

# The South Coast Hot Jobs List

## – February 11, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of February 11, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Pharmacy Technician in Training – Experienced (Part Time) – Walgreens**

*FULL-TIME OR PART-TIME*

#### **JOB DESCRIPTION:**

As a Pharmacy Technician in Training, you are a vital part of our wellness store team responsible for assisting the Pharmacist and Pharmacy Manager in serving our customers/patients and maintaining the Pharmacy department. In order to be able to properly serve our patients and to assist the Pharmacist and Pharmacy Manager it is essential that you become properly certified to assume the position of a certified Pharmacy Technician. The role of community pharmacies in the health care industry continues to evolve as does the role of the Pharmacy Technician.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Successfully complete the Rite Aid Pharmacy Technician Training & Certification Program. This on-the-job program is designed and provided by Rite Aid Pharmacy. You are expected to successfully complete the program within 6 months of your date of hire or promotion into the Pharmacy Technician in Training position. Successful completion of the Program is defined as completing: all Computer Based Training (CBTs), Workbook exercises, classroom sessions and obtaining a passing grade on the Final Competency Exam.
- Perform all functions and duties of a Pharmacy Service Representative to ensure prompt service in the Pharmacy

Department.

- Perform computer entry of prescription information including but not limited to: patient search, prescriber search, drug selection, prescription interpretation & entry, insurance billing and basic problem resolution.
- Accept customer and prescription information required to process new and refill prescriptions, including refill authorization from doctor offices where permitted by state law.
- Retrieve the appropriate medication from inventory where permitted by state law.
- Create prescription labels and put them on prescription containers where permitted by state law.
- Place medication into prescription containers where permitted by state law.
- Complete paperwork related to filling prescriptions and input customer and prescription data into the computer system where permitted by law.
- Assist with maintaining the Pharmacy department by keeping it clean and in order.
- Assist in inventory management processes including: order review, inventory returns, restocking shelves, and physical inventory preparation.
- Administer Rite Aid programs including: FlavoRx, Living More, etc.
- Reconstitute oral liquids where permitted by state law.

#### **REQUIRED LICENSES AND/OR CERTIFICATIONS:**

- Pharmacy Technician certification where required by state law. Rite Aid Technician Training Program certification in all modules, job class/codes up to and including "Pharmacy Technician".
- Successful achievement of Rite Aid's Pharmacy Technician Certification.
- High school diploma or general education degree (GED), plus 600 practical hours working in retail and/or pharmacy operations; or equivalent combination of education and

experience.”

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

## **Administrative Assistant – UMass Dartmouth**

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The Administrative Assistant I provides varied administrative support and assistance to the Department Chairperson and the Adult Nursing Department faculty and teaching assistants. Represents the first point of contact for internal and external communities of interest, and effectively communicates and assists students, faculty, administration, staff, alumni, prospective students, faculty applicants, and other university departmental personnel as needed. This fast-paced environment requires that the Assistant perform complex duties requiring a considerable degree of independent decision making while maintaining confidentiality and communication with the Chairperson. Uses university/college systems to review and manage data, and supervises work study student(s). Supports the maintenance of a professional environment.

Follows the University's best practices to build and/or support student academic success and retention, and assist in meeting strategic objectives for persistence and timely graduation of the student population.

### **DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:**

- Provide administrative support to the Adult Nursing Department Chairperson for various projects and assignments requiring independent decision-making and problem solving skills that may be of a complex and sensitive nature.
- Prepare and maintain confidential records of a sensitive nature (hardcopy and electronic) including but not limited to: annual faculty evaluations, contract renewals, tenure and promotion, faculty personnel records, faculty credentials,, requests for leave of absences, and new faculty recruitment.

Precision in assuring accuracy, protect confidentiality, and security.

- Serve as point of contact for students, faculty, administration, staff, alumni, prospective students, faculty applicants, other university departmental personnel, and external constituents.
  - Receive and route incoming telephone inquiries related to academic programs, etc.
  - Independently evaluate, prioritize, and respond to office communications to resolve issues as appropriate.
  - Prepare and proofread faculty organization meeting agendas, letters, correspondence, memos, reports, test banks, examinations, academic warnings, syllabi, letters of recommendation, and other related material to meet the needs of Department faculty.
  - Prepare and process part-time faculty contracts, buy-out contracts, addendums, and contracts for services.
- QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills, abilities)

#### **REQUIREMENTS:**

- Knowledge of the principles and practices of office management.
- Knowledge of the methods of general report writing.
- Knowledge of the methods used in the preparation of charts, graphs, and tables.
- Knowledge of the types and uses of general office equipment.
- Ability to understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
- Ability to analyze and determine the applicability of data, to draw conclusions, and to make appropriate recommendations.
- Ability to follow written and oral instructions.
- Ability to gather information through questioning individuals and by examining records and documents.
- Ability to write concisely, to express thoughts clearly, and to develop ideas in logical sequence.

- Ability to assemble items of information in accordance with established procedures.
  - Ability to determine proper format and procedure for assembling items of information.
  - Ability to prepare general reports.
  - Ability to maintain accurate records.
  - Ability to prepare and use charts, graphs and tables.
  - Ability to communicate effectively in oral expression.
- SPECIAL INSTRUCTIONS TO APPLICANTS:**

To apply please submit online a letter of interest, current resume and the contact information for three professional references.

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

## **Personal Banker – Citizen’s Bank (Dartmouth)**

### **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”.

### **A Day in the Life of an InStore Universal Banker:**

- 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 assist with teller transactions as needed
- 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

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

These following jobs can be applied for by visiting the Greater New Bedford Career Center at 618 Acushnet Avenue with the job title and number next to it.

**1. Bus Monitor #10150469** – Bus Monitors needed for Fall River YMCA After school child care program.

M-F 2-4:30 pm. Responsibilities include picking up children from local schools, taking daily attendance, and behavior management of children while riding to the YMCA. Minimum age 18.

**2. Order Packer/Cashier #10155692** – Responsibilities for this position include but are not limited to: Cashiering, managing inventory, stocking shelves, assisting customers, receiving products, picking and packing orders for shipment via UPS and USPS small package services and any additional tasks as assigned by management.

**3. Secretary #10158528** – Associates or High School Diploma with minimum of one year of full time relevant office experience. Knowledge of administrative and clerical procedures, preferably, in a school setting. Knowledge and experience with Microsoft Office. Strong interpersonal and writing skills and driver's license required. Spanish speaking helpful. Must be able to pass a background record check.

**New Bedford Career Center**

618 Acushnet Avenue  
New Bedford, MA 02740

**Phone:** (508) 990-4000

**Fax:** 508-990-4080

**Hours:** *Monday – Thursday, 8:30 am – 4:30 pm*

*Friday, 9:30 am – 4:30 pm*

## **New Directions Southcoast 2018 Summer Jobs Application**

New Directions Southcoast Inc. is announcing that starting Tuesday, February 20, 2018 summer job applications will be available to New Bedford youth age 14-21 from 2:00PM-4:00PM at the New Directions Youth Annex, 5 Dover St., 2nd floor, downtown New Bedford. Summer applications will be available in hard copy only at the Youth Annex, Monday-Friday from 2:00PM-4:00PM from February 20-March 9. Youth must be at least age 14 to pick up an application. Applications will not be distributed after March 9, 2018.

All youth are required to be present to receive an application, attend scheduled appointments, return completed application and supportive documents and meet eligibility requirements to be considered for this youth program.

Recruitment for the “Winter Jobs” program for out-of-school youth is ongoing and youth age 17-24 who are not attending High School may pick up an application at the Youth Annex Monday-Friday from 10:00AM-2:00PM. The Winter Jobs program offers free pre-employment training and a four week paid work experience with potential for permanent employment.

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator of Title 1 Workforce Innovation and Opportunity Act for adults and Youth Works summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-24 living in the Greater New Bedford area. State



funding for summer jobs is funded by YouthWorks, through the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The YouthWorks program is administered by the Commonwealth Corporation. For more information, please contact the New Directions Youth Annex, (508) 979-1700 or on Facebook at Greater New Bedford Youth Annex (New Directions).

## **Full Time Teller -Santander (Dartmouth)**

### **Description:**

As a member of Santander's retail banking division you'll help serve Santander's retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander's retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank.

### **Responsibilities:**

- Establishes and maintains the bank way as the singular priority in all activities
- Performs within the balancing guidelines, compliance and security procedures
- Promotes, refers and sells bank products and services
- Provides consistent world class customer service to internal and external customers which exceeds their expectations
- Resolves customer issues with guidance

This is a Part Time position and the hours per week will generally be between 20 and 29 hours per week. The Recruiter for this position will be able to discuss the specifics of the schedule requirements and hours for the position. This is a non-exempt position eligible for overtime compensation calculated at 1.5 times your regular rate of pay for any hours worked over 40 hours per week, subject to all Santander

policies and approvals regarding overtime.

**Qualifications:**

- 3 Months cash handling experience or degree in accounting or finance
- Retail or customer service experience preferred
- Basic computer knowledge and Windows skills required
- Strong interpersonal and organizational skills
- At least 1 of year experience
- Able to apply knowledge of products, procedures and policies

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

**Summer Jobs – City of New Bedford Parks, Recreation & Beaches**

Are you or someone you know looking for a summer job? Want a fun and active way to spend your summer?

The City of New Bedford Department of Parks Recreation & Beaches has summer jobs for New Bedford residents! We offer over 75 seasonal positions from entry level to professional: Life guards, Play in the Park Summer Food Program, Kennedy Summer Day Program and Beach Parking.

To pick up an application or for more information please contact us at (508) 961-3015, 181 Hillman St Building #3 or visit us online at [www.newbedford-ma.gov](http://www.newbedford-ma.gov).

Seasonal Training & Employment Program (STEP) is supported by the Office of Housing & Community Development through CDBG funding

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

**Full Time Parts and Accessories Associate – Minuteman Harley-Davidson (North Dartmouth)**

*\$12 an hour – Full-time, Plus Commission*

Minuteman Harley-Davidson Your South Coast Harley Dealer is looking for a Full Time Parts and Accessories Sales Associate. Minuteman Harley Davidson is seeking an experienced parts & accessory salesperson. Experience in a Harley dealership, other motorcycle dealership, parts store or auto dealership preferred.

This is a full time permanent position with benefits such as; health insurance, 401K, paid time off, company discount, factory training ...etc. The right candidate will be very organized, have sales ability, excellent customer service, able to work in a busy environment. Motorcycle endorsement is helpful but not required.

**Requirements:**

- Customer Service Oriented
- Minimum of GED required
- Must be 18 years of age or older
- Must be able to work weekends
- Motorcycle license preferred, but not required
- Ability to learn computer skills required

If you think you are the right person for the job, submit a resume or stop by and apply in person at 799 State Road (Rte 6), Dartmouth, MA 0271.

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

**Portuguese Speaking Chiropractic Assistant/Receptionist – DaCunha Chiropractic**

**Job Summary:**

- Portuguese speaking
- Front desk / clinical assistant.
- Answer phones and make appointments.
- Perform routine clinical tasks.
- Communicate with insurance companies.

- Escort patients to exam rooms.
- Previous experience in healthcare or other related field.

**Required language:**

- Portuguese

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

**Front Desk Receptionist – The Village Veterinary Hospital (New Bedford)**

*Full-time, Part-time*

**Job Summary:**

This position includes the following responsibilities: Greeting all clients entering the building. Creating new files, maintaining files, Answering phones and scheduling appointments .Addition to normal receptionist duties you may include: handle both dogs and cats/Refill prescriptions . Monday thru Friday. Shifts are as early as 8am and as late as 8pm.

If you feel like you be a fit for the Village please send along your information.

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

**Full and part time RNs and LPNs- Care One**

CareOne in New Bedford is hiring!

RN/LPN positions are available on all shifts.

Both 8 hour or 12 hour shifts are available.

Part Time, Full Time and Per Diem positions are to be filled.

Shift Differential for evening and night shifts is provided.

**\$2,000 sign on bonus for full time positions.**

The CareOne New Bedford mission is to define excellence within

the health care community. We are dedicated to Maximizing Patient Outcomes. We treat Residents, their families and each other with respect, dignity and compassion. Through a collaborative and consultative approach, we strive to provide a framework of strength and stability for our Centers and Communities. We work to maintain the highest standards of care and service for Residents, families and our valued employees.

We are **HIRING** for RN and LPN positions. CareOne offers competitive wages, weekend and overnight differential, comprehensive healthcare benefits, 401K Retirement Plan, paid time off, opportunities to advance and grow your career and more! Full time positions are eligible for a \$2000 sign on bonus!

**Call 508- 996- 4600 to schedule an interview.**

If working with people who are dedicated, compassionate, and concerned about their patients is essential to you, then you'll appreciate being a part of our team. We've built a strong reputation on the outstanding level of care that we provide. We have a graciously appointed facility with strong belief in patient care and service; join us at our beautiful facility!

We are an Equal Opportunity Employer

EE0/AA/M/F/DV

Competitive Salary

Comprehensive Healthcare Benefits

401k Retirement Plan

Paid Time Off

Opportunities to advance and grow your career

And More!

These following jobs can be applied for by visiting the Greater New Bedford Career Center at 618 Acushnet Avenue with the job title and number next to it.

**1. Administrative Service Assistant #10158520** – Associates Degree in Business Administration, or equivalent experience. Minimum of three (3) years office or related experience. Proficient in Microsoft Office Outlook, Word, Excel and PowerPoint. Excellent interpersonal and communication skills necessary to interact effectively with all levels of personnel. Ability to prioritize and problem solve. Driver's license required. Must be able to pass a background record check.

**2. CDL Class B #10161640** -Crystal Ice is looking for a CDL Class B Driver. Clean driving record preferred. The job would consist of deliveries to nearby companies, as well as trips to the Cape. Boston area, and RI/Conn. Maintenance duties of equipment is also required (trouble shooting on equipment, repairs on vehicles, repairs throughout the plant). CDL Class B IS mandatory. Work schedule is 40 hours per week with possible overtime during busy season. Must have a neat appearance, reliable and a team player. Hours and rate of pay will be discussed during interview. If you are called for an interview please bring a copy of your current driving records for management to review.

**3. Maintenance Mechanic #10161634** – Must have a valid driver's license and transportation. Experience with power & hand tools. Basic plumbing & electrical skills Some knowledge of driver systems (belts, pulleys, chains, and sprockets) Some knowledge of pneumatic & hydraulic systems Diagnose electric motor, motor control and device control problems Ability to troubleshoot and repair electrical control and power circuits Assist in resolving production equipment downtime issues Able to troubleshoot and repair electrical control and power circuits Maintain and repair ice equipment, vehicles, and machinery

**New Bedford Career Center**

*618 Acushnet Avenue*

*New Bedford, MA 02740*

**Phone:** (508) 990-4000

**Fax:** 508-990-4080

**Hours:** *Monday – Thursday, 8:30 am – 4:30 pm*

*Friday, 9:30 am – 4:30 pm*

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

**PAY: \$15.64 – \$21.31**

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

### **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.

**Account Clerk position – City of New Bedford**

**PAY: \$15.23hr – \$20.61hr**



Applies basic accounting principles in maintaining financial accounts and records; may be required to prepare payroll and maintain personnel records; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books; operates adding machines and computers; answers telephones; operates simple calculators in connection with this work. Performs clerical work of ordinary difficulty.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

PAY: \$46,853 – \$58,571

Supports the operations of the Planning Division by providing staff support to the Planning Board and assisting in the design and implementation of planning studies, planning research and graphic materials. Performs technical reviews and analyze applications submitted to the Planning Board for completeness and conformance with the City Code requirements. Assist in formatting, publishing, and distributing site maps that deal with existing and proposed community planning programs or site plan identification, that requires use of GIS, Google Earth, and other map-making software.

Bachelor's Degree in urban or regional planning, architecture, urban design, geography or related discipline. Two (2) years of experience in urban planning or a related field. Provide staffing support to the City Planner and Department Head in performing comprehensive technical reviews of existing or proposed ordinances, studies, long/short term plans, analysis, assessments and other such materials as may be assigned. 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

### **Sanitarian – City of New Bedford Health**

**PAY: \$17.16hr – \$23.82hr**

Administers, educates and performs work developing programs and procedures of environmental sanitation, health and hygiene. Conducts inspections of facilities to ensure compliance with State and local health regulations including prevention of childhood lead poisoning; inspects dwellings used for human habitation; collects food samples and performs swab tests in order to determine the wholesomeness of food in regard to its preparation, storage, handling, serving, transportation, etc. Initiates litigation and provides testimony to ensure abatement of public health violations and enforcement of State and local regulations under the jurisdiction of the New Bedford Board of Health as well as City ordinances as designated.

Bachelor's Degree in Environmental Health, Public Health, Laboratory Science or closely related field is preferred or an Associate's Degree in a closely related field; minimum two

years of full-time technical or professional experience in food service sanitation, a building trade, environmental sanitation, pest control or other related public health field.

Possession of a valid Massachusetts driver's license and good driving record. Operates motor vehicle on a regular basis. Criminal Offender Record Information (CORI) check mandatory per 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. EEO

### **Carpenter – City of New Bedford**

PAY:\$14.26hr – \$20.79hr

#### **FACILITIES AND FLEET MANAGEMENT**

Constructs, alters and repairs structures, buildings, roofs, furniture, equipment and fixtures made of wood or other building materials. Work is performed in accordance with building codes and standard trade practices. Fabricates, alters and repairs structural wood work, floors, stairways and fixtures. Performs measuring, sawing, squaring, drilling, sanding, fitting and fastening. Performs repair of equipment such as desks, chairs, tables, shelves and cabinets. Hangs doors and repairs related hardware. Repairs windows, frames and screens. Performs other carpentry duties as required.

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. Graduation from a high school or GED equivalent. Two years' prior experience required, four years of experience preferred; or any equivalent combination of education and experience.

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

### **Private Care RN Per Diem – Community Nurse Home Care**

*Must be flexible for varied hours over all shifts.*

#### **Requirements:**

1. Licensed to practice professional nursing in the state of MA.
2. Directly responsible to the Director of Private Care.
3. Prior work experience in home care preferred.

#### **Responsibilities:**

1. Supports the philosophy of the agency.
2. Adheres to personnel policies.
3. Contributes to the process of Agency Performance Improvement.
4. Assesses Private Care patient status upon initial home visit to identify needs in order to develop a Private Care Aide care plan.
5. Develops an individualized Private Care Aide care plan to assist with identified patient needs.
6. Assess Private Care Aide performance during supervisions in the following areas:
  - a. Performance of skills,
  - b. Appearance,
  - c. Communication with patient/family
  - d. Adherence to policies.
7. Assists with the orientation of new Home Health Aides to the Private Care Department as needed.
8. Makes Private Care Aide supervisory visits for Private Care clients and provides feedback to Private Care Director
9. In conjunction with the Public Health Nurse, participates

in health promotion activities including flu clinics, blood pressure clinics, school immunization programs and other activities.

10. Provides nursing consultation at Wellness Centers as needed. Makes recommendations to the Wellness Coordinator to promote and grow Wellness program opportunities in the community.

11. Documents in an accurate and timely manner, assisting to maintain a Private Care record for each client.

12. Promotes and builds strong community relations by supporting CNPC mission and philosophy.

To apply, please send resume with cover letter to:  
[hr@communitynurse.com](mailto:hr@communitynurse.com).



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

PAY: \$14.26 hr – \$20.79hr

Maintenance of Airport property and equipment to ensure the efficient and effective safety and service for all users of the Airfield and Landside Facilities. 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. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. 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). 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

## **Welder – City of New Bedford**

PAY: \$15.42hr – \$23.00hr

FACILITIES & FLEET MANAGEMENT

Performs gas and/or electric welding, and related metal working duties. Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding

equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Subject to call for emergency work during any given twenty-four (24) hour period, such as any emergency that would impair the safety of the general public. High school graduate or GED equivalent preferred and two years of paid welding experience, or any equivalent combination of education and experience. Must be an experienced welder and physically fit to perform duties of the position. Possession of a valid Massachusetts driver's license and good driving record. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date 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. New Bedford has a residency requirement. EE0.

### **After-School Supervisor – City of New Bedford**

**PAY: \$15/HR**

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Supervises After School Program Site Monitors. Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group

of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

### **After-School Monitor – City of New Bedford**

**PAY: \$12/HR**

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

### **Special Motor Equipment Operator – City of New Bedford**

**PAY: \$14.77hr – \$21.80hr**

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](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.

**Building Custodian – City of New Bedford**

**PAY: \$12.43hr – \$17.42hr**

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.

High school graduate or GED equivalent preferred; any combination of experience and training that demonstrates the knowledge and experience to perform the work. Working knowledge of equipment, materials and supplies used in building and grounds maintenance and minor repairs; some knowledge of first aid and applicable safety precautions; skill in operation of listed tools and equipment; ability to work independently and complete daily activities according to work schedule; ability to lift heavy objects, and walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must possess an elevator operator license from the Commonwealth of Massachusetts or have the ability to obtain one within six months of the date of employment. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

#### **SUPERVISORY RESPONSIBILITIES**

- Responsible for the direct supervision of maintenance and

operations staff on a daily basis. Position will oversee all airport staff in the absence of the Airport Manager. Incumbent will directly assist all outside agencies and oversee matters of compliance with regard to all safety, security and environmental regulations.

- Provides input to the New Bedford Regional Airport Commission with regard to the hiring, firing, discipline and evaluation of personnel.

- Works under the administrative direction of the Airport Manager. Exhibits the ability to provide professional and fair judgment, and takes the initiative to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of all departmental operations; work involves both standard and nonstandard practices and techniques. Incumbent refers more difficult problems to the Airport Manager for clarification or interpretation of policy.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods with frequent tours of the airport. Occasional physical effort demanded in performing duties under varying and occasionally severe weather conditions and irregular hours. Frequent bending, standing and lifting. The City of New Bedford, MA is an Equal Opportunity Employer.

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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

### **Pipefitter – City of New Bedford**

**PAY: \$13.78hr – \$19.91hr**

Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and related survey tools to establish a grade.

Taps water mains 4" to 48" in size with a small tapping

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 system and collection system. Installs water meters, operates gate valves and service shutoffs.

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.

Reads water meters and checks for over and under registration when necessary. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment. May work with private contractors to help them avoid hitting utilities during construction and excavation.

Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. Must be knowledgeable in the proper use of various pipes in a sewer system. Must possess general masonry skills and have a general knowledge of low pressure systems. Ability to obtain a distribution and/or collection system certification.

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.

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

**PAY: \$13.78 – \$19.91/hr**

Assists with processing, scheduling and collecting fees for field permits and park use requests. Responsible for payroll, data entry, customer service and related clerical support for the department. Provides assistance to internal and external customers of the department, including members of the public, staff of the City, board and committee members, etc. Greets visitors, answers phones, explains office procedures, and responds to questions within level of expertise and authorization while referring more complex issues to technical, professional or management staff.

Knowledge of standard office procedures, practices, forms and equipment. Ability to prepare routine to complex correspondence and reports utilizing office equipment such as computers, calculators, telephone, etc. Knowledge of office, assessment and billing procedures equivalent to graduation from high school. 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. EEO

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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

## **Domestic Violence Advocate – City of New Bedford**

### **CITY OF NEW BEDFORD**

#### **POLICE DEPARTMENT**

#### **DOMESTIC VIOLENCE ADVOCATE – NIGHTS \$11.00hr (Variable Time)**

Provides assistance to Police Department personnel and victims of domestic violence.

Assists police with data collection/direct services and support for victims of domestic violence. Follow-up duties include: restraining orders, medical attention, shelters, and referrals as needed. Works with other agencies and community groups involved with domestic violence. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System.

Must have High School Diploma or GED equivalent; experience working with victims of domestic violence; or any combination

of education and experience. Excellent interpersonal skills; ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource Coordinator. Must be computer literate. Bilingual preferred.

Possession of a valid Massachusetts driver's license and motor vehicle.

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.**

### **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.

## **Emergency Telecommunications Dispatcher – City of New Bedford**

**POSITION: EMERGENCY TELECOMMUNICATIONS DISPATCHER (Per Diem)**

**LEVEL: GRADE 8 \$14.26/hr – \$20.79/hr**

**DEPARTMENT: POLICE**

**FUNCTION:** Perform the duties of Emergency Telecommunications Dispatcher and its related work as assigned by the Chief.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Receives and processes calls for assistance

from various sources. Establishes effective communication with the person(s) requesting assistance using the appropriate hardware identifying necessary information for dispatching an effective emergency response.

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.

Displays a calm, articulate, polite and concise manner when broadcasting. Refrains from the use of an angry or impatient tone of voice while broadcasting. Alerts personnel responding to hazardous calls with information relating to the nature of the call, as will enable them to take suitable precautions, and shall so advise personnel when such information is not available and keeps them informed as other information is made available.

Promptly acknowledges all radio messages and takes appropriate action. Acquires thorough knowledge of the location and layout of streets, building, parks, housing projects and significant areas of the community to maximize time, accuracy and speed of dispatches. Conducts all radio operations in accordance with Federal Communications Commission (FCC) procedures and requirements.

Be especially alert to the signals received on electric protection alarm devices in the communications console area and initiates necessary action thereon.

Remains at the communications desk at all times while on duty unless relieved by an authorized individual and does not allow anyone to use the communications equipment unless authorized by a competent authority. Thoroughly familiar with and activates all emergency procedures relating to holdups,

alarms, fires, medical aid or other matters requiring urgent attention.

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 the 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.

Makes all appropriate entries, deletions and inquiries into the computer system. Conducts wanted checks on all department and computer files to include Q1 and WMS (Warrant Management System) systems upon request by any authorized person or agency .Records all police and private tows in the tows file.

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. Maintains accuracy in the recording of information of activity related to the delivery of emergency or other services required of the dispatch center.

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. Performs such other related duties as may be assigned by appropriate authority. Knowledgeable and complies with all policies and procedures

pertaining to the duties of the dispatch center. Maintains records of all incoming calls and dispatches through CAD (Computer Aided Dispatching). Maintains various logs, reports and audio tape recorder.

Responsible for keeping all certifications up to date. (911; APCO (Association of Public Safety Communications Officials); EMD (Emergency Medical Dispatching); LEAPS (Law Enforcement Agencies Processing Systems)).

**MINIMUM QUALIFICATIONS AND ENTRANCE REQUIREMENTS:** High school graduate or equivalent. Ability to speak clearly and distinctly in English with basic verbal and written communications skills. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. **Ability to accurately pass a standardized typing test, scoring no less than a minimum rate of 30 words per minute.** 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 have the ability to learn city street locations and read maps. Ability to understand complex and written instructions and procedures. **Must pass an in-depth police background check.** The ability to sit during prolonged periods of inactivity interrupted by periods of intense activity. Ability to maintain one's composure and to act calmly and decisively under pressure of emergency situations. Ability to maintain records neatly and accurately. Ability to handle highly confidential and sensitive information with discretion and good judgment.

**EXPERIENCE:** One to three years experience in general office procedures, dealing with the public, computer knowledge and public safety preferred.

**INDEPENDENT ACTION:** Function independently within broad scope of established procedures; generally refer specific problems to supervisor only where clarification of procedures may be required.

**TOOLS & EQUIPMENT USED:** Personal computer, telephone, copy and fax machines, radio.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings; subject to normal temperature variations and office noise; frequent interruptions to assist customers in the office or on the phone, spends extended periods at computer, on telephone or operating other office machines requiring eye-hand coordination and finger dexterity, regular lifting and carrying of files, documents, records, etc. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

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.

## **Director of Purchasing – City of New Bedford**

**PAY: \$75,493 – \$94,373**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.

Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility, including repairs and maintenance. Furnishes advice and guidance to department heads and/or city officials relative to assurance and structure of subcontracts to ensure that City's interests are properly protected; ensures incorporation of subcontract clauses in orders and documentation of files. Performs related work as required and assigned.

Associate's Degree in a related discipline to municipal purchasing. At least five years of experience in relation to municipal or government purchasing, or a related field. Any equivalent combination of education and experience. Massachusetts Certified Public Purchasing Official Program certificate required. Possession of a valid Massachusetts driver's license and good driving record. 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

### **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.



### **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](#)**.

### **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](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

### **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.

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## **Director of Public Health – City of New Bedford**

### **CITY OF NEW BEDFORD**

**DIRECTOR OF PUBLIC HEALTH \$85,624 – \$107,038**

### **HEALTH DEPARTMENT**

Leads a wide range of public health mandates and manages Department staff, grants and contracts. Provides programmatic leadership and strategic planning, fiscal accountability, personnel management, health services, and public service. Builds and sustains regional partnerships, programs, and capacity. Provides grants, contracts, and health insurance billing. Develops plans, policies, and programs to address the community's public health needs, and establishes goals and objectives to be achieved through systematic courses of action that focus on these needs and equitable distribution of resources.

Enforces all State public health laws, local ordinances, and rules and regulations of the New Bedford Board of Health. Implements all State mandated programs and services and responds to complaints and meets other high priority service requirements. Evaluates existing programs and services, and provides quality assurance, in accordance with applicable professional and regulatory standards, to ensure that programs are consistent with the department's plans and policies; prepare and manage the annual budget.

Makes recommendations to the Board of Health on matters that pertain to public health and assists the Board in the

development of public health policies. Develops and administers grant-funded programs, manages community-wide vaccine distribution programs and investigates the occurrence of adverse health effects and hazards in the community by ensuring that timely investigations are conducted. Drafts and issues reports on health issues and maintains public health records in accordance with State law. Informs and educates the public on public health issues of concern in the community, promoting awareness about public health services, availability, and health education initiatives. Manages resources and develops an organizational structure to maximize the operational functions of the Health Department. Advocates for public health and build constituencies and identify resources within the community by generating supportive and collaborative relationships with public and private agencies and neighborhood groups for effective planning, implementation, and management of public health activities.

Master's Degree in public health, health administration, or a related field. At least seven years of experience in public health administration or environmental health or any equivalent combination of education and experience. Criminal Offender Record Investigation (CORI) background check mandatory.

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

### **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](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. EEO New Bedford has a residency requirement.

New Bedford has a residency requirement.

### **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.

### **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

## **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](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

## **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](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

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### **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.

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.**

### **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](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.**

#### **Program Monitor – Andrea McCoy Rec Center**

CITY OF NEW BEDFORD

PROGRAM MONITOR \$9.00/hr STARTING SALARY

ANDREA MCCOY RECREATION CENTER

PARKS, RECREATION & BEACHES

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

Ensures a safe, productive and caring environment for children and staff. Develops programming for children with the PRB staff. Provides guidance to recreational aides, volunteers, and participants in conducting recreation activities; and assists professional staff in planning and conducting recreation activities and events, in addition to providing customer service to the community. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Performs data entry and other clerical functions as

directed.

Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

This position is of a seasonal nature. It is not entitled to benefits.

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. New Bedford has a residency requirement. EEO



**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**.

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