The South Coast Hot Jobs List – 13 August, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of 13 August, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Meat Cutters – Trucchi's Supermarkets (New Bedford)

Your Hometown Store since 1928… Independent, family-owned and operating six conveniently located stores across southeastern Massachusetts employing over 900 people. Our Commitment to You: QUALITY, VALUE, and SERVICE at the Lowest Possible Prices. Yeah, we've got heart! 2941 Acushnet Avenue, New Bedford or call (508) 998-7500) Want to apply? Full details and application process: **HERE**.

Package Handlers (Part-Time) – UPS (Dartmouth)

UPS Part-Time Package Handlers play a crucial role in the success of UPS in a warehouse environment, whether they're sorting packages, loading trucks or unloading trucks. No matter your role, you'll work closely with your team to ensure all the work behind the scenes is done safely and successfully. As a result, you're ensuring our customers receive their packages on time, directly impacting the bottom line on a global scale. As a bonus, the variety of shifts available (mostly Monday through Friday, Tuesday through Saturday or Sunday through Thursday, among others depending on location) will allow you to enjoy a healthy work-life balance and get your degree in your free time. Interested and want to know more? Full details and how to apply" HERE.

Sales – Bath & Body Works (Dartmouth Mall)

Individual contributor position responsible for supporting the business through the ability to flex into multiple roles including selling, cashiering, replenishing and/or processing. Drive store sales through personally engaging with customers, answering questions, perform demonstrations, and product recommendations. Interested and want to know more? Full details and how to apply" HERE.

Dental Receptionist – Dental Dreams (Fall River & New Bedford)

Dental Dreams is now hiring a Receptionist. Bilingual preferred. You must be available to work a variety of shifts from opening time to closing time Monday through Saturday.
Responsibilities:

The basic job duties are listed below and may change or require additional duties per management.

Receptionist Responsibilities:

• Follow all Start of Day procedures
• Maintain a high level of customer service at all times
• Work as part of a team with emphasis on communication
• Schedule patient appointments in accordance with monthly and daily patient goals
• Answer phones and confirm appointments
• Greet and check in patients
• Accurately verify dental benefits
• Maintain detailed patient records in a fast-paced environment
• Collect payments, co-payments and deductibles
• Create insurance claims and submit pre-authorizations to insurance companies on a timely basis
• Pull patient charts for future appointments when necessary
• Maintain a clean and professional office environment
• Assist with presenting and/or explaining treatment plans
• Follow all end of day procedures

Full job description **here**.

Laborer – Town of Dartmouth

laborer_ext_april_2017

Maintenance Person – City of New Bedford
PAY: $13.39 – $19.12
FACILITIES AND FLEET MAINTENANCE

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

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

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Shipping Clerk – Brahmin (Fairhaven)
Brahmin Leather Works is seeking a Shipping Clerk in our Warehouse. Under the direction of the Shipping Supervisor this position is responsible for picking, packing, scanning and shipping product to customers. The position requires knowledge in the operation of the postage and UPS systems. Want to apply? Full details and application process: **HERE**.

Assistant Rural Carrier – USPS (Fall River)
$17.40 per hour paid bi-weekly. Loads packages in delivery sequence in vehicle. Delivers packages to customers along a prescribed route. Sorts mail in delivery sequence for the assigned route. Receives and signs for accountable mail. Loads mail and packages in vehicle. Delivers mail and packages to customers along a prescribed route or as an auxiliary assistant by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes. Want to apply? Full details and application process: **HERE**.

Parking Supervisor – City of New Bedford

PAY: $14.31-$17.88/hr

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license

with a good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Commissioner of Public Infrastructure – City of New Bedford

PAY: $98,031 – $122,548

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

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

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO New Bedford has a residency requirement.

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General Labor – South Coast Picture Framing (New Bedford)
The person will be required to assemble picture frames, cut mats on a mat cutter, use a laser engraver. You must be able to multitask, show attention to detail, and be energetic. experience not necessary. Full-time. Salary: $30,000.00 to

$35,000.00 /year. Want to apply? Full details and application process: **HERE**.

Receiving Teller I – Part-time (Fall River)
Responsible for receiving payments and maintaining accurate account of balances and payments at the College in the area of Fiscal Services in Students Accounts. Receives cash, checks and credit card payments for tuition and fees, application, registration, and parking fines. Issues receipts for payments. Receives and inputs payments in Banner and reconcile cashier sessions; retrieve information from files, answer questions regarding student account balances, refunds and other college information. Refers inquiries to appropriate parties for action. Want to apply? Full details and application process: **HERE**.

Child & Family Services – Emergency Services Clinical Therapist

Full-time, Part-time
We are looking for Masters level full-time, part-time or per diem employees for our Emergency Service Program . Emergency Services is an exciting and challenging program. These are great positions for recent Masters level graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st, 2nd Shift and 3rd shifts; Per diem shifts (weekends preferred)

Qualifications
* Masters degree in social work, psychology or related field
* Must be licensed or license eligible
* Experience with computers, specifically electronic health records systems
* Ability to work a flexible schedule including weekends

Full description and how to apply here.

City of New Bedford is hiring for a Watchperson

LIBRARY WATCHPERSON
PAY: $13.44-$16.61

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

Treats all library customers with courtesy and respect and shows sensitivity to customers with special needs or problems. Documents incidents and submits reports as needed. Assists in emergency situations. Surveys facility for problems of security and hazardous conditions and reports them to the Library Director. Monitors and reviews video surveillance system as needed. Performs other duties as assigned.

High school diploma or GED equivalent required. Undergraduate coursework in criminal justice strongly preferred. Minimum of two years experience in security, public safety or law enforcement with significant public contact strongly preferred. Must have a positive customer service attitude, professional demeanor and the ability to be friendly, courteous and tactful with a diverse population. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be

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

Special Motor Equipment Operator – City of New Bedford

1A – GR 9
PAY: $14.77 – $21.80

Maintains equipment being used to keep equipment operating properly such as checking and changing all fluids when necessary, checking batteries and tires, changing filters, and performing all other related maintenance. Keeps equipment clean at all times. May perform the duties of a Motor Equipment Operator. These duties and responsibilities are required on a daily basis.

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

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

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

equipment.

For application/complete job description, please visit www.newbedford-ma.gov 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.

Animal Control Officer – City of New Bedford

PAY: $16.89hr – $25.86hr
POLICE DEPARTMENT

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

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

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

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

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

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

Possession of valid Massachusetts driver’s license and good driving record.

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New Bedford has a residency requirement.

Police Cadet – City of New Bedford

PAY: $11.00hr-$13.09hr

Assists Police Officers with administrative duties.

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

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

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

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

Must be willing to work nights, weekends and holidays.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

Enos Home Oxygen Therapy hiring for customer service representative

Enos Home Oxygen Therapy is currently seeking a full-time Customer Service Representative .
After a 90 day, probationary period we offer the following benefits:

• Medical Insurance
• Dental Insurance
• Vision Insurance
• 401K Plan
• Paid Time Off

Responsibilities and Duties:

o Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
o Maintains open communication with patients/clients and referral sources.
o Responds to patient/client questions and problems.
o Services walk-in customers.
o Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
o Sets up new patient/client files.
o Verifies private insurance, Medicare, Medicaid coverage.
o Keys direct sales invoices into the computer
o Pulls and keys orders into the computer.
o Prepares invoices for the following day’s route deliveries.
o Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
o Types follow-up referral letters.
o Complete incoming fax and mail orders in a timely manner
o Performs other duties as requested.

Qualifications:

Education:
o Graduate of an accredited high school.

Experience/Knowledge:
o Previous data entry experience.
o Typing and 10-key skills.
o Excellent organizational and communication skills (verbal and written).
o Excellent interpersonal and teamwork skills.
o Ability to work well under pressure
o Ability to maintain confidentiality and resolve conflict effectively and professionally.
o Ability to multi-task, pay attention to detail, and excellent time management skills

Contact: Joanne in Human Resources for more information **508-742-0732** or send your resume to **employment@enoshomemedical.com**.

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.



Lead Elementary Teacher – Alma del Mar (New Bedford)
Lead teachers are the core of Alma's crew. Our lead teachers work in teams to make sure that every scholar in their grade level achieves at high levels and develops the habits they will need to succeed. Lead teachers are auteurs, creative leaders who stop at nothing to ensure that their scholars' learning experience is truly powerful…Want to apply? Full details and application process: **HERE**.

Fleet Maintenance Supervisor (Dartmouth, MA)

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Driver/Delivery Technician – Enos Home Oxygen & Medical Supply, Inc. (New Bedford)

Delivery, set-up, and pick up of DME equipment. Supplemental oxygen products and supplies to home care patients within a prescribed and assigned geographical area. Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle…Want to apply? Full details and application process: **HERE**.



Physical Therapist – Community Nurse Home Care (New Bedford)

Supports the philosophy of the organization. Adheres to personnel policies. Performs a comprehensive physical therapy assessment including evaluation of patient's level of function. Develops a treatment plan including goals & actions appropriate to physical therapy deficits. Provides services in accordance with the plan of treatment. Refers patients to physical therapy assistant as appropriated and supervises physical therapy assistant according to agency policy and APTA guidelines…Want to apply? Full details and application process: **HERE**.



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



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

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

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