

# The South Coast Hot Jobs List

## – August 12, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of August 12, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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### **Patient Registration – Greater New Bedford Community Health Center**

*Full time schedule:*

*Monday 10:30am-7:00pm , Tuesday – Friday 8:30am-5:00pm,  
Some Saturdays by rotation*

- Receive, greet, and direct patients upon arrival and provide assistance to patients monitoring their conditions within scope of own position's responsibilities. Note patient's condition and be aware of distress and notify clinical staff as appropriate.
- Registers patients upon arrival, ensuring that all demographic information is updated and accurate.
- Attends relevant in-services pertaining to Front Desk area. Utilizes Learning Center education appropriately.
- Calls various insurance companies to verify insurance eligibility and effective date of coverage.
- Confirm patient appointments.
- Collects co-pay, gives patient receipt and sends collected monies to Finance department.
- Has knowledge of use/operation of all office equipment, i.e., telephone system, fax, computer system, copy machine, etc.
- Refers all malfunctions to appropriate personnel.
- Able to demonstrate the knowledge and skill necessary to manage and provide the care appropriate to the ages of

patients served.

- Schedules patient visits courteously. Solves scheduling problems, issues and/or concerns utilizing the facility computer system as applicable.
- Pre registers and prints out the encounters and labels in preparation for the same day schedules
- Scans all the insurance REVS and insurance cards in the electronic medical records
- Takes all patients photographs for Electronic Medical Records

**Qualifications:**

- High school diploma or GED, with one year of business school or equivalent.
- Experience in computer data entry required.
- Excellent typing, telephone and interview skills required.
- Experience as a medical secretary in a physician practice or community health center.
- Availability to work evening sessions and occasional weekends.

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

**Client Service Rep-Route Delivery – Clean Uniforms And More**  
*\$40,000 – \$45,000 a year*

Clean Uniforms and More! is a leading uniform service company specializing in personalized uniform apparel programs, floor mat products, and facility products and services for any industry. From its New England Service Center equipped with the latest state-of-the-art technology and equipment, Clean services a 7 state regional marketplace. Clean Uniforms and More! is a hands-on, accessible partner to its clients, offering tailored services and solutions to make their businesses MORE SUCCESSFUL, SAFER, and their workforces MORE PRODUCTIVE. Learn more at [www.cleanuniforms.com](http://www.cleanuniforms.com).

Clean Uniforms and More! is growing! We are seeking an experienced Route Sales and Service Professional to manage, service, retain and grow client accounts on a defined route, delivering to diverse industrial, manufacturing, and service-based businesses. The role also requires a focus on new business development to saturate the marketplace and develop a future pipeline.

### **Top Performers**

The “right” Client Service Representative will bring a minimum of 3-5 years proven service or sales experience, interfacing with a varied client base. The “right” person will have effective skills in qualifying, demonstrating, and influencing, with expertise in supporting and exceeding client expectations. The “right” person will also up-sell additional products and services to current clients to generate increased revenue.

### **Role Requirements**

A results-oriented, self-directed individual with strong communication skills and the ability to qualify client needs for new sales opportunities is required. Proven experience in territory management and new business development are primary factors for success.

- 75% -- Account Management/Product Service– Requires effective skills in managing, servicing, and retaining current client accounts by providing superior, professional service and support.
- 25% -- New Business Development Requires account mining, saturation, and new business development to secure Service Agreement/Contract renewals, up-sell additional products and services to current clients, and establish a pipeline of potential clients to generate increase revenue.
- Additional Experience... Industry-related experience or experience in route sales, customer service, or developing customers in a contract-based sales scenario a plus.
- Benefits & Compensation – Clean Uniforms and More! provides

a highly competitive performance-based compensation model including a generous benefits program.

Please reply to this ad to apply or contact Clean Uniforms and More! at Post Office Box 63100, New Bedford, MA 02746. Or you can go to <http://www.cleanuniforms.com/career-opportunities/>

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

### **Payroll/Fringe Benefits Coordinator – P.A.C.E**

JOB POSTING

PEOPLE ACTING IN COMMUNITY ENDEAVORS, INC.

PAYROLL/FRINGE BENEFITS COORDINATOR

**SALARY: \$17.00/hr., salary negotiable based on experience, 40 hrs. per wk.**

Associates Degree in Accounting preferred. Candidates should have experience working with an automated payroll system for 150+ employees. Prefer experience working with ADP payroll system. Position also entails collecting employee time records; allocating payroll and taxes to departments using computer system; maintaining employee leave records; processing of hiring/terminations; maintaining employee fringe benefits and processing deductions, garnishments and direct deposits; pay rate and allocation changes; complete wage verification for government and private entities; processing unemployment claims; filing and basic clerical duties; maintaining purchase order logs and bank reconciliations.

Health Insurance, Dental and Life Insurance are available.

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

Deadline to apply: 5:00 p.m., Monday, Augsut 22, 2018

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



### **Driver – Yes! We Van, LLC**

*\$12 an hour, plus tips – Full-time, Part-time*

#### **Job Summary:**

IMMEDIATE OPENING!! – ALL SHIFTS – PART TIME AND FULL TIME

Yes! We Van, a local New Bedford company, is looking for responsible individuals to drive our passenger vehicles. Our drivers provide reliable, safe transportation to/from airports, train stations, and hotels by reservation only. Flexible hours to work around any job or family schedule.

#### **Minimum Qualifications:**

- Must possess a valid driver's license for at least 7 years
- Must have a clean driving record with the Registry of Motor Vehicles
- Must have a positive attitude and good communication skills
- Must be able to text, email and navigate using a GPS (training provided upon request)
- Must be able to listen and follow directions

#### **License:**

- Driver's License (Required)
- 7D Certification (Preferred)

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

### **Environmental Enforcement Inspector – City of New Bedford**

**PAY: \$15.80hr – \$21.52hr**

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as well as any State and/or Federal regulations.

Issues Violation Notices to achieve compliance with regulations. Initiates litigation against parties who fail to comply with departmental notices.

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

For application/complete job description, please visit [www.newbedford-ma.gov](http://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.

## **InStore Personal Banker – Citizens Bank (New Bedford)**

### **Description**

You might be asking yourself, "What exactly is an InStore

Universal Banker?" We partner with top regional grocery store chains throughout our footprint to place bank branches right inside their store. As an InStore Universal Banker, you are at the forefront of delivering an exceptional banking experience to our customers as part of a convenient InStore branch team. InStore Universal Bankers value strong relationships and find great satisfaction in helping others while offering sound advice. The dynamic and high-traffic environment of the InStore branch provides maximum opportunity for customer-centric, motivated and confident advisors like you to connect with customers and build a pipeline of new business for Citizens Bank. You'll make the most of every opportunity to be successful as a self-starter and "people person".

- Engage with InStore customers to build and deepen relationships by uncovering financial needs and recommending appropriate banking products, services and solutions
- Identify new banking customers; grow relationships with existing customers through social interactions within the store along with outbound calls
- Open new accounts and perform teller transactions to meet the needs of the customer
- Comply with all policies, procedures and regulatory banking requirements
- Resolve customer service issues; support banking convenience for customers by sharing and setting up self-service options
- Partner with your InStore branch team and specialists to connect customers to experts who can help with specialized financial needs
- Adapt, as needed, to meet the ever-changing financial needs of our customers and the communities where we do business
- Bring a positive energy and confidence to Citizens Bank and its customers every day
- Present a professional appearance as the face of Citizens

#### **What can we offer you?**

- Strong recognition and incentive programs based on your

achievements

- Training, strategies and tools to support your personal growth and the development of strong customer relationships
- Career growth opportunities in Retail, Business Banking or Wealth Management, including, but not limited to, Small Business
- Relationship Banker, Licensed Relationship Banker and Branch Manager based on success in this front-line role
- Collaborative workforce committed to supporting your ideas and feedback and accelerating your potential
- Team atmosphere of diverse professionals committed to making an impact as an organization
- Opportunities to volunteer and give back to our local communities
- Exceptional benefits such as Medical & Dental, along with a 401K with corporate match

### **Qualifications**

- High School degree or GED required
- Minimum of 1 year cash handling experience strongly preferred
- 2 years of sales and customer service experience
- Strong listening and customer service skills
- Ability to effectively ask questions and identify needs to enhance the customer relationship
- Commitment to building relationships through phone engagements
- Ability to problem solve and provide solutions to customer issues
- Ability to strengthen relationships with teammates, business partners and specialists through collaboration
- Self-motivated, confident, and ability to multitask effectively
- Ability to work InStore branch hours, which include weekends and evenings
- If selected, candidates must meet and comply with all requirements set forth in the SAFE Act, including, but not limited to successful completion of the required background



checks and obtaining a Unique Identifier from the Nationwide Mortgage Licensing System (NMLS).

Join us as an InStore Universal Banker and use your outstanding people skills to help shape our customer banking experience and drive your career potential at Citizens Bank.

### **Why Work with Us**

At Citizens, you'll find a customer-centric culture built around helping our customers and giving back to our local communities. When you join our team, you are part of a supportive and collaborative workforce, with access to training and tools to accelerate your potential and maximize your career growth.

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

### **CNAS, LPNS and Personal Advocates – Lifestream (Fall River)**

LifeStream provides employees an opportunity to make a difference in the lives of others, as well as their own. The commitment and dedication on the part of our employees is integral to LifeStream's success. LifeStream, Inc. provides community-based services throughout southeastern Massachusetts that promote personal dignity, independence and the removal of barriers through the provision of individualized support and education.

We always welcome applications for the following positions:

Personal Advocates to assist adults with developmental disabilities

Certified Nursing Assistants

Licensed Practical Nurses

Registered Nurses

House Managers

Click [HERE](#) to see all available positions.

**If you are interested in applying for a job with us, please note all positions require:**

High School diploma or GED

Valid driver's license

Use of personal vehicle for work purposes

Ability to physically assist people



**Join the team!**

LifeStream is offering between **\$500 and \$2,500 signing bonuses** for Licensed Practical Nurses (LPN) and Certified Nursing Aides (CNA) for various shifts and locations in the New Bedford and Fall River areas. In addition to a generous benefits package, these positions offer higher hourly wages for third shift and weekend schedules. Full time employees are also eligible for 11 paid holidays, paid vacation health, dental and vision insurance as well as tuition reimbursement and a free gym membership.

On-the-spot interviews are offered at our office located at 13 Welby Road in New Bedford on Tuesdays from 9:00 to 11:00 a.m.; and Fridays from 1:30 – 3:30 p.m. No appointment is required. Please bring a resume and a copy of your driver's license.

For more information, current employment opportunities, or to

obtain an application,

**Email** our Human Resources Department: [hr@lifestreaminc.com](mailto:hr@lifestreaminc.com)

**Call** the Human Resources Department (508) 993-1991, extension 1030 | TTY (508) 998-2870

**Apply Online:** <http://www.lifestreaminc.com/careers/>

We are happy to provide assistance in filling out an application.



### **Motorcycle Sales Associate – Minuteman Harley-Davidson (North Dartmouth)**

*\$50,000 a year – Full-time, Commission*

Your South Coast Harley Dealer is looking for MOTORCYCLE SALES ASSOCIATES. Business is Great! We are currently accepting applications for motorcycle or automobile salespeople. If you enjoy meeting people and making their dreams come true, then Minuteman Harley-Davidson in Dartmouth, MA is the place for you. This position deals directly with customers and our Sales team in selling new and used Harley-Davidson motorcycles.

You will work with customers to overcome objections, get them excited about Minuteman Harley-Davidson and deliver not only a quality motorcycle but also a quality experience. We offer an aggressive pay plan with a salary and commission.

#### **Requirements:**

- Must be energetic with the ability to follow directions and close deals
- Commitment to customer service
- Sales experience and closing ability
- Ability to work weekends
- Motorcycle endorsement required – or the ability to get one quickly
- Minimum GED

- Business is good and we need the right people to help us grow.

Please email your resume or apply in person at 799 State Road (Rte 6), Dartmouth, MA 02747.

Minuteman Harley-Davidson is an Equal Opportunity Employer. Principals only.

**License:**

- Motorcycle Endorsement REQUIRED

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

**Jr. Clerk Typist – New Bedford Public Schools**

**QUALIFICATIONS AND SKILLS:**

- High School Diploma or equivalent.
- Fluent in both English and Spanish.
- Cultural competency, including awareness that variation in family forms exist.
- Dedication to collaboration with colleagues, administration, and community to support and promote the mission and vision of the Renaissance Community School for the Arts.Ease of use with Windows Office Suite, including Microsoft Office Email and Calendar, Excel, and Word.
- Familiarity with or willingness to learn about submission of requisitions for orders and then tracking payment.
- Understanding of budget maintenance process.
- Familiarity with or willingness to learn about Aspen both for entering records and for maintaining information.
- Kindness, promptness and politeness when addressing family members, staff and students.Ability to translate documents and to interpret for meetings on an as needed basis, throughout the school day a demonstrated belief that each and every student can achieve at high levels.
- Excellent written and verbal communication skills.

- Outstanding interpersonal and collaborative teamwork skills.
- Absolute understanding of, adherence to and ability to communicate the mission and vision of the Renaissance Community School for the Arts

#### **RESPONSIBILITIES:**

- Maintain absolute confidentiality around student, family and staff information in accordance with FRPA, PRPA and legal and civil rights statutes
- Maintain current awareness of civil rights laws for families and employees
- Keep current Family and Student Handbook (in each language), maintain awareness of contents, and have print form or verbal explanation available for families with queries
- Keep current Employee Handbook, maintain awareness of contents, and have print form or verbal response available for staff queries
- Ability to work collaboratively with Gomes School staff and families in shared situations
- Perform other duties assigned by principal

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

#### **Stone Mason – P&P Masonry**

*\$40,000 – \$50,000 a year*

Looking for experienced mason who can lay concrete block, work with fieldstone, concrete, brick. bluestone. Have full time work year round or till October if preferred. Housing is provided.

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

#### **Confidential Secretary – New Bedford Public Schools**

CONFIDENTIAL SECRETARY JOB GOALS:

To assure the smooth efficient operation of the assigned school, so as to maximize a positive impact on the education of students. To contribute to effective school public relations in the assigned school by prompt and courteous handling of all inquiries and visitors. To complete the confidential work essential to the efficiency and effectiveness of the assigned school and of the District.

#### PERFORMANCE RESPONSIBILITIES:

1. Performs confidential secretarial and clerical tasks.
2. Hold as confidential, all aspects of the job designated confidential by the supervisor.
3. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
4. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required School, District and State data collections.
5. Process evaluations for all district employees. Also responsible for making sure that they are placed in their personnel files.
6. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
7. Answers and responds appropriately to inquiries regarding school/District policies, procedures, and/or requests for information.
8. Welcomes visitors and arranges for their comfort and screens callers in accordance with predetermined policy.
9. Assist Principal and other stakeholders in budgetary process
10. Work with internal and external stakeholders in regards to student, staff and community needs.
11. All other duties as assigned by the Principal, Superintendent and/or designee.

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

## **Front Desk Specialist – Professional Physical Therapy (Dartmouth)**

*Job Type: Full-time*

Key responsibilities will include the following:

- Greet patients and answer phones
- Manage all appointment scheduling
- Collect, review, and enter all new patient information
- Collect, record, and deposit patient payments
- Process medical records requests
- Handle incoming and outgoing mail, filing, and other administrative functions
- Produce daily, weekly, and monthly reports
- Our ideal candidate will have the following qualifications:
  - At least two years' medical office experience (other administrative experience may be considered, especially coordinating complex scheduling)
  - High school diploma
  - Strong technical skills utilizing Microsoft Office Suite; familiarity with Electronic Medical Record software strongly preferred
  - Excellent communication and interpersonal skills
  - Ability to multi-task in a fast-paced environment

Please send your resume with salary history. Due to the expected volume of responses, we will not be able to consider applications which do not include salary history.

Our core value is to be “People Focused”: we treat everyone, patients and employees, as people first.

Experience:

- Medical office: 2 years

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

**Entry Level Management, Human Resources & Union**

## **Representatives – Depina Agency American Income Life**

Looking for Entry level management, human resources and union representatives.

**NO EXPERIENCE NECESSARY.** Full training is provided. Both entry-level and management positions available. **HIGHLY COMPENSATED.**

### **Details:**

- Protecting the working class families in Rhode Island and Southeastern Massachusetts.
- We provide supplemental benefits protection, to the labor unions, credit union and association. We also protect their assets.
- We are an international company, licensed in every state including New Zealand, Canada and now parts of Ireland.
- We've been around since 1951.
- We want career minded individuals, who are willing to learn our systems to be able to duplicate the work. To be able to work unsupervised and be focused on executing objectives.

### **Applicants must be career driven and possess:**

- Communication skills
- Professionalism
- Responsibility
- Adaptability
- Willingness to learn

\* Backgrounds in Business and Customer Service are preferred, not required. BILINGUAL IS A +++

\*\* Reliable (non-public) transportation is required

Seeking 10 immediate hires for our Leadership & Management Roles. To fill up our new office in New Bedford.

- 30 Day FAST TRACK Management available
- NO COLD CALLING/PROSPECTING
- Weekly Pay \*Weekly Bonus Plan \*LIFETIME RESIDUAL INCOME



- Vacation Packages & more
- Full Benefits – Life insurance/ Health insurance.

For immediate consideration please respond with resume and contact information. Send to [edepinaail@gmail.com](mailto:edepinaail@gmail.com)

**Depina Agency**

**555 pleasant Street**

**New Bedford, Massachusetts**

**Phone: (774) 628-8961**

**Facebook: [facebook.com/DepinaAIL](https://facebook.com/DepinaAIL)**

**Automotive Sales Associate – Nissan 24 (Dartmouth)**

*\$40,000 – \$60,000 a year*

Experienced Automotive Sales Associates earn in excess of \$100,000 per year! 24 Auto Group is hiring career-minded individuals who are willing to learn our sales process and want the opportunity to earn six figures per year based on performance. Previous Automotive Sales experience is not required. We will train you the 24 Way. The next training session starts on Monday, August 13th at 9:00 AM with an orientation to Automotive Sales.

We strive for the highest level of professionalism in all aspects of our dealership. We are looking for dedicated automotive professionals to be a part of our winning team.

**Responsibilities:**

- Build relationships & create customers for life. Assist them in selecting a vehicle by asking questions and listening carefully to their responses.
- Be the vehicle expert. Know the product offerings, optional packages & latest technology
- Perform high-quality and professional demonstrations of new/used vehicles.
- Follow-up with buyers to ensure referral business.
- Learn to overcome objections and thrive in sales situations
- Direct report to the Sales Manager regarding objectives,

planned activities, reviews, and analyses.

- Bring your 'A game' & positive attitude with you every day

### **Qualifications:**

- Available to work flexible hours & weekends
- Ready, willing and committed to learn
- Fantastic communication skills with your customers
- Professional, well-groomed personal appearance.
- Clean driving record and valid driver's license
- Telecom, retail, automotive, customer service experience helpful (not required)
- Willing to submit to a pre-employment screening

### **What We Offer:**

- Medical and Dental
- 401K Plan
- Paid time off and vacation
- Growth opportunities
- Paid Training
- Generous compensation plan after training. (Realistic 1st year earnings \$40K-\$60K.)
- Employee vehicle purchase plan
- Discounts on products and services

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

## **Hotel Guest Service Agent – Claremont Companies (Fairhaven)**

*Part-time*

### **BASIC RESPONSIBILITIES:**

- Handle requests and transactions of hotel guests.
- Serve as the main point of contact for all guest requests and needs.
- Exhibit courteous hospitality at all times to guests and associates.
- Be proactive in offering additional services and informing guests of hotel facilities and local attractions.

- Administer hotel guest payment policies.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with guests, vendors, co-workers & management.
- Post all charges including valet and other miscellaneous charges to guest account.
- Maintain hotel key security system.
- Oversee safe deposit boxes for guests.
- Verify credit cards and balance bank at the end of the shift.
- Run and verify availability report at the beginning of the shift. Update report as needed.
- Review communications log at the beginning of the shift.
- Know and follow the hotel's emergency procedures in the event of an actual emergency.
- Notify appropriate supervisor immediately of any problem with rooms.
- Check in and check out should be as expeditious as possible.
- Knowledge of hotel phone system to allow transferring of calls to rooms & voicemail.
- Prompt distribution and notification to guests of mail.

**Requirements:**

- High school graduate or equivalent.
- Must speak, read, write, and understand English.
- Previous hotel-related experience desired.

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

**Property Manager – The Bilotti Group****Job Summary**

Large fast growing multi-family operator in Rhode Island and Bristol County, Massachusetts is looking for an experienced property manager to join a great team. We have grown from 200 units to 700 units over the last seven years are looking for

someone to be a part of a growing team looking for growth and stability working for a family business.

## **Responsibilities and Duties**

The candidate will:

- Oversee the leasing/occupancy and supervise leasing staff in maximizing leasing/occupancy.
- Oversee maintenance staff in ensuring optimal levels of building quality and tenant satisfaction.
- Manage vendor relationships and contracts to provide the highest level of service at the best possible prices.

Qualifications and Skills:

- The ideal candidate will be a team player.
- Have three years or more of relevant experience
- Be organized and professional with a strong aptitude for exceptional customer service.
- Be a self-starter with a “can do” attitude that works well with others
- CPM and/or other certifications are helpful

We are young family Company that has grown rapidly over the last several years and is looking for a candidate that will grow alongside us into the future. We offer health, retirement, and vacation as well as a salary that is commensurate with the candidate's experience.

Salary: commensurate with experience.

Experience:

- Property Management: 2 years

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

**Loan Officer – JJ Best Banc & Co**

*\$60,000 – \$125,000 a year*

Largest National Finance Company is hiring in house Finance Officers to expand it's staff in boating and Classic car finance , Good phone and math skills a must , Traveling ocassionally to shows is required. Knowledge of rates , credit analysis and boating industry. Closing and processing loan knowledge a plus, Income between \$60000 and \$175000.

Experience:

- Finance: 1 year

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

### **Dental Front Desk Scheduling Coordinator – Ghenta Dental Group (Dartmouth)**

Are you looking for a position where you can learn and grow? Do you like working with a team of individuals that will feel like family?

We are looking for a front desk scheduling coordinator to grow with us. We prefer someone with at least 3 years dental front desk experience with Eaglesoft software. You must be able to multitask and perform your duties in a friendly and kind manner.

We are a brand new modern office with new technology for our fast paced environment. Duties include but are not limited to answering phones, scheduling patients, reviewing treatment plans and finances. Personal and insurance payment processing experience helpful. We offer great benefits to the right individual.

Experience:

Customer Service: 1 year (Preferred)

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

### **Data Entry Specialist – StoneTek Imports, Inc.**

Countertop manufacturing company seeking for Data entry Specialist. Duties includes assist production coordinator with data daily entering of high volume material, using currently defined data management software. Data entry skills preferred but the right candidate could be trained.

#### **Must have:**

- Excellent typing skills
- Excellent computer skills.
- Proficiency in excel
- Must provide support and information to co-workers.
- Must be able to collect, review and update material information into software.
- Enter list of material, alphabetic and numeric into company software.
- Must be detail oriented.
- Must have good organization skills.
- Must know how to work with tape measure.
- Must be able to stand / walk for long period of time.
- Must perform related duties as assigned.
- Must be able to work as a team or individually.

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

### **Shipping Manager – Softub,**

*\$45,000 a year*

Company: Founded in 1986, Softub, Inc. has been manufacturing America's favorite full featured, energy efficient hot tub. As the hot tub value innovator, Softub, Inc. is on a roll. We have a fundamental commitment of excellence to our customers. And we are looking for a Shipping Manager for our plant in Massachusetts.

#### **Responsibilities:**

- Monitoring the quality, quantity, cost and efficiency of the

movement of goods

- Vendor selection and negotiating
- Analyzing logistical problems and producing new solutions
- Leads and directs the work of others
- Ensuring that safety guidelines are followed
- Inventory control

Requirements:

- Minimum of 5 years experience

Benefits:

- Vacation Pay
- 401(k) retirement savings plan
- Health care benefits that include medical, prescription drugs and dental coverage
- Life Insurance
- Excellent work environment.

We are proud to be an Equal Opportunity Employer. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

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

### **Writers and Reporters – SOCO magazine**

If you love writing and have published articles to show for it, then lets talk.

Magazine or newspaper experience is a plus, but not necessary. Please send us your unedited and finished samples to: [editor@socomagazine.info](mailto:editor@socomagazine.info).

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

### **Water Treatment Plant Operator – City of New Bedford**

**PAY: \$23.00hr**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of treatment facilities and systems.

Adjusts equipment, as indicated, to regulate the flow of water and control the amount of treatment chemicals added; must assist with maintenance programs throughout the treatment plant, watershed and distribution system.

Accurately records plant data and makes associated computations as necessary, as well as maintains operation logs; maintains optimum process control via sampling, laboratory testing, and machinery and equipment inspections and adjustments.

Adheres to specific weekly schedule of responsibilities including chemical and preventative maintenance; assume responsibility of handling chemicals in a safe and efficient manner.

Exhibits good attitude expected of employees in a health-related field; assumes responsibility for maintaining the plant in a clean and orderly fashion.

Must assume responsibility for plant operations when on duty.

Graduation from high school or GED equivalent, supplemented by four years' experience as an attendant of a water/wastewater facility required. Possession of a Grade III Drinking Water Operator license. Possession of a valid Massachusetts driver's license with good driving record. Must have a telephone and own transportation. This employee is subject to twenty-four hour call.

For application/complete job description, please visit [www.newbedford-ma.gov](http://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. EE0

New Bedford has a residency requirement.

## **Director of Facilities & Fleet – City of New Bedford**

**PAY: \$88,642 – \$110,811**

- \* Directs and administers all activities of the Facilities and Fleet Management Department.
- \* Oversees maintenance and capital needs of City buildings and fleet.
- \* Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- \* Manages the budget using responsible and sound fiscal practices.
- \* Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- \* Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- \* Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- \* Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a 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](http://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

## **Water System Maintenance Worker – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

### **RESPONSIBILITIES:**

Taps water mains 4" to 48" in size with a small taping machine from  $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves. Performs other work in connection with the maintenance, construction, and repairs of the distribution, collection (and Highway System.) Installs water meters, operates gate valves, and service shutoffs. Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs treatment plants, pump stations and water gates. Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

### **DESIRED MINIMUM QUALIFICATIONS:**

- \* Education and Experience: Graduation from a high school or GED equivalent preferred.
- \* Requires one year of prior experience.
- \* Necessary Knowledge, Skills and Abilities: Must be able to work with hydrants, water gates,
- \* valves and collection system related equipment

### **SPECIAL REQUIREMENTS:**

Must possess a valid Massachusetts driver's license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Subject to call seven days a week/twenty four hours a day for emergency work. This position

is deemed essential personnel and must report for duty during emergency situations.

**TOOLS AND EQUIPMENT USED:**

Performs semi-skilled manual work using taping machines; various digging devices.

**PHYSICAL DEMANDS:**

- \* The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- \* Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
- \* Operation of equipment that causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

**WORK ENVIRONMENT:**

Works outdoors in all types of situations and weather conditions. Works with water and sewage.

**SELECTION GUIDELINES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment

agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **Diesel Engine Repairman – City of New Bedford**

**PAY: \$15.42hr – \$23.00hr**

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors, and ignition problems. Disassembles, overhauls, removes and replaces all types of engines. Assembles and disassembles transmissions. Knowledge of various hydraulic systems, clutch replacements and components. Performs track replacements and various components, brake jobs, and other miscellaneous maintenance tasks requested. Works on emergency vehicles. Performs all preventative maintenance and any related work. Ability to write detailed reports and estimate repair costs.

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. Possession of Class B CDL or the ability to obtain one within six months of hire. 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](http://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.

## **City Planner – City of New Bedford**

**PAY: \$82,843 – \$103,562**

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy; draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. 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](http://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

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

## **Building Custodian – City of New Bedford**

**PAY: \$13.71hr-\$18.04hr**

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains

custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

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 more information please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov).

### **Dispatcher – New Bedford Police Department**

**PAY: \$17.91hr – \$21.52hr**

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and

utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

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

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

New Bedford has a residency requirement.

**Sr Systems Analyst – New Bedford Police**

**PAY: \$73,731 – \$92,170**

Manages all Police computer network, servers and equipment; installs and maintains department computers, printers, servers, cameras and radio equipment. Monitors and troubleshoot end user problems with software, hardware and network. Maintains a variety of Microsoft based databases and data in department storage.

Performs ongoing review of existing systems' software and hardware, and researches and quotes new software, hardware and equipment to serve the needs of the department.

Oversees upgrades to 911 systems. Oversees and develops camera and video surveillance technology and analysis of emerging technology.

Investigates and resolves computer software problems of users; talks to users to learn procedures followed and source of error; answers questions, applying knowledge of computer software and procedures; researches problem and finds solution.

May be required to work nights and weekends as needed to complete project tasks or handle emergencies as they arise.

Bachelor's Degree in computer science or a related discipline. At least three years of experience in computer science, computer programming, software or related work experience. Any equivalent combination of education and experience.

Considerable knowledge of local area networks, Windows Server 2008, SQL Server 2005 & higher, vmware Virtualization, Active Directory, PowerShell, TCP/IP, SMTP, SNMP, DNS, DHCP, HTTP, FTP, Cloud Computing, Exchange 2010, SAN Storage, McAfee virus, Tyler Technologies, IMC Software, MUNIS Software and in surveillance camera technologies.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or email the Personnel Dept. at



personnel@newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **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](http://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

### **Garage Attendant – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

Maintains and performs minor repairs of all City vehicles.

Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have 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](http://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

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

### **Seasonal Building Custodian – City of New Bedford**

**PAY: \$13.71/hr.**

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to, lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge

clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

High school graduate or GED equivalent preferred. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://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

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

### **Management Analyst – New Bedford Police**

**PAY: \$58,957 – \$73,703**

Performs technical, analytical and administrative duties related to crime and criminal intelligence. Researches, collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists with the developments.

Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal

activity.

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.

Develops and maintains data bases relative to criminal activity that is easily accessed; audits and maintains crime analysis data. Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of problem-oriented policing and Intelligence-led policing.

Bachelor's degree in criminology, criminal science, criminal psychology, GIS, criminal justice or related field preferred, and at least two years of experience as a crime analyst or other associated analyst field. Working knowledge of word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

Preferred Experience: two years' experience in law enforcement records; teletype familiarity; understanding of the National Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

For application/complete job description, please visit [www.newbedford-ma.gov](http://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.

**Emergency Medical Technician – City of New Bedford**

**PAY: \$13.39hr – \$19.12hr**

Responds to given locations with lights and siren, driving in a defensive manner, obeying the rules of the road.

Working alongside a Paramedic, stabilizes patients at scene, i.e. CPR, airway management, control bleeding, assists in starting IV, splints body as needed using proper equipment to load patient into ambulance.

Prepares patient care reports contiguous with incidents to ensure continuity of care for the EMS Office, billing records and physician information.

Ensures that equipment is in proper places and in good working order, cleans equipment and patient care compartment in order to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.

Contacts the Dispatch Center in order to inform them of status relative to response, arrival, availability, deployment of additional resources for any other reason necessary for operation.

Minor vehicle maintenance, which includes washing; checking oil, water, fuel; washing floors and cleaning windows.

Attends re-certification classes in order to maintain certification.

Applicants must possess current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6). Must have a valid Massachusetts driver's license and good driving record.

This position is subject to re-certification by the State Office of Emergency Medical Service.

For application/complete job description, please visit [www.newbedford-ma.gov](http://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.

### **Code Enforcement Inspector – New Bedford Health Department**

**PAY: \$15.80hr – \$21.52hr**

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within the community by law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices. Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations. When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

Graduation from high school or GED equivalent. Must possess good verbal and written communication skills. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. 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](http://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

## **Internal Coordinator – New Bedford Police Department**

**PAY: \$684.31wk**

Recruits, trains and supervises interns from area colleges. Provides evaluations for interns, feedback to school advisors and maintains program schedule. Maintains statistics and reports for the Domestic Violence Unit. Prepares quarterly reports as required by grant. Coordinates with civilian advocates in assessing victims through the restraining order process.

Baccalaureate Degree within the Criminal Justice Field or studies in Humanities. Excellent communication skills, excellent interpersonal skills, reliable attendance, dependable/punctual, must have strong writing skills.

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

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

## **Senior Account Clerk – City of New Bedford**

**PAY: \$16.04-\$21.84**

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department

function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. 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](http://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

### **Airport Technician – City of New Bedford**

**PAY: \$16.04 hr – \$21.84 hr**

Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139 regulations. Paints airfield and landside markings. Repairs runway and taxiway lights; airfield and landside mowing, weed eating, tree cutting and grading. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Acts as part of an integrated security system. Removes snow airside and landside. Maintains grounds, structures and facilities. Performs general custodial and maintenance work in and around buildings. Landscapes, removes trash, changes light fixtures, paints; general cleaning duties (vacuum, dust, wash windows, clean restrooms). Provides escorts as needed. Must communicate professionally on company and FAA radios.

Assists in any emergency or incident at the airport.



High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check).

Must be familiar with Microsoft Word, Microsoft Outlook. Ability to issue Digital NOTAM System. Ability to issue “Notice to Airmen” field condition reporting. Log all needed Veoci and Lucity-reporting work orders.

Must attend mandatory annual on-the-job trainings in compliance with FAR part 139 regulations. Must possess and maintain a valid Massachusetts driver’s license. Must possess and maintain a valid Class B CDL license and a 2B and 4G Classification Hoisting license or be able to obtain said licenses within 180 days of employment.

This position requires availability of nights and weekends. The airport is open 7 days a week, 24 hours a day. Normal staffing hours are from 6:00a.m. to 11:15p.m. daily.

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

### **Local Building Inspector – City of New Bedford**

**PAY: \$16.89hr – \$25.86hr**

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility

to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For complete job description and application instructions, visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).