

The South Coast Hot Jobs List

– 4 June, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of 4 June, 2017. Want your job listed here? Contact leo@newbedfordguide.com.

Water Registrar (City of New Bedford)

CITY OF NEW BEDFORD

WATER REGISTRAR \$51,655 – \$64,574

DEPARTMENT OF PUBLIC INFRASTRUCTURE

Manages and supervises the billing and collections of 24,000 water and sewer accounts monthly. Provides excellence in customer service, ensuring that the staff does as well, and maintains accurate and reliable account records.

Manages full cycle accounts receivable: ensuring that collections are strong; reconciles accounts receivable to City's ledger, taking actions when collections are not strong (initiating and managing shutoff procedures, lien procedures, etc). Prepares department's receivables for annual audit. Provides excellence in customer service to the public and ensures that the staff has proper customer service skills. Prepares Standard Operating Procedures and updated policies, and ensures they are effectively implemented, and generally assists in the department's overall goal of digitizing records and creating streamlined processes.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Bachelor's Degree preferred. Knowledge of, or ability to quickly learn, customer and revenue account structure, including knowledge of bill codes and how they function within the City's ledger. Knowledge of collection trends necessary to accurately prepare

projections. 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. EE0



Enos Home Medical is Looking for Summer Help – Assistant Delivery Technician

Responsibilities and Duties:

- o Assists, when necessary, the pulling of equipment and supplies from the warehouse as prescribed on patient/client delivery tickets.
- o Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle.
- o Assists with pick up and delivery of rental equipment, as

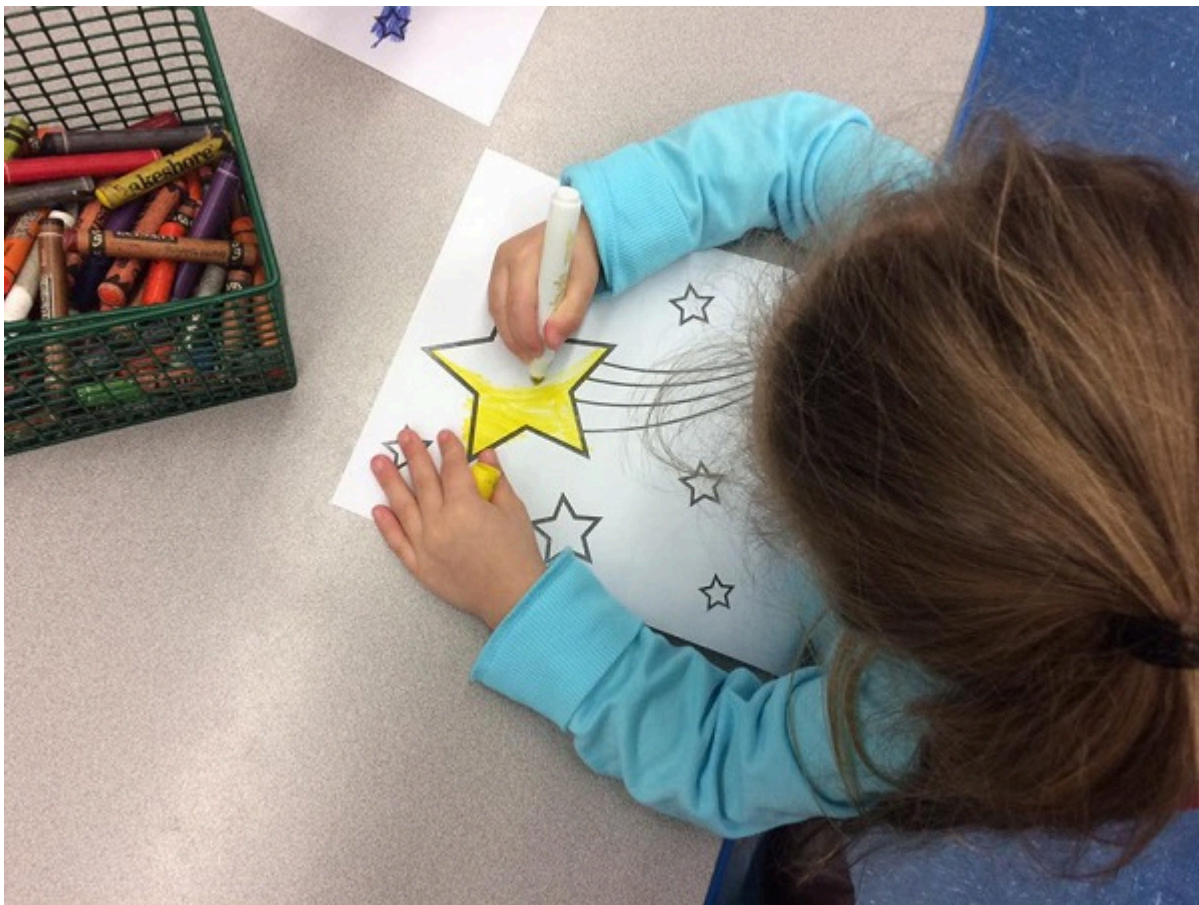
directed.

- o Returns and unloads returned rental equipment at the warehouse facility.
- o Assists in cleaning and disinfecting rental equipment. Assists in minor repair work.
- o Demonstrates timeliness, courtesy, sincerity and patience with dealing with customers.
- o Accepts other duties and activities as assigned.

Flexible schedule approximately 30 hours per week

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

Help Wanted: P.A.C.E Head Start Program – Lead Teacher



Experienced and enthusiastic Early Childhood Lead Teacher needed to work in our accredited comprehensive Head Start Program. Candidates must have a Bachelor's degree in Early

Childhood Education or a related field with proper coursework. Must also possess Lead Teacher qualifications through the Department of Early Education and Care, or possess the requirements to attain this credential.

Responsibilities include supervision of a pre-school aged classroom of children. Must be capable of developing and implementing appropriate curriculum, as well as, assessing and individualizing for young children. Applicants should be knowledgeable about developmentally appropriate practice, positive interactions, and early learning frameworks for pre-school aged children. Candidate should be eager to plan engaging classroom activities, motivate parents and guardians to engage in their child's learning, and possess the skills to communicate effectively in a variety of means with children, families, co-workers, and managers concerning program operations.

Salary: \$18.42 – \$21.02/hr.

Hours per week: 40

Weeks per year: 39 – 52

Benefit package includes; health insurance, dental and life insurance, 403B retirement, medical flexible spending account, excellent compensation for vacation time, personal time, sick time, and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5:00 p.m., Monday, June 26, 2017

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources



PAY: \$12.74hr – \$17.88hr

DEPARTMENT OF PUBLIC INFRASTRUCTURE

Prepares graves for the burial of the deceased as well as maintenance of cemetery grounds.

Cuts, trims and performs general care of lawn areas; digs and backs graves. Sets up graves with artificial grass and lowering device. Rakes leaves; prunes and trims overgrown brush. Shovels snow. Assists with the maintenance and repair of highway system.

Subject to call seven days a week/twenty-four hours a day for emergency work.

Graduation from a high school or GED equivalent preferred. Possession of a valid Massachusetts driver's license. Possession of a Commercial Driver's License (CDL) a plus. Ability to operate riding mowers, gas-powered lawn mowers, weed-eaters, jackhammers, chainsaws, gas-powered snow blowers, various hand tools.

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. EE0

New Bedford has a residency requirement.



01. Multiple Positions – Dunkin' Donuts (New Bedford & Fairhaven)

Dunkin' Donuts is hiring for multiple positions in New Bedford and Fairhaven. The job pays \$11 an hour plus tips! Benefits for employees that meet qualification include: Paid vacation & health insurance. Want to apply? Full details and application process: **[HERE](#)**.



02. 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**.



03. Data Entry Clerk – City of New Bedford (New Bedford)

Monitors and controls electronic computer to process business or other data according to operating instructions. Selects and loads input and output units with materials such as tapes or printout forms for operating runs. May control computer to provide input or output service for another computer under instructions from operator of that unit...Want to apply? Full details and application process: **HERE**.



04. 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**.



05. Private Home Care Aide – Community Nurse Home Care (New Bedford)

Supports the philosophy of the agency and complies with agency policies. Accepts only assignments for which qualified. Communicates with the agency about problems in the home and concerns of client abuse or neglect. Completes required documentation accurately on a timely basis. Maintains a personal code of ethics and respects the confidentiality of the client and the family. Maintains a therapeutic relationship with client while not engaging in discussions of personal problems and opinions with client... Want to apply? Full details and application process: **HERE**.



06. Waterfront Visitor Center Staff – City of New Bedford (New Bedford)

Serves as City Ambassador to all visitors at the Wharfinger Visitors' Center on Pier 3. Serves as coordinator for the Seaport Cultural District Summer Thursday Night programming. Greets each visitor on arrival and offers visitors an explanation of the historical exhibits in the Visitors' Center, and information regarding other attractions and amenities in the City. Requests each visitor to sign the visitors' log book and tracks daily visitation...Want to apply? Full details and application process: **HERE**.



07. 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**.



08. 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](#)**.



09. Asst. Water Superintendent – City of New Bedford (New

Bedford)

Supervises the operation and maintenance of the water treatment plant, watershed, reservoir, and pump stations; responsible for submitting reports to State agencies and monitors inventory; performs a variety of skilled, technical, supervisory and administrative work in the planning, construction, operation, repair, maintenance and replacement of municipal water collection and treatment systems...Want to apply? Full details and application process: **HERE**.

**10. 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**.

Contact leo@newbedfordguide.com.