

The South Coast Hot Jobs List

– January 05, 2020

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of January 05, 2020. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Warehouse Worker – Enos Home Medical (New Bedford)

\$12.75 an hour, Full-Time

Urgently hiring!

Responsibilities and Duties:

- Ensures all equipment is properly cleaned and in suitable condition to go be reused.
- 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.
- 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 as needed
- All other duties as assigned

Qualifications:

- Must be legally authorized to work in the United States

Physical Requirement:

- In an 8 hour day the employee lifts/carries 100 lbs. frequently.
- In an 8 hour day the employee stands/walks 8 hours.

Benefits:

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

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>

Marriott®

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
- 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.



Please apply online: jobs.marriott.com

Gameroom Attendant – Chuck E Cheese (Dartmouth)

Chuck E. Cheese now offers access to earned wages with our NEW “Work Today, Get Paid Tomorrow” program. Don’t wait between paychecks anymore!

Chuck E. Cheese (CEC) is a great place for a first-time job seeker or a place to build an exciting career. Our Cast Members are empowered to provide the greatest service anywhere through cross-training in a variety of different positions. Over 60% of our managers were promoted from within!

Typical Positions at a Chuck E. Cheese are:

- Gameroom Attendant
- Cashier
- Party Host
- Kid Check Attendant
- Kitchen Attendant (Must be at least 18 years of age)
- Assistant Technician (Must be at least 18 years of age)

Pay and Benefits:

- Competitive pay
- 50% discount on meal during shift
- Work Today, Get Paid Tomorrow program
- Flexible schedules
- Scholarships
- Perks and Discounts programs
- Employee Referral Program
- CEC Cares Fund (program to assist employees during catastrophes)

Minimum Qualifications:

- Be at least 16 years of age
- Available to work various shifts
- Excellent customer service skills
- Energetic & enthusiastic personality

Essential Job Functions and Work Environment:

- Must be able to lift or carry objects weighing 0-50 pounds

during scheduled shift.

- Must be able to stand, bend, kneel, reach, push/pull, walk and squat during scheduled shift.
- In addition to the essential job duties stated above, the ability to handle job stress and interact effectively with others, including guests and co-workers, are essential functions of the job. The work environment includes flashing and flickering lights, moving mechanical parts, and loud noises.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Company

For over 40 years, CEC Entertainment has proudly served as the nationally recognized leader in family dining and entertainment and the place Where A Kid Can Be A Kid®. As the award-winning, number-one, kid-friendly restaurant for millions of families across the world, the company and its franchisees operate a system of more than 603 Chuck E. Cheese stores located in 47 states and 11 foreign countries and territories, and a system of more than 144 Peter Piper Pizza franchise and company-owned locations. More than 17,000 employees are dedicated to ensuring Every Guest Leaves Happy!

At CEC Entertainment, we believe that our workforce should reflect the diverse backgrounds, experiences and perspectives of the many guests we serve. As an Equal Opportunity Employer, we do not discriminate against applicants due to race, ancestry, color, genetics, gender identity, gender expression, sexual orientation, national origin, religion, age, physical or mental disability, pregnancy, veteran status, or on the basis of any other federal, state or local protected class. Applicants must be eligible to work in the United States. EOE.

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

General Laborer/Machine Operator/Machine Helper/Inspection –

Brittany Global Technologies (New Bedford)

\$14 an hour

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. EOE.

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.

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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

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.



1090 STATE ROAD WESTPORT, MA 02790

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](#)

Crew Member – Wendy's (Dartmouth)

Families come in all shapes and sizes. And that includes the Wendy's family – the people you work with as a Wendy's Crew Member.

The stuff you want – like fun people, quality food, a schedule to meet your needs, and a paycheck – done. Our founder Dave Thomas had three rules for everyone who works here: Do the right thing. Treat people with respect. Make food better than they'd expect from a fast food place. No doubt you do the first two already. We can teach you the third!

Sounds good? Keep reading.

Our burgers are square, which means we don't cut corners. So hopefully, neither do you.

- Your natural friendliness is just one of your talents.
- You can handle a lot of stuff and not wig out.
- You're good with being on drive-thru one shift and making fries the next.
- You like making customers happy. For real.

What you bring to the table:

- Solid social skills – you act like your grandma is standing behind you (at least while you're at work).
- You see whatever's low – ketchup, straws, cups – and you fill it back up.
- You pitch in and help your crew and customers.
- You take and receive direction like a pro.
- You want to learn something new and be a part of something good.
- If something doesn't seem right, you make it right.

- You must be willing and able to:
- Stand and move for most – if not all – of your shift.
- Lift up to 25-50 lbs. now and then
- Handle weather related moments like rain at the drive-thru, taking out trash in the summer, etc.
- Wear a headset, use other restaurant equipment such as a register or grill, and follow brand standards and guidelines.

For more information on specific equipment or job requirements, see the job description or talk to the hiring manager.

We get it. We get you.

- Our food isn't one size fits all and our job opportunities aren't either. Whether you're looking for your first job or to build a career, a lot of hours or something to keep you busy on the weekend, you're an early bird or a night owl, we've got you covered.
- We are also a proud equal opportunity employer – that means all races, religions, nationalities, genders and the LGBTQ+ community are welcome. We provide reasonable accommodations in order to enable people with disabilities to perform the functions of their jobs.

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

Janitor – Buffalo Wild Wings (Dartmouth)

Know what it's like to be in the stadium on game day? Then you know what it's like to work at Buffalo Wild Wings. It's fun. It's fast-paced. We're at the top of our game – and we want to keep it that way. So we're constantly upping the ante, providing the ultimate experience for our fans. And, of course, it's our people that bring that experience to life.

GAME DAY

As a Janitor, you'll manage the daily cleaning of the sports bar. You will be responsible for maintaining cleanliness

ensuring that we make a great first impression with every Guest.

WE'LL PROVIDE THE PLAYBOOK, HERE'S WHAT YOU BRING TO THE TABLE

- You know the business. You have recent retail or restaurant experience.
- You are a team player. You're not afraid to roll up your sleeves and jump in to help your Team.
- You're energetic, friendly and genuinely interested about what brings Guests through our doors
- You show passion & commitment. You strive in a fast-paced environment and are in it to win the game. If it were possible, you'd bleed black and yellow.

BRAG FACTOR

- You'll be working for the hottest brand around – and having tons of fun doing it. What else is in it for you? A lot!
- Competitive pay, Team Member discounts, incentive contests, insurance options, flexible scheduling. Join our Team – and get ready for a whole new ball game.

Buffalo Wild Wings, Inc. is an equal opportunity employer.

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](#)

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](#)

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. EEO.

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. EEO

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. EE0.

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. EEO.

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. EE0.

**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. EE0.

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. EE0.

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

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