains 4" to 48" in size with a small tapping 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 system and collection system. Installs water meters, operates gate valves and service shutoffs.

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.

Reads water meters and checks for over and under registration when necessary. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment. May work with private contractors to help them avoid hitting utilities during construction and excavation.

Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. Must be knowledgeable in the proper use of

various pipes in a sewer system. Must possess general masonry skills and have a general knowledge of low pressure systems. Ability to obtain a distribution and/or collection system certification.

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.

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

**PAY: \$13.78 – \$19.91/hr**

Assists with processing, scheduling and collecting fees for field permits and park use requests. Responsible for payroll, data entry, customer service and related clerical support for the department. Provides assistance to internal and external customers of the department, including members of the public, staff of the City, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization while referring more complex issues to technical, professional or management staff.

Knowledge of standard office procedures, practices, forms and equipment. Ability to prepare routine to complex correspondence and reports utilizing office equipment such as computers, calculators, telephone, etc. Knowledge of office, assessment and billing procedures equivalent to graduation from high school. 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

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

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Knowledge of standard office procedures, practices, forms and equipment. Ability to prepare routine to complex correspondence and reports utilizing office equipment such as computers, calculators, telephone, etc. Knowledge of office, assessment and billing procedures equivalent to graduation from high school. 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

### **Airport Manager – City of New Bedford**

**PAY: \$63,385 – \$79,238**

### **JOB SUMMARY**

Perform highly responsible functions of a professional, administrative, and technical nature. Plan, organize, and direct the day-to-day operations and maintenance of the New Bedford Regional Airport; and perform related duties as assigned and required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Supervise the overall operational and administrative functions of the Airport including personnel, scheduling, maintenance, and repair of airport buildings, runways, taxiways, vehicles and ground maintenance; work with other City departments and provide assistance as necessary.
- Responsible for personnel management, orientation, training, scheduling and performance evaluations of all maintenance, operations and administrative staff; manages all Federal Aviation Administration (FAA) and Mass DOT Aeronautics Division airport improvement projects as well as other airport construction projects with an emphasis on safety and security implementation.
- Responsible for all vehicle and equipment repairs, purchases, and maintenance; develops and executes preventative maintenance program, airport vegetation management program, etc.
- Maintain the Airport in a manner fit to uphold the regulations contained within FAR Part 139 including an active ACM (Airport Certification Manual), AEP (Airport Emergency Plan), snow removal, lighting, signage, NOTAMs, etc., and the implementation of all future FAA regulations and advisory circulars.
- Develop and execute a thorough ASP (Airport Security Plan) and coordinate with the required law enforcement and emergency response agencies as needed. Acts as the Alternate Airport Security Coordinator; coordinate the 10-year background check, fingerprint, and security camera programs.

- Ensure that the airport is operating in compliance with all Federal, State and local laws, by-laws, regulations and directives; coordinate and cooperate with Federal, State and local officials and liaison between such authorities, the Airport Manager and the Commission.
- Participate with Airport Manager in determining short- and long-range planning efforts; submit annual goals and objectives to the Airport Manager and Commission.
- In conjunction with the Airport Manager, prepare the Airport budget to include Capital improvement Plans and Service Priority Packages.
- Provide or arrange for training and instruction of airport workforce; evaluate the performance of subordinates; assist in settling union grievances; issue oral and written reprimands; recommend step increases; provide input into the selection of new employees; ensure that employees are following proper safety procedures.
- Determine the safety of the airfield and surface conditions, and order the closing of runway(s) and/or the airport, in the absence of, or in conjunction with, the Airport Manager; coordinate with appropriate representatives from the Airport's ATCT, the FAA, the Mass DOT Aeronautics Division and other agencies as necessary.
- Plan and oversee the Airport's purchasing program; prepare bid documents for airport materials, services, and specialized equipment; evaluate bids and make recommendations to the Airport Manager; handle inquiries and complaints from customers and tenants on airport-related matters; administer the aircraft fueling policy and develop an auditing program to track actual fuel received and total dispensed.
- Perform similar or related work as required or as the situation dictates.
- 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.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Bachelor's Degree in Aviation Management, or related field.
- At least five years of experience in airport operations, more than three of which were in a management or supervisory capacity.
- And equivalent combination of education and experience.

### **Licensing/Certification**

- Must be able to obtain Mass DOT Airport Manager's License in accordance with 702 CMR 5.04.
- Must possess a valid Massachusetts driver's license and good driving record.

## **SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

## **OTHER JOB REQUIREMENTS**

- Must be able to pass FAA background security check as a result of working with highly sensitive areas.

## **SUPERVISORY RESPONSIBILITIES**

- Responsible for the direct supervision of maintenance and operations staff on a daily basis. Position will oversee all airport staff in the absence of the Airport Manager. Incumbent will directly assist all outside agencies and oversee matters of compliance with regard to all safety, security and environmental regulations.
- Provides input to the New Bedford Regional Airport Commission with regard to the hiring, firing, discipline and evaluation of personnel.
- Works under the administrative direction of the Airport Manager. Exhibits the ability to provide professional and fair

judgment, and takes the initiative to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of all departmental operations; work involves both standard and nonstandard practices and techniques. Incumbent refers more difficult problems to the Airport Manager for clarification or interpretation of policy.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods with frequent tours of the airport. Occasional physical effort demanded in performing duties under varying and occasionally severe weather conditions and irregular hours. Frequent bending, standing and lifting. The City of New Bedford, MA is an Equal Opportunity Employer.

### **Domestic Violence Advocate – City of New Bedford**

#### **CITY OF NEW BEDFORD**

#### **POLICE DEPARTMENT**

#### **DOMESTIC VIOLENCE ADVOCATE – NIGHTS \$11.00hr (Variable Time)**

Provides assistance to Police Department personnel and victims of domestic violence.

Assists police with data collection/direct services and support for victims of domestic violence. Follow-up duties include: restraining orders, medical attention, shelters, and referrals as needed. Works with other agencies and community groups involved with domestic violence. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System.

Must have High School Diploma or GED equivalent; experience working with victims of domestic violence; or any combination of education and experience. Excellent interpersonal skills; ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource



Coordinator. Must be computer literate. Bilingual preferred.

Possession of a valid Massachusetts driver's license and motor vehicle.

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.**

### **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.

## **Emergency Telecommunications Dispatcher – City of New Bedford**

**POSITION: EMERGENCY TELECOMMUNICATIONS DISPATCHER (Per Diem)**

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

**DEPARTMENT: POLICE**

**FUNCTION:** Perform the duties of Emergency Telecommunications Dispatcher and its related work as assigned by the Chief.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Receives and processes calls for assistance from various sources. Establishes effective communication with the person(s) requesting assistance using the appropriate hardware identifying necessary information for dispatching an effective emergency response.

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Displays a calm, articulate, polite and concise manner when broadcasting. Refrains from the use of an angry or impatient tone of voice while broadcasting. Alerts personnel responding to hazardous calls with information relating to the nature of the call, as will enable them to take suitable precautions, and shall so advise personnel when such information is not available and keeps them informed as other information is made available.

Promptly acknowledges all radio messages and takes appropriate action. Acquires thorough knowledge of the location and layout of streets, building, parks, housing projects and significant areas of the community to maximize time, accuracy and speed of dispatches. Conducts all radio operations in accordance with Federal Communications Commission (FCC) procedures and requirements.

Be especially alert to the signals received on electric protection alarm devices in the communications console area and initiates necessary action thereon.

Remains at the communications desk at all times while on duty unless relieved by an authorized individual and does not allow anyone to use the communications equipment unless authorized by a competent authority. Thoroughly familiar with and activates all emergency procedures relating to holdups, alarms, fires, medical aid or other matters requiring urgent attention.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their

availability to respond to calls for service and is always aware of the assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Makes all appropriate entries, deletions and inquiries into the computer system. Conducts wanted checks on all department and computer files to include Q1 and WMS (Warrant Management System) systems upon request by any authorized person or agency .Records all police and private tows in the tows file.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows. Maintains accuracy in the recording of information of activity related to the delivery of emergency or other services required of the dispatch center.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws. Performs such other related duties as may be assigned by appropriate authority. Knowledgeable and complies with all policies and procedures pertaining to the duties of the dispatch center. Maintains records of all incoming calls and dispatches through CAD (Computer Aided Dispatching). Maintains various logs, reports and audio tape recorder.

Responsible for keeping all certifications up to date. (911; APCO (Association of Public Safety Communications Officials); EMD (Emergency Medical Dispatching); LEAPS (Law Enforcement Agencies Processing Systems)).

**MINIMUM QUALIFICATIONS AND ENTRANCE REQUIREMENTS:** High school graduate or equivalent. Ability to speak clearly and distinctly in English with basic verbal and written communications skills. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. **Ability to accurately pass a standardized typing test, scoring no less than a minimum rate of 30 words per minute.** Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must have the ability to learn city street locations and read maps. Ability to understand complex and written instructions and procedures. **Must pass an in-depth police background check.** The ability to sit during prolonged periods of inactivity interrupted by periods of intense activity. Ability to maintain one's composure and to act calmly and decisively under pressure of emergency situations. Ability to maintain records neatly and accurately. Ability to handle highly confidential and sensitive information with discretion and good judgment.

**EXPERIENCE:** One to three years experience in general office procedures, dealing with the public, computer knowledge and public safety preferred.

**INDEPENDENT ACTION:** Function independently within broad scope of established procedures; generally refer specific problems to supervisor only where clarification of procedures may be required.

**TOOLS & EQUIPMENT USED:** Personal computer, telephone, copy and fax machines, radio.

**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.

Work is performed mostly in office settings; subject to normal temperature variations and office noise; frequent interruptions to assist customers in the office or on the phone, spends extended periods at computer, on telephone or operating other office machines requiring eye-hand coordination and finger dexterity, regular lifting and carrying of files, documents, records, etc. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; 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.

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.

## **Director of Purchasing – City of New Bedford**

**PAY: \$75,493 – \$94,373**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.

Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility, including repairs and maintenance. Furnishes advice and guidance to department heads and/or city officials relative to assurance and structure of subcontracts to ensure that City's interests are properly protected; ensures incorporation of subcontract clauses in orders and documentation of files. Performs related work as required and assigned.

Associate's Degree in a related discipline to municipal purchasing. At least five years of experience in relation to municipal or government purchasing, or a related field. Any equivalent combination of education and experience. Massachusetts Certified Public Purchasing Official Program certificate required. 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.

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

## **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.





### **Arborist – City of New Bedford (New Bedford)**

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant; plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs...Want to apply? Full details and application process: **[HERE](#)**.

### **Maintenance Person – City of New Bedford**

**PAY: \$13.39 – \$19.12**

#### **FACILITIES AND FLEET MAINTENANCE**

Performs complex maintenance of City buildings and property and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-

four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. 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. EEO

### **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

## **Director of Public Health – City of New Bedford**

### **CITY OF NEW BEDFORD**

**DIRECTOR OF PUBLIC HEALTH \$85,624 – \$107,038**

### **HEALTH DEPARTMENT**

Leads a wide range of public health mandates and manages Department staff, grants and contracts. Provides programmatic leadership and strategic planning, fiscal accountability, personnel management, health services, and public service. Builds and sustains regional partnerships, programs, and capacity. Provides grants, contracts, and health insurance billing. Develops plans, policies, and programs to address the community's public health needs, and establishes goals and objectives to be achieved through systematic courses of action that focus on these needs and equitable distribution of resources.

Enforces all State public health laws, local ordinances, and rules and regulations of the New Bedford Board of Health. Implements all State mandated programs and services and responds to complaints and meets other high priority service requirements. Evaluates existing programs and services, and provides quality assurance, in accordance with applicable professional and regulatory standards, to ensure that programs are consistent with the department's plans and policies; prepare and manage the annual budget.

Makes recommendations to the Board of Health on matters that pertain to public health and assists the Board in the

development of public health policies. Develops and administers grant-funded programs, manages community-wide vaccine distribution programs and investigates the occurrence of adverse health effects and hazards in the community by ensuring that timely investigations are conducted. Drafts and issues reports on health issues and maintains public health records in accordance with State law. Informs and educates the public on public health issues of concern in the community, promoting awareness about public health services, availability, and health education initiatives. Manages resources and develops an organizational structure to maximize the operational functions of the Health Department. Advocates for public health and build constituencies and identify resources within the community by generating supportive and collaborative relationships with public and private agencies and neighborhood groups for effective planning, implementation, and management of public health activities.

Master's Degree in public health, health administration, or a related field. At least seven years of experience in public health administration or environmental health or any equivalent combination of education and experience. Criminal Offender Record Investigation (CORI) background check mandatory.

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

### **Commissioner of Public Infrastructure – City of New Bedford**

**PAY: \$98,031 – \$122,548**

Oversees department operations and manages staff. Adopts rules and regulations for use of the City's wastewater collection system, and water distribution and treatment systems.

Bachelor's Degree in Civil Engineering or a related discipline. At least ten years of Civil Engineering, Water or Wastewater work experience or experience in a related field. Any equivalent combination of education and experience may be substituted.

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. EEO New Bedford has a residency requirement.

New Bedford has a residency requirement.

### **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.

### **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

## **Maintenance Person – City of New Bedford**

**PAY: \$13.39 – \$19.12**

### **FACILITIES AND FLEET MAINTENANCE**

Performs complex maintenance of City buildings and property and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. 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. EEO

## **City of New Bedford is hiring for a Watchperson**

### **LIBRARY WATCHPERSON**

**PAY: \$13.44-\$16.61**

Provides security services on library premises in collaboration with library staff and the New Bedford Police Department. Patrols the interior and exterior public areas of the library to maintain orderly atmosphere conducive to a pleasant library experience. Responds to staff calls for assistance and initiates calls for assistance to the New Bedford Police and Fire Departments as needed. Understands and enforces library policies and procedures fairly, consistently and appropriately.

Treats all library customers with courtesy and respect and shows sensitivity to customers with special needs or problems. Documents incidents and submits reports as needed. Assists in emergency situations. Surveys facility for problems of



security and hazardous conditions and reports them to the Library Director. Monitors and reviews video surveillance system as needed. Performs other duties as assigned.

High school diploma or GED equivalent required. Undergraduate coursework in criminal justice strongly preferred. Minimum of two years experience in security, public safety or law enforcement with significant public contact strongly preferred. Must have a positive customer service attitude, professional demeanor and the ability to be friendly, courteous and tactful with a diverse population. 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

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### **Animal Control Officer – City of New Bedford**

**PAY:** \$16.89hr – \$25.86hr

#### **POLICE DEPARTMENT**

Investigate reported animal bites. Respond to calls concerning unleashed/unlicensed animals, dead animals, nuisance complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140.

Assess injured animals. Provide emergency care and transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to

animal problems, including report writing and filing.

The availability of the Animal Control Officer is 24 hours a day to include emergencies, nights, weekends and holidays. Must possess a telephone.

High school graduate or GED equivalent; five years' paid experience working with animals or related field preferred; or any equivalent combination of education and experience.

Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Portuguese/Spanish speaking preferred.

Possession of 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.**

### **Police Cadet – City of New Bedford**

**PAY:** \$11.00hr-\$13.09hr

Assists Police Officers with administrative duties.

Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes, and performs similar duties of an administrative rather than an enforcement types.

Shall not carry arms, nor shall he/she have any power of arrest other than that of an ordinary citizen.

Must be a New Bedford resident for the duration of employment. Cadet must be (eighteen) 18 years old. Employment is terminated on the Cadet's 25th birthday.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record.

Must be willing to work nights, weekends and holidays.

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.**

#### **Program Monitor – Andrea McCoy Rec Center**

CITY OF NEW BEDFORD

PROGRAM MONITOR \$9.00/hr STARTING SALARY

ANDREA MCCOY RECREATION CENTER

PARKS, RECREATION & BEACHES

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

Ensures a safe, productive and caring environment for children and staff. Develops programming for children with the PRB staff. Provides guidance to recreational aides, volunteers, and participants in conducting recreation activities; and assists professional staff in planning and conducting recreation activities and events, in addition to providing customer service to the community. 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. Performs data entry and other clerical functions as

directed.

Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

This position is of a seasonal nature. It is not entitled to benefits.

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



**Project Coordinator (Engineering Division) – City of New Bedford (New Bedford)**

Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling... Want to apply? Full details and application

process: **HERE**.

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Have a job to add to the Hot Jobs List? Contact  
leo@newbedfordguide.com.