

The South Coast Hot Jobs List – November 24, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of November 24, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

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

Multiple Positions – Complete Labor & Staffing

IMMEDIATE OPENINGS for multiple positions.

Complete Labor and Staffing is looking for the following:

- Carpenters
- Manufacturing
- Production

REQUIREMENTS: Reliable transportation and a drivers license.

Stop by their downtown New Bedford Location and ask for Katie.

If you meet the above requirements just bring yourself down to 256 Union Street, New Bedford. They are open daily from 5am until 7pm.

If you are willing and able to work hard and have a positive attitude, Complete Labor & Staffing will put 100% effort into finding the right assignment for you. Their offices open at 5:00AM, and we begin the process of finding the right assignment for you that matches the skills you possess and interest that you have. Many assignment begin daily, and many progress to week-long assignments and in often cases, full-time employment! Please stop by one of our 10 locations, complete an application and meet us! Let's get you to work!

What is needed to apply:

Please bring two forms of valid ID (Example: Driver's License, State Id, Military Id, Passport, in conjunction with Social Security Card, Birth Certificate) You will be required to fill out an application. If you have any certifications, Example: Osha, CDL-A, Medical Card, Dot Card, Forklift Certification etc. please provide them.

A resume is helpful, but not required

Located at:

*256 Union Street
New Bedford. MA*

508-858-5595

Customer Service Representative – Aaron's Inc.

\$13.00 – \$13.75 an hour

Description:

Join a powerful company with empowered associates! Begin your success story here!

Looking for a career that combines your brilliant people skills with your enthusiasm about customer service? Aaron's is the nation's premier sales and lease ownership retailer. As a Customer Service Representative, you will leverage your passion for sales and customer service to support our customer's desire to own their product. Your professionalism, organization skills, desire to sell and motivated attitude will drive your career growth.

As a Customer Service Representative, you will play a key role in the success of the store through: in-store sales, telephone sales, direct marketing, new customer growth and renewal payment processing in the store. Additionally, our Customer Service Representatives ensure showroom floors are well-maintained and provide a warm, friendly environment for our customers. Strong organizational and administrative skills are also critical as this position is responsible for maintaining customer files and processing customer transactions.

Join us today and help success stories unfold tomorrow – our customers' and your own. Learn more at #LifeAtAarons**

What role will YOU play:

- Drive Sales through building authentic relationships with customers
- Assist in the designing and staging of the showroom floor
- Process lease order forms and accurately input customers information
- Assisting customers to ownership by processing renewal

payments

What we offer YOU:

- A dynamic career-path with internal promotional opportunities
- A world-class progressive development program
- Paid time off including vacation days, sick days and holidays
- Incentive pay opportunities
- Associate purchase discounts
- Medical, dental & vision insurance
- 401(K) with company match
- Life insurance and disability benefits

What do we need from YOU:

- At least 18 years old
- Schedule flexibility between 8A – 9P, including weekends.
- High school diploma or equivalent
- Ability to lift up to 50 lbs. without help and up to 300 lbs. with the assistance of a dolly

Aaron's is an Equal Opportunity Employer.

Experience:

- Customer Service: 2 years (Preferred)

Language:

- Spanish (Required)

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

Cashiers and Food Service Associates – Nouria Energy (Wareham)

Full-time, 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
- Parental leave
- Pay Frequency:

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
- Open to applicants under 18 years old, provided it is legally allowed for the job and location.

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

Wood Components Assembler – National Lumber Family of Companies (New Bedford)*Full-Time*

Family owned and operated since 1934, National Lumber is the largest independent building materials supplier in New England. We believe in offering satisfying careers, not just jobs. Currently, we have an opportunity available for a Wood Components Assembler in our manufacturing plant – Reliable Truss and Components – a division of National Lumber. Ambitious individuals who want to move up in a company should apply. Co-workers support each other and teamwork is encouraged. This is a nice opportunity to join a growing company and work with a friendly team.

Job Description:

Duties include setting up lumber for trusses and wall panels on an assembly table based on production shop drawings. This includes using settings, stops, jigs and plates for the best production efficiency. Responsibilities also include verifying that all material for orders is the correct size, species, grade, angle and length. Knowledge of lumber products and wood construction very helpful. State of the art technology will be used. Those with transferable skills may be considered. Full time with full benefit package.

Qualifications:

- Wood construction/framing experience
- Prior work in a manufacturing plant setting

Benefits:

- Medical, Dental, Vision, Life Insurance, Disability Insurance, Paid Vacation, Paid Sick Time, 401k, Uniform Allowance, Employee Discount, Tuition Reimbursement

Experience:

- Wood construction assembly: 1 year (Preferred)
- Manufacturing: 1 year (Preferred)
- Building materials industry: 1 year (Preferred)

Benefits:

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

This Company Describes Its Culture as:

- Team-oriented – cooperative and collaborative.

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

Assembler – Sun technologies (Marion)

\$13.50 – \$15.00 an hour – Contract

Job Summary

Currently seeking an Assembler for 1st shift openings in the Marion, MA area.

Responsibilities of the Assembler

- Performs a variety of tasks ranging from repetitive to non-repetitive production assembly operations on electronic and/or mechanical assemblies and subassemblies such as modules, boards, panels, drawers, frames, and cables.
- Works from diagrams and drawings, makes initial layouts, and uses hand and/or power tools, jigs, and saws.
- Makes continuity checks on work in process and completed.
- May conduct quality inspections on processing line in accordance with quality specifications.
- May disassemble, modify, rework, reassemble, and test experimental or prototype assemblies and subassemblies according to specifications and under simulated conditions.

Experience:

- Electronic or mechanical assemblies: 2 years (Required)
- Soldering: 2 years (Required)
- Assembler: 2 years (Required)

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

Cashier/General Clerk – PriceRite

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.
- Ability to work with a wide variety of fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate moderate amounts of dust and cleaning agents during routine housekeeping duties.
- Ability to work in varying temperatures from cold to hot.
- Ability to work cooperatively with others.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to meet all work schedules and comply with all time and attendance 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.
- Be knowledgeable in and able to differentiate between various types of Produce, Meat, and where applicable, the Deli/ Fresh • Seafood departments, and related merchandise including seasonality, and price differences between varieties

of similar classes of products

- Control freshness, quality and temperature of product by following safe food handling procedures.
- Understand operation of cash register and follow all cash handling procedures.
- Accurately identify and scan product under correct department (when necessary), process all forms of accepted payments, collect proper payment and provide proper change.
- Handle damaged or return-to-stock products according to company policy, with priority attention given to refrigerated, perishable items, and sell by date.
- Be knowledgeable in the company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Check refrigeration equipment for proper performance regularly; report any failure immediately as directed.
- Removes trash to designated area. Removes cardboard to baler area and operates baler.
- 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](#)

Health Center Manager – SStar

Job Description:

Overall responsibility for Health Center operation, including patient flow, telephone transactions, and team interaction to provide quality and efficient healthcare. Please visit www.sstar.org to learn more about our facilities.

Specific Responsibilities

- Ensures clinical records and peer reviews per Health Center policy and procedure.
- Monitors quality of services by participation and/or review of quality assurance activities, co-chairs the Health Center's TQM Committee.
- Participates in SSTAR committees relevant to the Health Center, including monthly Leadership and Board of Directors meeting. Designates staff to represent Health Center on other SSTAR committees.
- Responsible for coordination of health center's risk management activities and represents the health center on the agency's Risk Management Committee
- Represents the health center with outside organizations, as

deemed by the CEO, such as MLCHC, HRSA, ACOs,

- Meets with the Medical Director of the Health Center periodically to formulate Health Center policy, clinical & Procedures and report on Health Center operation.
- Ensures implementation of health care provider policies and procedures; assigns appropriate tasks to personnel consistent with their job descriptions and evaluates performance.
- Provides direct care as necessary, corresponding to current licensure.
- Promotes and maintains compliance with Federal, State, and Local regulations.
- Researches and prepares grant RFRs to increase revenue and services at the health center.
- Prepares reports required by SSTAR, HealthFirst and Federal and State funding sources.
- Determines/oversees client services provided at clinic in collaboration with the medical director.
- Responsible for recruitment of staff to ensure medical coverage for services.
- Responsible for updating current agreements and contracts of outside providers/agencies.
- Other duties as required

Experience and Skills:

Level of Education: Master's Degree

1. Minimum of 2 years knowledge/practice in Health Center Office Management preferred.
2. Current License in job expertise in medical field, i.e. RN, MD, NP.
3. Computer skills required for grant writing – knowledge of MSWord, Excel
4. Knowledge of electronic records system, NextGen preferred
5. Ability to work in a team approach with excellent people skills

- At least two years continuous sobriety is required for people in recovery from drugs or alcohol

Job Benefits:

Medical, Dental, Vision, Generous Time Off Accrual System, Company paid Life and Short Term Disability, 403B Retirement Plan, Pet insurance and AFLAC.

Please go to sstar.org to fill out an online application.

Retail Store Clerk – Sid Wainer & Son

Summary/Objective

Sid Wainer & Son is seeking a full time clerk to join our team at Jansal Valley Provisions! The Retail Store Clerk is responsible for stocking, assisting customers, sharing knowledge of our products, and processing transactions through the register. The store representative will also maintain store conditions and assist with food preparation in our kitchens. Successful applicants are able to work with a rotating stock to ensure freshness and quality.

Essential Duties and Responsibilities:

- Greet every customer in a friendly, upbeat, professional manner.
- Maintain store stock levels ensuring product is properly rotated.
- Slice, weigh, and package deli products for customers.
- Assist with food preparation following food safety procedures and guidelines.
- Share knowledge of our company's produce, specialty products, and cheeses with customers.
- Recommend products based on customer's requests.
- Locate items throughout the store for customers.
- Responsible for staying informed and up to date on all new products in store.
- Maintain store conditions—ensuring the environment is clean

and inviting at all times.

- Process customer transactions using a cash register.
- Food Safety Responsibilities
- Works with Quality Assurance Team to ensure specific Good Manufacturing Practices are being followed.
- Employee shall adhere to all company food safety policies, procedures, and trainings.

Required, Education and Experience:

- High school diploma or G.E.D. required.

Experience:

- 1+ years' food & retail experience required.
- Must be comfortable using computers and RF Scan Guns.
- Experience in a produce, specialty foods, and/or cheese retail environment strongly preferred.
- Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is frequently required to stand, stoop, kneel, crouch, reach, or crawl. The employee is occasionally required to sit, climb or balance. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Language Skills: Ability to read, write and speak fluently in English.

Work Environment

This job operates in a retail store/food preparation environment. This role routinely uses standard equipment such as registers, computers, phones, stepstools, kitchen knives, blenders, and ovens. Temperatures can range from 34 to 70 degrees.

Position Type and Expected Hours of Work

The employee must work an average of 40 hours per week. Hours typically range from 8:30AM to 5PM, with some overtime as needed. Saturdays are mandatory. Flexibility to work holidays is required, as those are our busiest times.

Benefits:

- Medical, Dental + Vision Insurance
- Company Paid Short Term + Long Term Disability
- Company Paid Life Insurance
- 401k with Company Match
- Paid holidays and vacations
- Employee Discounts

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

Automotive Technicians, Parts Dept. and Service Advisors – Empire Ford

Empire Ford is looking to hire for several key positions at their growing dealership in New Bedford. Portuguese and Spanish speaking a plus! These are full time jobs with excellent benefits.

Please submit resumes to: jdio@buyempireautogroup.com

Automotive Service Advisor/Writer

They are seeking a full-time Automotive Service Advisor/Writer with a minimum of 2 years experience. Will be responsible for setting and preparing for appointments to expedite customer's service experience; greet customers in a friendly and timely manner; determine the vehicle needs based on customer information, vehicle walk-around and technician's multi-point inspection.

Must produce repair orders for customers with transparency including the time and cost of the repair. Communicate with the technicians and parts department to ensure timely completion of work and follow up with customers on the status of the vehicle. Will be required to have Ford product

knowledge to effectively assist customers with service maintenance and warranty information.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent.

Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills. Must be alert to sales opportunities by taking the time to ask customers questions and provide information about their vehicle. The ideal candidate is dedicated to provide exceptional customer service and display a positive attitude when interacting with customers and employees.

Must be able to perform basic computer skills and will be trained on how to use our internal system.

Ford experience a plus. **Portuguese and Spanish speaking a plus.**

Please submit resume to: jdio@buyempireautogroup.com

Automotive Technician

Due to an increase in sales we are expanding our service department to accommodate the higher demand of service work!

WHAT WE OFFER: Automotive Technician Benefits

Competitive Pay Scale

State-of-the-art facility

401(k)

Paid vacation

Health insurance

Dental insurance

Great culture and work environment

RESPONSIBILITIES: Automotive Technician

Troubleshoot, diagnose and repair components

Willingness and ability to maintain current product technical knowledge, ability to estimate time of service or repair of

job for efficient scheduling

Knowledge of parts requirements to complete a job

Ability to comply with quality control and inspection requirements

A self-starter who is organized and dependable

Communicate well with others

Perform basic computer skills and will be trained on how to use our internal system.

Must have a valid driver's license, safe driving record, and a high school diploma or equivalent. Applicant must thrive in a fast-paced work environment with demonstrated communication and excellent people skills.

Ford experience a plus. Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com

Automotive Parts Counterperson

Due to Explosive Growth we are looking for another full-time Parts Counter Person with TWO OR MORE years of dealership experience. Candidate should enjoys working with the public and have a friendly and out-going personality. We are a team-oriented company looking for someone who displays a positive attitude when working with customers and co-workers. Must be responsible, courteous and professional.

Candidate must be detail oriented, able to work independently and manage his or her time and workflow. Must be alert to sales opportunities by the taking the time to ask customers questions and provide information about parts and service. Must research the availability of certain parts, either within the retail facility or from other sources if necessary and must search parts numbers using the computer.

Prior Ford parts experience helpful and knowledge of wholesale parts a plus.

Portuguese and Spanish speaking a plus.

Please submit resume to: jdio@buyempireautogroup.com



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](#)

Busser – The Black Whale

Exciting New Bedford Waterfront Restaurant! As a Busser, you will be crucial to our success by having keen attention to detail and a sense of urgency to create an appealing environment for our guests. You will be a member of a cohesive team that supports each other's success in a fast-paced environment.

What you will do:

- Understands our Guest-Obsessed culture and do whatever it takes to create a positive and memorable guest experience.
- Clean and re-set tables swiftly while putting guests at ease.
- Restock and replenish flatware, dishes, condiments, etc.
- Assist other team members by answering questions and helping out as needed to aid in the service of guests.
- Ability to understand and follow direction from others.
- Ability to work in a high-volume, fast-paced work environment.
- Ability to listen, understand, and respond to employees' and guests' requests in a loud environment.

Perks of the Job:

- Great pay
- Flexible Schedules

- 50% off food
- Growth Opportunities

A Busser is responsible for serving our guests with unparalleled hospitality to create unforgettable guest and team member experiences every day! If this sounds like you, please apply today!

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

Crew Member – Wendy's (Fairhaven)

Full-time, Part-time

Discover what's right for you. At Wendy's, you'll find a fast-paced, high-energy environment where everyone on the team works together, and also knows how to have fun!

As a Crew Member at Wendy's, you'll enjoy:

- Competitive pay and generous benefits, including employee meal discounts
- Flexible full-time or part-time work schedule that makes sense for you
- One-on-one, self-paced training, and promotion from within
- Opportunity to gain experience in all aspects of restaurant operations, from customer service to food prep, cash handling and opening/closing duties
- Defined career paths for those who are interested in a career at Wendy's

If you're interested in a position that rewards your commitment, then Wendy's is right for you. We encourage you to complete our application process and look forward to discussing your place on the Wendy's team.

The responsibilities and qualifications described above are for positions at Wendy's International, Inc. company-owned and operated restaurants. A large percentage of Wendy's restaurants are independently owned and operated franchised

Wendy's restaurants. Job descriptions, compensation, benefits and other employment terms and conditions applicable to positions at independent franchised Wendy's Restaurants will vary and are determined solely by the Franchisee.

Our candidate has a strong customer focus, initiative, and a can-do attitude. We're looking for real team players who can take and receive direction well and accomplish many tasks during one of our action-packed shifts. Whether you're wearing a headset and manning the drive-thru, greeting customers and running the register, preparing menu items, loading stock or keeping the restaurant clean and inviting, your accuracy and attention to detail are qualities that will make you a star player on the Wendy's team.

Wendy's is an equal employment opportunity employer who may provide reasonable accommodation to enable individuals with disabilities to perform the essential functions of the job.

The following are examples of some, but not all, of the essential job functions of a Crew Member position at Wendy's:

- Ability to stand for long periods
- Frequent bending, kneeling, lifting (25 – 50 pounds)
- Ability to use Headset to take customer orders or to take or give direction
- Ability to use general restaurant equipment (e.g. warmer, fryer, slicer, grill, etc.)
- Ability to come to work promptly and regularly
- Ability to take direction and work well with others
- Ability to accomplish multiple tasks within established timeframes
- Ability to concentrate and perform duties accurately
- Ability to learn and apply policies and procedures
- Ability to react to change productively and handle other tasks assigned

- Ability to complete all applicable training programs
- Ability to work in a fast-paced environment that may involve exposure to noise, heat, cold or other elements

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

Retail Sales Associate – Amazing Intimate Essentials and Smoke Shop (Fairhaven)

Part-time

We are seeking a part-time Retail Sales Associates responsible for generating sales by positively and proactively engaging with customers. These trusted advisers can apply their knowledge of trends to enhance the customer's experience and ensure that they leave feeling fabulous!

Responsibilities:

- Influence customer buying decisions by educating customers on products, offers and specials
- Maintain a selling environment focused on the customer first
- Work as a team player to ensure each customer receives the best service possible
- Adherence to all retail policies and procedures
- Perform daily department maintenance tasks including stock work, re-merchandising, display, price markdowns, merchandise transfers and light cleaning

Qualifications:

- Ability to work a flexible schedule including nights and weekends
- Sincere desire to work with a diverse customer, selling apparel and novelties
- Ability to communicate with customers and employees
- Proven ability to set and achieve sales goals
- Ability to quickly learn new procedures and processes
- Ability to receive feedback and take action when appropriate
- Ability to effectively maneuver around sales floor and stockroom, repetitive bending, prolong standing, twisting,

stooping, squatting, climbing

- Must be 18 years of age
- Must be able to lift and carry up to 25 lbs
- Must be eligible to work in the US
- Other tasks as assigned

We are an Equal Employment Opportunity Commission.

Experience:

- Retail Sales: 2 years (Required)

Education:

- High school or equivalent (Required)

Additional Compensation:

- Commission
- Bonuses
- Store Discounts

Benefits:

- Store Discount
- Opportunity for Advancement

Paid Training:

- Yes

This Job Is:

- Open to applicants who do not have a college diploma
- 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

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

Dishwasher – The Black Whale

Exciting New Bedford Waterfront Restaurant! As a Dishwasher, you are a valuable member of the heart of the house team! You will be a member of a cohesive team that supports each other's success in a fast-paced environment.

What you will do:

- Maintain the flow of all of the restaurant washables.
- Ensure that everything is cleaned properly for preparing and serving food to our guests.
- Deep all station floors, counters, tools, cutting boards, and preparation surfaces clean and sanitized at all times.

Perks of the job:

- Great pay
- Flexible Schedules
- 50% off food
- Growth Opportunities

A Dishwasher is responsible for serving our guests with unparalleled hospitality to create unforgettable guest and team member experiences every day! If this sounds like you, please apply today! Ability to understand and follow direction from others. * Ability to work in a high-volume, fast-paced work environment.

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

Crew Members and Supervisors – Auntie Anne's Pretzels (Dartmouth)

Full-time, Part-time, \$12.00 to \$12.59 /hour

The Crew Member position provides an excellent training background for those aspiring to become successful Supervisors and Store Managers. The Crew Member job offers challenges, excitement, and a lot of customer interaction.

Responsibilities include performing all essential duties of pretzel making, ensuring customer satisfaction and product quality, always participating in the team effort, and maintaining safety and security at all times.

We offer an exciting work environment where you are valued as part of our team. If you are a motivated, energetic, results-

oriented individual apply now!

Crew Members must be able to work in a fast-paced environment. Have excellent customer service skills, communication skills, and a positive attitude. Must be able to occasionally lift 50 lbs.

Additional Compensation:

- Store Discounts

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

Cashier – Lowe's Inc. (Dartmouth)

Full-time, Part-Time

What You Will Do

- All Lowe's associates deliver quality customer service while maintaining a store that is clean, safe, and stocked with the products customers need. As a Customer Service Associate – Front End, this means:
- Delivering a checkout experience that is quick, professional, and friendly.
- Ensuring merchandise is accurately accounted, scanned, and meets the needs of customers.
- Engaging in safe work practices and encouraging others to do the same.

The Customer Service Associate – Front End is responsible for delivering excellent customer service during the checkout process. This associate is one of the last interactions with our customer before leaving the store and needs to ensure the customer is satisfied and encouraged to come back to Lowe's. Therefore, engaging with customers as well as attention to detail are extremely important in this role.

Travel Requirements:

This role does not require regular travel; however, this role may need to travel on occasion to meetings, trainings, or to

support neighboring stores.

What We're Looking For

- Hourly Full Time or Part Time: Generally scheduled 39 to 40 or up to 25 hours per week, respectively; more hours may be required based on the needs of the store.
- Requires morning, afternoon and evening availability any day of the week.
- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.
- Minimally must be able to lift 10 pounds without assistance; may lift over 10 pounds with or without assistance.

What You Need To Succeed

- 6 months experience using a computer, including inputting, accessing, modifying, or outputting information.
- 6 months experience using a handheld device (e.g., mobile phone, LRT gun, palm pilot, tablet, iPod) to enter, access, and output information.

Preferred Qualifications

- 6 months experience identifying and selling products based on customer needs, including credit cards, installations, add-on sales, and explaining warranties, product features, and benefits.
- 6 months retail experience.
- 6 months experience as a cashier.

If the state or local municipality requires a salesperson license for this position, you must either be licensed or pass the requisite licensing exam within sixty (60) days of starting employment in this position.

Lowe's is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status,

veteran status, genetics or any other category protected under applicable law.

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

Janitor and Cleaner – King Village Apartments (New Bedford)

Looking for a part-time cleaner Monday, Wednesday & Friday of each week to Clean Bathrooms, vacuum, mop, Take out trash and clean empty apartments for new move-ins. Needs someone who is very reliable, consistent, detail-oriented and Hard-Working.

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

Bus/Van Monitor – Kennedy-Donovan Center

Part-time

KDC is seeking Monitors to provides supervision to persons with disabilities or special healthcare needs while being transported to various locations as assigned. This position is part-time.

Responsibilities:

- Maintain safety and order on vehicle while in transit
- Maintain visual contact with passengers at all times
- Assure that all restraints and safety equipment are properly engaged before transit begins
- Monitor consumers' health and well being and provide care as trained
- Respond to medical emergencies as trained
- Utilize communication devices as needed to maintain contact with transportation base, destinations and other vehicles
- Ensure that when in transit, any medical equipment is positioned and secured to the floor, vehicle seat or wall of vehicle below the window line.
- Assure that vehicle interiors are kept clean and safe for passengers
- Immediately report any safety equipment (tie downs, seat

belts, etc) malfunctions or needed repairs to supervisor

- Maintain agency standards of confidentiality
- Maintain a respectful manner and tone of voice with others
- Promote teamwork and open communication among staff members and consumers
- Perform other job-related responsibilities as assigned.

Required Skills

- Ability to sit for extended periods of time
- Ability to kneel, bend and lift to assist clients
- Ability to assist consumers entering and exiting vehicles
- Ability to operate all safety equipment, including wheelchair tie-downs.
- Ability to propel consumers' manual or power wheelchairs to assure safe movement on and off the vehicle lift.

At Kennedy-Donovan Center, everything that we do is tied to our mission. No matter your role at KDC, we are all working together to support individuals with developmental delays, disabilities, or family challenges to pursue their personal potential and success in the community.

With over 50 years of experience in the Human Services field, we provide employees with an opportunity to join a forward-thinking agency. You can be a part of a team that provides support for over 10,000 individuals and their families every year. And our focus isn't just on empowering those we support- but at KDC our goal is to empower you. We value the opportunity to allow our employees to advance their careers by exploring opportunities available to them, all while providing you with the resources and tools you need to succeed. KDC is not just a job, it is a career- a career in which our employees are able to collaborate and learn from one another to succeed together.

Requirements

- Must be at least 19 years of age. Ability to read and interpret documents, such as safety rules, operating and

maintenance instructions, and procedure manuals.

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

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

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.

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. 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. EE0.

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. EE0.

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. 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. EEO.

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.

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