

The South Coast Hot Jobs List

– December 29, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 29, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Cashier/General Clerk – PriceRite (New Bedford)

Part-Time

Job Summary:

To maintain a high level of presentation and cleanliness while pricing, stocking and rotating merchandise in any department; to maintain neat, clean and visually appealing departments; to provide our customers with accurate, friendly and efficient checkout service; to accurately scan items, collect proper payment; and to provide proper change if necessary; and to perform other tasks as required in an efficient and safe manner, within Company policy.

Essential Job Functions:

Performance of the essential functions of this position require the Team Member to possess the minimum qualifications listed above.

These functions include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math skills.
- Ability to make change with all denominations of American currency.
- Ability to stand/ walk for the duration of a scheduled

shift.

- Ability to adhere to all local, state and federal health and civil code regulations.
- Ability to operate equipment as required by department; i.e. slicer, scale, can opener, wrapping machine, rotisserie, fryolator, cheese grater/ cutter, case cutter and stove/ oven
- Ability to stand, bend, twist, reach, push, pull and lift 25 lbs. to 75 lbs.
- Ability to provide customers with superior service.
- Maintain a neat, well-groomed appearance at all times and observe company dress code policies.

Job Responsibilities:

- Maintain a clean, neat, organized and safe work environment.
- Maintain all department sanitation and QA standards including cleaning and sanitizing all work surfaces, utensils and equipment, sweeping, mopping, removing cardboard and trash as needed, and being able to operate a baler or compactor. Keep floor clear of debris and spills.
- Check products received against an invoice.
- Use a slicing machine and related equipment where applicable.
- Prepare and replenish product for sale in any department where applicable.
- Always operate equipment with all safeguards in place and in good operating condition. Observe safe methods of performing all duties.
- Comply with all store rules, Company policies, safety requirements, security standards and all local, State and Federal health and civil code regulations.
- Dress according to company policy to include white shirt, black pants, apron, name badge.
- Comply with QA hand washing standards and use disposable gloves when handling unpackaged foods.
- Greet all customers and provide them with prompt, courteous service and assistance.
- Follow approved procedures for receiving, code dating,

preparing, storing, and price marking, scaling, and restocking products to ensure quality, accuracy and product rotation and protection.

- Adhere to all Federal, State, and Local regulations as they pertain to all departments.
- Keeps displays and display cases stocked and properly turned and faced at all times in accordance with all department standards.
- Completes price changes as directed by department manager.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Complete all applicable department training programs.
- Comply with Price Rite service priorities: clean, fresh and friendly.
- Retrieve carts from the lot
- Must be 18 years old or older to operate balers, hi-lo's, power jacks, slicing machines, etc.
- Perform other duties as required

Job Expectations

- Part Time work hours – our business requires a flexible scheduling consisting of days, evenings and weekends. Weekly average hours for a part time clerk is 15-20. Hours fluctuate weekly in accordance with business.
- Part Time Training Requirements – All Team Members are provided paid training and are expected to successfully complete all essential components of training within the first 30 days. This includes web based and hands-on training.
- All Team Members are expected to report to work as scheduled and required to record work time through our electronic time and attendance system. Excessive lateness and/or absences is not acceptable.
- Cashiers are expected to maintain cash control per our company standards. Excessive errors are not acceptable to the business and are monitored per our cash handling policy.

NOTE: ASSOCIATES MUST BE 18 YEARS OR OLDER TO OPERATE BALERS,

HI-LOS, POWER JACKS AND SLICING MACHINES.

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

Customer Service Representative – Marriott International Customer Engagement Center in Fall River, MA.

Apply for this job here:
<https://jobs.marriott.com/corporate/jobs/19167766?lang=en-US>

How To Apply: Applicants can go to jobs.marriott.com, type in Fall River, MA where it says “*Enter Location*” and then it should be the first job, listed as Customer Service Rep – \$13.50/HR for the title.

Here is a little bit of information about the position:

Reservation Sales & Customer Service
1630 President Avenue, Fall River, MA 02720
Full-Time

Start Your Journey With Us

Marriott International is the world’s largest hotel company, with more brands, more hotels and more opportunities for associates to grow and succeed. We believe a great career is a journey of discovery and exploration. So, we ask, where will your journey take you?

As a FORTUNE Best Place to Work 20 years in a row – you can’t go wrong!

We are recruiting for an upcoming training class:

- Training Start Date: Monday, January 13th, 2020.
- Training Class Schedule: This class will be held from Monday, January 13th – Friday, February 7th from 3:00PM – 11:30PM on a Monday-Friday schedule.
- Anticipated Shift After Completion of Training: 3:30PM – 12AM. Must be flexible with working weekend days/not having

consecutive days off.

Compensation includes:

- Paid training
- Competitive salary
- Incentives
- Shift differentials where applicable.

We also offer a competitive benefits package including medical, dental, vision, 401(k), TRAVEL DISCOUNTS and more.

If this training class schedule or shift is not a great match for you, stay in touch with us as we frequently recruit for additional classes. Share your contact information with us here: stayintouch.marriott.com.

It's our associates that make what we do possible. They have the opportunity to make a meaningful and tangible impact on the lives of the people we serve daily.

- Full-Time Shifts – 3:30pm-12am
- Starting Pay \$13.50 & Paid WEEKLY
- Weekly & Monthly BONUS Incentives
- Excellent Benefits Packages and Hotel Discounts
- Paid Vacation and Sick Leave
- Advancement Opportunities
- Fun Team & Associate Focused Atmosphere
- 4-Week Hands-on Paid Training Program

You **must** have a high school diploma/GED, be at least 18 years of age, pass a background and drug screen, and have a least 6 months of RECENT customer service experience.

EOE Race/Sex/Disability/Vets.

Apply for this job here:
<https://jobs.marriott.com/corporate/jobs/19167766?lang=en-US>



INTERNATIONAL

Fall River Customer Engagement Center is on the lookout for passionate, skilled, & attentive people to join to our team!
APPLY TODAY!

It's our associates that make what we do possible. They have the opportunity to make a meaningful and tangible impact on the lives of the people we serve daily.

- Full-Time Shifts – 3:30pm-12am
- Starting Pay \$13.50 & Paid WEEKLY
- Weekly & Monthly BONUS Incentives
- Excellent Benefits Packages and Hotel Discounts
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EOE Race/Sex/Disability/Vets.



Please apply online: jobs.marriott.com

Sales Associate – Five Below (Dartmouth)

Part-Time

Do you want to work for the coolest brand on the planet? Five Below's where you go to kick-start your career into full gear. We're a Philadelphia-based brand and one of the fastest growing retail chains in the United States with over 500 stores in 31 states. We only sell the coolest, trendiest,

high-quality products pre-teens and teens really want, all at \$5 and below. And what about our work culture? It's one of the best around filled with high-energy, positivity and motivation. Five Below is like no other brand out there. So, do you want to get in on the hype now? Thought so. Check out the position description below and find out if we are right for you!

What does the Sales Associate do?

If you want to be at the beat of the Five Below pulse, our part-time Sales Associates get right in the middle of all store action. Perfect candidates have an undying passion for delivering amazing customer service, while also driving high sales results. Key traits include having amazing people and selling skills, a keen eye for ensuring merchandise is on the floor in an organized fashion, keeping the floor stocked-up flawlessly and providing super smooth transactions at the register.

How do they do it?

The sales associate embraces and lives the Five Below Value! These values translate into creating the coolest brand on the planet, where talented people want to grow their careers...and here is how!

- Wow the Customer : Put the customer first and make a difference in people's lives
- Unleash Passion : Check your ego at the door and do what you say you will do
- Hold the Penny Hostage : Treat Five Below like your own business and hire talent that will do the same
- Achieve the Impossible : Set the bar high for self and team and make sure to take risks
- Work Hard, Have Fun, Build a Career : Come to work ready to take on the day, create a fun atmosphere and recognize the team for all the efforts

Key Responsibilities:

- Adheres to all standard operating procedures and policies
- Responsible for cash handling procedures
- Reviews and responsible for all corporate communications applicable to their assigned area
- Assists in merchandising procedures
- Responsible for maintaining assigned area
- Sets and maintains Market Plan and other merchandise directives
- Assists with execution of company data integrity process
- Delivers exceptional customer service through personal contact with customers
- Interacts with and assists customers
- Assists in receiving and stocking procedures
- Unloads merchandise from trucks
- Checks in shipments
- Stages merchandise for the sales floor
- Packs out merchandise
- Performs store maintenance including but not limited to taking out garbage, sweeping, cleaning bathrooms, maintaining stock room

This job description is not all-inclusive. Additional responsibilities will be determined by the General Manager, as dictated by store needs.

Essential Job Functions

- Standing entire shift
- Frequently operate cash register
- Frequently move merchandise weighing up to 25 lbs and places/removes merchandise up to a height of 5-10 feet
- Frequently ascend/descend ladders in order to retrieve and put away stock
- Frequently position self to kneel, bend, and stoop, including in the stock room and on the sales floor
- Frequently communicate and exchange information with customers and coworkers on the telephone and face-to-face in the store.
- Must be able to exchange accurate information in

these situations

- Frequently move across the sales floor assisting customers, as well as to and from the stock room retrieving and putting away merchandise

Minimum qualifications:

- Excellent verbal and written communication skills
- Ability to multi-task
- Creative thinking
- Ability to maintain composure under pressure

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

Line Cook/Prep Cook – Longhorn Steakhouse (Wareham)

Full-time, Part-time

You've got the skill, We've got the GRILL!

The Line Cook at LongHorn:

- Assists in completing prep and storage of food items
- Prepares high-quality food items to order
- Follows recipes and presentation guidelines
- Ensures proper food safety and sanitation standards
- Working together as a team to deliver a great LongHorn Steakhouse experience for our Guests. #WeAreLongHorn

LongHorn Line Cook team members enjoy:

- Competitive salary with weekly pay
- Flexible schedules
- 30+ hours available per week
- Health and Wealth Benefits
- Dining and other discounts
- Career advancement opportunities

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

School Bus Drivers, Monitors, Mechanics and HR/ Accounting – Amaral Bus Company (Westport)

Licensed School Bus drivers will receive a \$500 signing bonus.
School Bus Drivers Wanted! Up to \$28.75 per hour (Southcoast and Tri-Town areas)

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation. Monday thru Friday work Week. Weekends and major holidays off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off.

We have routes, field trips, and sports trips. The choice is yours. **PLEASE APPLY IN PERSON.**

- School Bus driving is a part time job averaging 20-25 hours per week. You can make more money than some full time jobs.
- Opportunities for more hours are available.
- Must have a C.D.L. Class B License with School Bus and Passenger endorsement to drive a school Bus.
- Free C.D.L. School Bus training to qualified applicants.
- Paid sick time and Yearly Attendance Bonus.
- Wages depending on school district and contract. Earn up to \$28.75 per hour.

Management opportunities. Room for growth! Must be 21+ to get your School Bus license. Must be MA resident to qualify for free training.

PLEASE APPLY IN PERSON AT:

Amaral Bus Co., Inc.
1090 State Rd
Westport, MA, 02790

School Bus Monitor:

Amaral Bus Co., Inc. is committed to providing quality, safe, transportation.

- Responsible for the safety, and welfare of students who ride your bus.
- Monday thru Friday work Week. Weekends and major holidays

off. Summer and school vacations off. Extra work during school closings available if you choose. Able to collect on any time off. Must have a license and reliable way to work.

- Split Shift Schedule.
- School Bus Monitoring is a part-time job averaging 24 hours per week.
- Free C.D.L. School Bus training to qualified applicants.
- Paid Sick time and Yearly Attendance Bonus.
- Management opportunities.
- New Equipment.

\$13.00 per hour PLUS weekly attendance bonus

PLEASE APPLY IN PERSON AT:

Amaral Bus Co., Inc.

1090 State Rd

Westport, MA, 02790

NO Phone Calls or E-mails.

Accounting/HR Clerk

Amaral Bus Co., Inc is looking for a talented Accounting/HR Clerk to join our team. **This is a full-time position; Monday-Friday; 40 hours/week with great benefits.**

The Accounting/HR Clerk is an integral part of the company performing diversified duties. The primary responsibilities will be recording all financial transactions into QuickBooks, assisting the President with month-end procedures, reporting, audits, and contract renewals. The qualified candidate is highly analytical and possess an advanced level of Microsoft Excel skills. The successful candidate is well organized, has excellent interpersonal, communication, and problem-solving skills, is a team player and has the ability to multi-task.

Essential Duties and Responsibilities:

- Update financial data in databases to ensure that

information will be accurate and immediately available when needed.

- Creates, and provides reports to President, Vice President, Accountant, and Management
- Analyzing data flows for process improvement opportunities
- Accurately process weekly payroll in accordance with state and federal laws and in accordance with company pay regulations using ADP WorkForce Now.
- Practice timely preparation of all payroll operations working closely with Management to ensure that deductions, liens, and payroll actions are in conformance with employment benefits practices and accounting procedures.
- Ensure that employee files are properly maintained
- File EEOC and other required reports to State and Federal Agencies
- Process Accounts Payable
- Process Accounts Receivable
- Bank Reconciliations
- Research invoice and accounting system discrepancies
- Prepares and processes monthly invoices
- Prepare and post Journal Entries
- Communicate with clients, vendors, managers, and other professionals
- Responsible for gathering information required for audits, tax preparation, and monthly financial reporting
- Manage and maintain Accounts Payable filing system
- Create Accounting files and prepare financial documentation
- Special Accounting and ad hoc projects as needed

Education & Requirements:

- Bachelor's Degree preferred
- 3+ years payroll experience preferred
- Experience with ADP Workforce Now preferred
- Advanced QuickBooks Desktop experience preferred

Skills/Qualifications:

- Strong understanding of general accounting practices and

procedures

- Advanced proficiency in QuickBooks
- Advanced proficiency in MS Office software
- Strong understanding of payroll processing
- Strong strategic, financial and analytical skills
- Strong “hands-on” work ethic
- Excellent organizational skills
- Must possess initiative, energy, and drive
- Excellent verbal and written communication skills
- Ability to multi-task under pressure in a high volume, fast paced environment
- Ability to professionally interact with all levels of management and co-workers

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Mechanic

Amaral Bus Co., Inc. is searching for experienced technicians/mechanics to join our team. Technicians will be working on customer vehicles as well as dealership vehicles.

Pay Rate: \$18.00- \$28.00/ hour depending on experience.

Applicants should have their own tools and be proficient in, or willing to learn, how to repair/diagnose electrical systems, mechanical systems, suspension systems, brake systems, heating & A/C systems, and emissions systems. The applicant's experience can be with auto and/or diesel engines. Experience performing MA inspections and wheel alignments is a plus.

Our shop is equipped with the following systems to help with your tasks:

- Alldata
- Mitchell Ondemand
- Identifix
- JPro
- Cummins Insite

- Autel
- Robinair A/C machine
- Vacutec Evap Smoke Machine
- Hunter alignment system

Benefits offered:

- Health insurance
- Dental, vision, and hearing Aflac available
- Profit sharing
- Paid holidays, sick time, & vacation time
- Training offered as new software/systems are introduced

All applications and interviews are confidential.

No Phone Calls or E-mails. Please come to our office and fill out an application in person.



Cook – Cafe Bon (New Bedford)

\$12-\$14 an hour

Cafe Bon in New Bedford, MA is looking for one cook to join our 7 person strong team. We are located on 218 Rockdale Ave. Our ideal candidate is attentive, ambitious, and hard-working.

Responsibilities

Set up workstations *Cook dishes to business standards *Follow health and safety guidelines *Prepare ingredients for use during shift.

Qualifications

Proven working experience as a cook *Familiarity with kitchen equipment and utensils *Strong attention to detail *Ability to listen and communicate effectively. We are looking forward to hearing from you.

Available shifts and compensation:

Available shifts every day except Sundays and Saturdays. Compensation is \$12.00 – \$14.00/hour.

About Cafe Bon:

Cafe Bon in New Bedford, MA is looking for an individual to join our 7 person strong team. We are located on 218 Rockdale Ave. Our ideal candidate is attentive, ambitious, and hard-working.

By applying to this job, you agree to receive a text message with a link to your profile as well as a text message when an employer has responded to your application.

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

Store Counter Sales – O'Reilly Auto Parts (New Bedford)

Our Store Counter Sales team members are knowledgeable and energetic with a passion for automotive parts. They believe in taking care of the customer, as well as the power of teamwork. Our Store Counter Sales team members deliver excellent customer service and ensure a positive customer experience. They also support management in the accomplishment of assigned tasks, including maintaining inventory control and store appearance.

Qualifications

- Take pride in delivering excellent customer service
 - Available to work flexible work schedule
 - Thrive in a busy, fast-paced retail environment
 - Knowledge of cataloging and/or inventory management systems
- a plus

- Automotive parts, equipment or systems knowledge
- ASE certification preferred

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

Assembler, Wire Racker – Vedainfo Inc

\$11.00 – \$12.50 an hour – Contract

Job Summary

Duration: 7 Months Contract, Work Days/Hours: Monday – Friday, 7:00 am – 3:30 pm. Perform repetitive wiring/racking, unwiring/unracking duties and move plating fixtures within plant following prescribed methods and practice, as well as transforming parts from one form of material handling container to another. Will routinely lift weights up to 25 pounds in performance of duties.

Essential Elements:

- Work from written and/or verbal instructions-use racks, wire cutters, wire equipment and related equipment.
- Read work order or follow oral instructions to ascertain parts to be racked/unracked onto or from trays, racks and shelves by hand.
- Record number of units racked or handles on daily production sheet.
- Attach identifying tags or labels to mark information on cases or other containers.
- Count parts, racks and verify counts throughout plating operation.
- Visually inspect all parts during racking and unracking, and set aside parts with defects that would be cause for rejection.
- Maintain necessary records.
- Move materials as necessary in performance of duties.
- Detect and report improper operation, faulty equipment, defective materials and unusual conditions to supervisor.
- Maintain work area and equipment in clean, safe and orderly

condition.

- Follow established company rules and regulations, safety precautions and maintain quality standards.
- Perform other related duties as required or as directed.

Secondary Elements:

- 3 months up to 2-year experience.

Experience:

- Assembly: 2 years (Preferred)
- Manufacturing: 1 year (Preferred)

License:

Driver's License (Preferred)

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

Administrative Assistant, Advancement – Bishop Stang High School

Full-Time, \$15-\$20 an hour

Bishop Stang High School seeks to hire an Administrative Assistant to work in the Advancement & Alumni Office.

Our Mission

Bishop Stang High School is a Catholic, college-preparatory school called to share the Gospel of Jesus Christ by “making known the goodness of God.” We holistically educate a diverse student body in a respectful, nurturing and disciplined environment. Our school family inspires young people to excel in learning and life through growth in faith, integrity, knowledge and service.

Education:

- High school or equivalent (Preferred)

Benefits offered:

- Paid time off
- Parental leave

- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts
- Education assistance or tuition reimbursement
- Gym memberships or discounts
- Flexible schedules

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

Pizza Maker/Cook – Brick Pizzeria Napoletana (Fairhaven)

\$16 an hour

Job Description:

Simple. At all times employees should be working toward Brick's core goals:

1. Make customers smile – whatever it takes
2. Serve authentic Neapolitan pizza fast.

There are other things that are expected from our employees such as being friendly and helpful to customers and fellow employees, keeping Brick clean, getting prep done, keeping stations stocked, going fast etc. But we want to be clear that even though every task is important they are all 3rd behind making customers smile and serving authentic Neapolitan pizza fast.

Job Responsibilities (General):

- Be super friendly and helpful to customers
- Be knowledgeable about Brick's pizza, history, and procedures
- Be fast! Whatever the position is Brick employees need to be able to go fast!
- Do whatever it takes. To make customers smile :)

- Be able to deal with any setbacks with a positive attitude.
- Be a great team member. Help each other out.
- Go above and beyond. We expect Brick Employees to do more. Do that unexpected thing that makes a customer's day.
- Get to know our customers. Communicate with them. Say "Hello". Get their names. Ask about their day. Make sure they love their pizza. See if they want a cannoli or need a box. Take away their dirty dishes. Say "Have a good one!" when they leave.
- Basically treat customers like friends.

Minimum Qualifications:

- Big smile
- Speedy
- People person
- Team oriented
- Love Brick
- Super positive
- No excuses

Experience:

- Relevant: 1 year (Preferred)

Additional Compensation:

- Tips
- Store Discounts

Benefits:

- Flexible schedule
- Parental leave

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

Manufacturing Associate – Titleist/Acushnet Company

2nd & 3rd shifts, \$17.69 – \$18.20 an hour, Temporary

Titleist Temporary Manufacturing Associate (up to 6 months) – several openings.

Acushnet Co. (NYSE: GOLF), a \$1.6 billion company comprised of

the Titleist and FootJoy golf brands, is the global leader in the design, development, manufacture and distribution of performance-driven golf products, which are widely recognized for their quality excellence. The company operates through four strategic business units: (1) Titleist Golf Balls, (2) Titleist Golf Clubs (including Vokey wedges and Scotty Cameron putters), (3) Titleist Golf Gear, and (4) FootJoy Golf Wear.

Titleist, golf's symbol of excellence, is the game's leading performance equipment brand, having earned the overwhelming trust of tour professionals, club professionals, competitive amateurs and dedicated golfers worldwide. The Titleist golf ball embodies superior performance, innovative design and technology, precision manufacturing and unmatched quality. Titleist is the unequivocal #1 ball in golf and has been for over 70 years—and still counting.

We have an immediate need for several temporary (up to 6 months) manufacturing associates!

Objective:

The manufacturing associates will be trained to be in control and operation of various types of manufacturing equipment used in the production of golf balls. In this role, you will be safely working in a quality-driven state-of-the-art manufacturing facility in the New Bedford Business Park. This role requires prolonged standing, walking, carrying, loading, unloading, pushing and pulling items to and from equipment.

Candidates should have the following qualifications:

- 0-5 years of full-time work history
- Flexibility to work 2nd or 3rd shift hours
- Ability to work for prolonged periods on your feet attending to equipment needs
- Ability to work at a machine pace to keep up with production demands
- Ability to lift up to 40lbs
- Ability to use a computer to enter data and generate reports

- Quality conscious and detailed oriented so that we can continue to make the #1 ball in golf.

Applicants selected for an interview will be required to pass a basic adult math and reading test.

Acushnet Company is a drug free workplace, all offers of employment are contingent upon the successful completion of a drug test and criminal background check.

Acushnet Company is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with a disability. EEO Employer/Vet/Disabled.

Acushnet Company offers competitive salaries commensurate with experience and a comprehensive benefit package consisting of medical & dental; 401 savings plan; tuition assistance; life & disability insurance; vacations/holidays; on site wellness facility; and generous product discounts. Visit the Acushnet Company employment website for more information (<http://employment.acushnetgolf.com>).

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

Project Coordinator – City of New Bedford

PAY: GRADE 12 \$19.23hr – \$27.18hr

Job Description:

- Provides general support to the Department of Public Infrastructure (spanning all divisions) and the City of New Bedford.
- Assists with financial and project reporting, project planning, administrative assistance and other duties as needed.
- Coordinates and assists in Chapter 90 State Aid Construction

Projects and Federal Disaster Grants, as well as other special projects.

- Performs data processing; assists in troubleshooting computer systems; diagnoses and resolves minor computer hardware/software problems.
- Generates correspondence; prepares spreadsheets, sets up databases; coordinates meetings; and tracks progress of projects.
- Performs related work as required.

Requirements:

- High school diploma or GED equivalent. Degree in Civil Engineering preferred; experience with computer operations support in a network environment; or any equivalent combination of education and experience.
- Experience with GIS and computer operating systems, and various computer hardware and software, telephone, fax machine, scanners, etc.
- Knowledge of the City property plot plans, street layout plans, sewer and storm drain plans; and the ability to understand and draw deed descriptions.
- Ability to record neatly and accurately on real estate records and plot plans. Knowledge of drafting methods.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO. New Bedford has a residency requirement.

Warehouse Associate – Total Welding Supply, Inc. (East Freetown)

Full-time

Looking for a hardworking individual to load and unload deliveries, organize and maintain warehouse and more. Must be

able to lift 50 lbs. and have a good work ethic. Welding item experience is a plus.

ESSENTIAL FUNCTIONS:

- Pick products in a warehouse environment to assemble customer orders
- Ability to operate a forklift, and other machinery as needed
- Load, unload and receive inventory
- Cycle count inventory and store in an orderly and accessible manner in warehouse
- Prepare packages for shipment and efficiently stage product for loading
- Communicate with fellow employees for safe transport of goods throughout the warehouse
- Follow all safety guidelines

This position is full-time Monday-Friday, 8am-5:00 pm with great benefits.

Experience:

- Warehouse: 1 year (Required)

Work authorization:

- United States (Required)

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

Delivery Driver (Full-Time) – AutoZone

POSITION SUMMARY:

AutoZone's Full-Time Auto Parts Delivery Driver performs work in the operation of a vehicle to assure safe delivery of parts to and from commercial customers. In addition, this AutoZoner will be required to perform duties inside our stores, driving, and at our customers' place of business. Drivers are responsible for ensuring maximum productivity in a safe environment, increasing commercial sales, and ensuring compliance with company procedures in accordance to AutoZone's

expectations. The incumbent will exceed customer's expectations by delivering WOW! Customer Service to all AZ Commercial accounts.

POSITION RESPONSIBILITIES:

- Provides WOW! Customer Service
- Utilizes ZNET to help customers locate merchandise or find suitable alternatives
- Adheres to AutoZone dress code
- Follows all company policies, procedures and management direction, including all fleet and safety policies
- Ensures commercial products are delivered on time and in excellent condition
- Drives delivery vehicle to transport parts to Commercial customers, including the loading and unloading of parts
- Maintains a safe driving and working environment, including PPE (Personal Protective Equipment)
- Picks up parts from nearby stores and outside vendors
- Ensure appropriate delivery documentation is generated and issued for each delivery, then appropriately filed at the AutoZone store
- Follows proper accident procedures
- Properly maintains vehicle(s) and takes the necessary steps to report vehicle maintenance issues
- Ensures that assigned company vehicle is kept clean and presentable
- Builds long term professional relationships with the customers
- Handles cash transactions, charge transactions, and core/part returns per company policy and guidelines
- Inspects, protects, and maintains company assets, merchandise, and vehicles
- Assists DIY customers between deliveries by performing the following duties:
 - Utilizes OBDII to read codes from customer's automobiles
 - Practices GOTTChA and assists with the installation of wipers blades, batteries and light bulbs

- Maintains product knowledge and current promotions through AutoZone systems and information sources
- Maintains store appearance and merchandising standards as directed

Position Requirements

- High School Diploma or equivalent
- Basic knowledge of automotive parts is required
- Excellent communication and decision making skills
- Ability to lift, load, and deliver merchandise
- Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts
- Valid driver's license and ability to meet AutoZone's driving requirements
- Drivers – 21 years or older

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

Retail Cashiers/Sales Associates – Nouria Energy (Wareham)

Part-time

At Nouria our business is about the people and we want you to achieve your goals in your career path. Whether you're looking for a part time position, store management or a corporate role, Nouria is the perfect place for you. With over 170 locations, we are currently experiencing rapid growth in the Convenience Store and Car Wash industries. We invest in our employees through commitment to training and education. Our front line ambassadors are the most important part of our team and we empower them to delight our customers with every interaction.

At Nouria, we want our employees to be happy and healthy. This is why we offer a wide array of benefits to eligible Nouria Energy employees such as;

- Medical, Dental and Vision Insurance
- 401K Retirement Plan
- Sick and Vacation Pay

- Voluntary Life Insurance
- Long-Term & Short Term Disability
- Direct Deposit
- Flexible Spending Plans
- Service Awards
- Bonuses

We currently have openings in our location! If you are an upbeat, outgoing and customer-oriented individual who has been looking for that chance to prove yourself, WE WOULD LOVE TO MEET YOU! It's as simple as completing an application for an opening near you at <https://nouriaenergy.isolvedhire.com/jobs> or texting "NOURIA" to 58046 on your mobile device. Message & Data Rates May Apply. For texting terms and privacy please visit www.jobalarm.biz/terms . We hope to meet you soon!

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Flexible schedule

Benefits:

- Retirement Plan
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off
- Paid Sick Time

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Open to applicants who do not have a high school diploma/GED
- A "Fair Chance" job (you or the employer follow Fair Chance hiring practices when performing background checks – learn

more at <https://start.indeed.com/fair-chance>)

- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma
- A job for which people with disabilities are encouraged to apply

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

Warehouse Associate – Talbots (Lakeville)

\$15 an hour, Temporary

ARE YOU LOOKING FOR A GREAT PLACE TO WORK?

We offer:

- Clean, safe, climate controlled environment
- Company-subsidized cafeteria
- Opportunities to grow your career
- Friendly, team-oriented culture

The Talbots Distribution Center in Lakeville has openings for Warehouse Associates who will perform general warehouse/fulfillment functions such as Replenishment (put away), Picking and Packing. Associates will be assigned to a home department, but cross-trained in other departments and must be willing to rotate into other areas as needed. Exact hours and days of the week depending upon Department.

Full-time positions are eligible for our benefits plan including:

- Medical, dental and vision benefits after 30 days
- 401(k) plan with company match
- Paid vacation

- Paid sick time
- Paid holidays
- Associate discount
- Tuition reimbursement

Day shifts:

- Start times vary by department
- Days open: Monday – Saturday

Typical Part Time shift options:

- Saturdays only: 6:30 am – 3 pm; 7:30 am – 4 pm
- Evenings: Monday – Friday: 3pm – 6 pm (anywhere between 2 – 5 days/week)
- Combination of Saturday and Evening shifts
- 24 hours/week: Monday – Wednesday (5:30am – 2pm OR 7:00 am – 3pm) or other variations of 2 – 3 days per week available days include Saturday, Monday, Tuesday or Wednesday

Education/Experience/Knowledge:

- Must be dependable and punctual.
- Must be able to be on your feet all day.
- Must be able to push, pull and lift up to 30 lbs on an occasional basis
(some departments such as Replenishment may require more frequent lifting up to 50 lbs).
- Must have strong team skills, communication skills and attention to detail
- Must be at least 16 years old. If under 18 years old, must procure appropriate youth work permit.

Talbots is a leading omni-channel specialty retailer of women's clothing, shoes and accessories. Established in 1947, the company is known for modern classic style that's both timeless and timely, fine quality craftsmanship and gracious service. At Talbots relationships are the key to our business, we hire individuals who bring new ideas to the table, understand smart risk taking and can enhance an already thriving culture. With a commitment to offer modern classic

style for every body type, through a full range of sizes, inclusive to every woman in your life.

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

Warehouse Worker/Package Handler – UPS (South Dartmouth)

Part-time, \$14.00 – \$19.00/Hour with weekly bonuses, depending on location and shift

Shift: Sunrise (4:00 AM – 9:00 AM)

Twilight (6:15 PM – 10:00 PM)

Night (11:30 PM – 4:30 AM)

WAREHOUSE WORKER – PACKAGE HANDLER

Find out what you'll become as a Package Handler at UPS. In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 3 ½ – 4 hour shifts, approximately 17 ½ – 20 hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the next step on your career journey as a Package Handler/Warehouse Worker at UPS.

If you're a student at an approved college, university, trade or technical school, UPS offers an educational assistance program that could provide you with up to \$25,000 for tuition, books and fees. If you qualify, you'll be eligible for the program on your first day of work at UPS.

UPS is an equal opportunity employer. UPS does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.

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

Emergency Medical Services (Paramedic) – City of New Bedford

PAY: \$24.37hr

- Examine, assess and stabilize patients at emergency scene, i.e., hemorrhage control, treatment for shock, immobilization of fractures, bandaging, proper treatment for burns, poisoning or drug overdose, deliver newborns, manage mentally disturbed patients, etc.
- Obtain medical history, check vital signs; advise/inform Medical Control at the hospital of diagnostic indications.
- Perform definitive life support; administer treatment and utilize advanced life support equipment and procedures as directed by authorized physician and State treatment protocols, i.e., endotracheal intubations, defibrillation, synchronized cardioversion, nasogastric intubations, closed chest decompression, intravenous administration of drugs and fluids, external trans thoracic cardiac pacing, and interpret 12 lead EKG's, etc.
- Respond to a wide range of emergency situations as required. Control scene of medical emergency; conduct triage, treatment and transportation at mass casualty incidents.
- Document pre-hospital care received by patients to facilitate admission to health care facility.
- Prepare patients for transport; monitor patients in ambulance to maintain patient stability, administer additional treatment when necessary.
- Operate ambulances and other emergency vehicles as needed to and from scene of emergency.

Current certification as an Emergency Medical Technician-Paramedic by the Mass. DPH, and current certification as a CPR healthcare provider by the American Heart Association (M.G.L., Ch 111C, Section 3 and 6). Current certification in Advanced Cardiac Life Support by AHA.

- Subject to re-certification by the State Office of Emergency Medical Service.
- One year of Paramedic experience preferred but not required.

- Knowledge of pharmacology, and drugs used in advanced life support and possible reactions;
- Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; medical telemetry; Advanced Life Support equipment; MGL, Ch 89, 90, and 111C; Mass. DPH recertification requirements; regional communication protocols.
- Knowledge of major transportation routes in the locality, defensive and emergency driving procedures, emergency medical service vehicle limitations, local emergency medical service Point-of-Entry procedures.
- Certain immunizations will be recommended and/or required prior to commencement of employment duties.

For more information, please visit:
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

Applications will be accepted until a suitable candidate is found. EEO. New Bedford has a residency requirement.

Water System Maintenance Person – City of New Bedford

PAY: \$14.20hr – \$18.79hr

- Performs work in connection with the maintenance, construction, and repairs of the distribution, collection and highway system. Installs water meters, operates gate valves, and service shutoffs.
- Capable of reading service cards, gate and hydrant location books and plans.
- Performs semiskilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs, treatment plants, pump stations and water gates.
- Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the

purpose of locating pipe leaks or preparing areas for laying pipes.

- Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

Graduation from a high school or GED equivalent preferred. Requires one year of prior experience. Must be able to work with hydrants, water gates, valves and collection system related equipment. Must possess a valid Massachusetts driver's license with good driving record. Subject to call seven days a week/twenty-four hours a day for emergency work.

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. EEO. New Bedford has a residency requirement.

Data Entry Clerk for the Assessors Office – City of New Bedford

PAY: \$15.46 – \$20.92

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as

needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

After School Program Monitor & After School Program Supervisor positions – City of New Bedford

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR

PAY: \$12 – \$14.50/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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

PAY: \$15.00hr – \$16.00hr

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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Data Entry Clerk – City of New Bedford

PAY: \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings.

Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches

PAY: \$47,339 – \$59,178

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of

Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Director of Purchasing – City of New Bedford

PAY: \$79,326 – \$99,166

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. Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions. Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.

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

Compliance Officer (Community Relations Specialist) – City of New Bedford

PAY: \$51,693 – \$64,622

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, “community-friendly” print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department’s goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of information.

Bachelor’s degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years’ experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years’ experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Admin Manager – City of New Bedford

PAY: \$54,278 – \$67,853

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. Handle customer and city residents' issues in a professional manner that meets the City's standards; assists residents, customers, or vendors that come to the Department office.

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. 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. 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: 17.42hr – \$24.18hr

Performs various types of skilled repairs on diesel equipment. Trouble shoots all types of diesel equipment in use by the City to determine repair costs. Diagnoses and repairs work in the area of electrical systems, fuel systems, ignition systems. Ability to read and understand all schematics in the related field. Disassembles, overhauls, removes and replaces all types of engines. Diagnoses, repairs or replaces transmissions, four wheel drive components, hydraulic pumps, or any related components.

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 and good driving record. Operates a motor vehicle on a regular basis. Possession of Class B CDL or the ability to obtain one within six months of hire. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

Mason – City of New Bedford

PAY: \$17.42hr – \$24.18hr

Performs work involved in the construction and repair of structures made of brick, stone, concrete blocks and tiles such as wall, floors and other structural projects. Performs masonry repairs and brickwork, pours new concrete sidewalks, installs blue stone and pours foundations.

Thorough knowledge of laying bricks, stone, concrete blocks and tiles in construction, alteration or repair of walls, floors, passageways or other structures. Constructs and repairs brick work in sewers, catch basins and manholes. Lays and sets cut stone. Performs all phases of cement work.

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

Requires two years' paid experience in masonry trade. Knowledge of equipment, materials and supplies used in masonry work, and equipment and supplies used to do minor repairs. Skills in operation of listed tools and equipment. Ability to work independently and complete daily activities according to work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO.

New Bedford has a residency requirement.

Sewage Disposal Systems Maintenance Foreman – City of New Bedford

PAY: \$19.23hr – \$27.18hr

Assists in the supervision of maintenance staff under the direction of the Superintendent of Wastewater. Assists in planning and scheduling maintenance and preventive maintenance work of the pumping stations and wastewater system to make maximum effective use of employees, equipment and material

within an approved budget and quality standards.

Develops and implements a program to meet the preventative and emergency maintenance of the wastewater systems including unplugging blockages, flushing and rodding lines to prevent blockages and accumulation of grit, rags and other debris. Makes inspections to check that standard maintenance procedures are being followed.

Reviews the maintenance needs of the pumping stations and wastewater system, and develops procedures and programs for the maintenance and preventative maintenance of the system and related appurtenances. Investigates, diagnoses and recommends correction of abnormalities occurring within the pumping station, wastewater system, structures and related appurtenances.

Makes continuous inspections to check that standard maintenance procedures are being followed and detects the existing or potentially unsafe or unhealthy working procedures, equipment or conditions.

Participates in safety committee activities.

High school education or GED equivalent is highly regarded. Five years of progressively responsible experience in mechanical maintenance and the maintenance of wastewater systems and appurtenant structures and devices. Eligible for, or possession of, certification in wastewater collection maintenance at the appropriate level required of the New Bedford system.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Library Assistant – City of New Bedford

PAY: \$15.00/hr, 15 hours per week

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.

Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. This position performs a variety of clerical duties, which include: assistance in opening and closing department; typing and filing; assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Possession of a valid Massachusetts driver's license and good driving record preferred. Ability to speak Spanish preferred. 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. New Bedford has a residency requirement. EEO.

**Two positions: Electrician & Carpenter – City of New Bedford's
Dept. of Facilities & Fleet Management**

ELECTRICIAN

PAY: \$25.54/HR

Performs skilled electrical work at the journeyman level. Installs, tests, repairs and maintains electrical circuits, wiring systems, fixtures, appliances and equipment. Troubleshoots and repairs faulty electrical wiring, defective electrical equipment and machinery such as motors, generators, transformers, switches, sockets, etc. Inspects and tests circuits and fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects. Uses common hand tools and electrical ohm test equipment such as meters, voltmeters, ammeters, growlers, multimeters and other test equipment. May remove, replace and repair electrical parts.

High school graduate or GED equivalent with specialized course work in electrical practices and knowledge of electrical principals and procedures. Two years of increasingly responsible related experience; or any equivalent combination of education and experience. Possession of a Massachusetts journeyman or master electrician's license. Possession of a valid Massachusetts driver's license with 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. Is required to respond to callbacks on a 24-hour basis as needed for emergencies in the opinion of the Director.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0.

CARPENTER

PAY: \$16.04 – \$21.84

Reads and understands blueprints, drawings and specifications of building methods, means and materials. 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. 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.

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. This position shall be subject to 24 hour call back as needed for emergencies and/or matters of public safety as determined by the Director or his designee. Must possess and maintain a working cellular telephone.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Director of Human Resources – City of New Bedford

PAY: \$96,271 – \$120,347

Responsible for all personnel functions of the City including employment, regulatory compliance, policy enforcement, recruitment, classification, compensation, grievances, benefits, training and performance management. Counsels, works, and advises Department Heads and various staff and employees on personnel transactions and all aspects of the personnel program; mediates problems between employees, works to improve communication within and between the Departments; answers questions from Department Heads and supervisors concerning personnel policies and procedures. Represents management at grievances, hearings, and investigations and participates with labor counsel in negotiations with duly certified bargaining agents and units of municipal employees. Develops health, wellness, and safety programs; oversees the administration of employee benefit programs and the monitoring of the payroll deductions for all benefits; makes recommendations to Mayor on health, safety, and benefit programs to promote economy and efficiency; enforces rules applicable to benefit programs. Prepares and oversees the preparation of the personnel services of the annual budget including Departmental, Employee Consulting, Employee Recognition, Employee Assistance Program, Unemployment and Health insurance budgets.

Bachelor's Degree in human resources, public administration, business management or a closely related field; Master's degree or Professional Certification as a Human Resources professional (SPHR) preferred. At least five years' experience in personnel administration, human resources, or a related subject, including at least three years in an administrative or supervisory capacity or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a

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

Sr. Clerk Typist position – City of New Bedford Fire Department

PAY: \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants; prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

For more information, please visit:

Employment Opportunities

Data Entry Clerk (Temporary) – City of New Bedford

PAY: \$15.46hr - \$20.92hr

- 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.
- Operates on-line or off-line machines according to written or oral instructions to transfer data from one form to another, print output and read data into and out of computer.
- 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.
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions.
- Knowledge of personal computers and various programs.
- Graduation from a high school or GED equivalent with specialized course work in computer operations.

For more information, please visit:

<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Welder – City of New Bedford

PAY: 17.42 – \$24.18

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.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. 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. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Program Monitor – City of New Bedford Health Department

PAY: \$59,841 – \$74,809

Monitors and coordinates program activities and helps develop and implement grant work plan. Works with local partners, cluster communities and the Greater New Bedford Opioid Task Force to assess training and Naloxone needs and delivers trainings.

Collaborate with local and regional partners including municipal, private sector, non-profit and local schools, colleges and/or universities to provide Naloxone training, licit and illicit drug safety training and Naloxone distribution. Conduct data analyses and assists Lead Evaluator to provide empirical documentation for grant project activities, outcomes and reports.

Bachelor's degree in public health, administration, or related discipline. Three years of experience in public health or any related field, or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

Library Branch Manager – City of New Bedford

PAY: \$59,841 – \$74,809

Manages the overall service plan and daily operation of a branch library, including staff management, collection development and maintenance, services and programs, customer and community relations, outreach, developing partnerships and overseeing the general maintenance and security of the library building and grounds.

Oversees the operation of the branch library; supervises

trains, evaluates, schedules and participates in selection of branch staff. Plans and implements library programs for all ages including story hours, after-school activities, educational workshops, reading groups, and technology literacy classes. Analyzes circulation rates and patron requests to prepare current collections and respond to local needs; prepares displays of library materials. Collaborates with the Library Director on grants development, grant writing and related activities.

Master's Degree in Library Science. Two years of relevant experience working in a library or a related library field. Spanish speaking preferred. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov. New Bedford has a residency requirement. EEO

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