

The South Coast Hot Jobs List

– July 22, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of July 22, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Property manager/Maintenance – PF Holdings LLC

\$55,000 – \$65,000 a year – Full-time, Part-time

We are seeking a Property Manager / Property Maintenance to become a part of our team! It is a small property with great stability and minimal issues!

This job is a part time Manager and part time Maintenance. It will require to listen to and resolve tenants issues. Be on top of AR, accepting new applications and control the AP. Fill out all HUD rectifications and comply with their requirements. You will also be required to do all the light maintenance in the building, including small plumbing, electric repairs and upkeep of the property.

Responsibilities:

- Oversee and coordinate all real estate transactions
- Investigate and resolve tenant complaints
- Ensure all work order and repair requests are processed in a timely fashion
- Comply with HUD requirements
- Submit and file all necessity documents
- Do all light maintenance and turns

Qualifications:

- Previous experience in property management or other related fields

- Familiarity with real estate contracts and leases
- Ability to enter and keep track of expensis
- Ability to build rapport with tenants
- Some maintenance experience

Experience:

- Property Management: 1 year
- Maintenance: 1 year

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, July 30, 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



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

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.



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 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

Team Member – Follett (Dartmouth)

Full-time, Part-time

This position greets customers, assists customers with inquiries, both in the store and on the phone. Operates the cash register and is responsible for processing all facets of

customer transactions in accordance with established processes and policies, with a focus on safe money handling procedures and secure transaction practices. Shelves product and partners to ensure product is signed and displayed properly.

Key Areas of Responsibility:

- Greet customers and render assistance as necessary responding to inquiries of products and merchandise.
- Partners to create and maintain a Hassle Free customer service culture, focused on solutions-based selling and an exceptional customer experience.
- Answers phone and responds to inquiries or direct calls for appropriate resolution.
- Operates cash register tabulating transactions, accepting payments, giving change, bagging purchases and processing employee or faculty discounts as appropriate.
- Starts up and shuts down register, trouble shoots, counts down register, perform cashier audits, etc.
- Balances the cash drawer including checks and the credit card receipts and student charge slips.
- Observes safe money handling procedures and secure transaction practices when accepting cash payment, making change, accepting checks and credit card payments, and processing refunds/buybacks. Includes cashier integrity to safeguard register and drawer deposits.
- Test EAS security system daily and approach customers who set off EAS system investigating alarms, resolving issue and logging EAS activations.
- Receive, sort and open, as necessary, mail. May also take outgoing mail to mailbox or Post Office.
- Carry and shelve merchandise inventory; may also pull and package merchandise for return to vendors.
- Straightens merchandise, stocks shelves, prices merchandise and may assist in setting up displays and signs.
- May be required to mop, vacuum, clean shelves and take out trash.
- Ensure inventory controls tags are removed and/or replaced

on merchandise according to company standards as applicable.

- Pick, process and pack orders for shipping in accordance with Retail Store Operations.
- 0 – 3 years of previous experience
- High School Degree or equivalent
- General Computer Skills

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

Sign Installer/On the Job Training – POYANT SIGNS INC

Job Type: Full-time

If you are looking for a great career and have any of these skills either in Construction, Tree Removal, Carpentry or are Mechanically Inclined then we have plenty of year round work for you at Poyant Signs. We will train you as an Apprentice Sign Installer. You must have a clean driving record. Having a CDL is a plus. Our Installers travel out of state. All travel expenses are paid. We offer vacations, sick days, insurance coverage, retirement plan and paid weekly. Time and half over 40 hours, 50-60 hours a week is not uncommon and must have good attendance. Email your resume to our Human Resources Manager Joseph Pellerin.

Experience:

- Either construction, tree removal, carpentry or mechanical: 2 years

License:

- MA CDL Class A or B

Required work authorization:

- United States

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

Facilities Associate – New Bedford Whaling Museum

\$12 – \$14 an hour – Part-time

The New Bedford Whaling Museum is seeking a dependable worker and team player to join our Facilities Team. The Facilities Associate will perform general cleaning and maintenance tasks under supervision and according to the museum's standards to ensure an exceptional visitor experience. The Facilities Associate will also serve as a member of the Rentals Team and will assist with the set-up, break-down, cleanup, and security for both public and private events.

Specific duties include:

- Sweeping, mopping, vacuuming floors
- Cleaning and stocking restrooms
- Cleaning staff kitchen and common areas
- Cleaning windows and glass
- Emptying trash cans, collecting recycling, breaking down boxes
- Painting and minor repairs
- General grounds maintenance and clean up including snow removal
- Setting up tables and chairs for groups and events
- Moving large objects such as furniture, cases, and shipments
- Responding to requests for assistance from other departments
- Schedule: Part-Time (day shifts) plus one to two weekend night shifts for events.
- Must have flexible availability with nights and weekends.

Job requirements:

- Ability to lift up to 50 pounds
- High School diploma
- Valid driver's license and reliable transportation
- Positive attitude and pride in work

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

Admin Assistant/Receptionist – Amaral Bus Co, Inc. (Westport)

\$22 an hour

Job Summary:

We are two companies. They are in the driving school and transportation industry looking for someone available Monday thru Friday Full-Time 8 hours per day. 9am to 6pm

Only apply in person at:

Amaral's

1090 State Rd.

Westport Ma. 02790

NO PHONE CALLS PLEASE! NO EMAILS OR FAXING OF RESUMES PLEASE!

Responsibilities and Duties:

They would be working in an office environment answering telephones, taking messages, filing, faxing, using computers and organizing.

Qualifications and Skills:

Must have computer skills. These skills need to include but not limited to using Microsoft Office Programs "Word and Excel" proficiently, using search engines and Google Maps. Typing and writing skills are also needed for this position. Must have a regular drivers license.

Benefits: Full time position with health, paid vacations, holidays etc.

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

**EXPERIENCED FOREMAN – METAL FRAMERS, DRYWALL HANGERS, TAPERS –
New England's Top-Notch Drywall Company**

Job Type: Full-time

We are a large growing Drywall Construction Company with a great reputation looking to hire Experienced Foreman Metal

Framers, Drywall Hangers and Tapers who are willing to work year-round.

Serious candidates only need to apply.

- The ideal candidate will have demonstrated prior construction experience.
- Must have 2 years' experience in Metal Framing, Drywall, Hanging or Taping.
- Attention to detail, excellent interpersonal skills and a focus on quality are a must.
- Must be Responsible, reliable and highly motivated to work.
- Must be able to pass Physical and Drug screening.
- Benefits: Top wages Great Benefit packages Safe working environment

Experience:

Metal Framing: 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

Depina Agency

555 pleasant Street

New Bedford, Massachusetts

Phone: (774) 628-8961

Facebook: facebook.com/DepinaAIL

Receptionist – Southcoast Health System

Under the general supervision and direction of the Manager or designee, greet visitors and answer routine questions. Answer the phone and transfer callers appropriately. Maintain records

and process paperwork assigned to the information desk. Stock supplies and provide guidance to volunteers. Not applicable. Equal to the completion of 4 years of high school is preferred.

Good computer and typing skills required. Excellent customer service and interpersonal skills required. Good organizational skills and ability to work in a fast paced environment required.

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

Patient Service Rep – Claris Vision LLC

SUMMARY:

The Patient Services Representative greets patients and prepares all the administrative work to prepare patient for their clinic visit including, but not limited to scheduling, insurance verification, collection of fees at time of services, complete and accurate documentation in the practice management system, answers patients questions, manages waiting room and finalizes documentation, scheduling and records at the conclusion of the visit.

The PSR can often focus on verifying the patient's insurance; experience with medical insurance is a great attribute.

DUTIES AND RESPONSIBILITIES:

- Patient registration, scheduling, data entry and processing.
- Educates patients regarding benefits and collects patient payments, at point of service.
- Complete and accurate management of patient data in practice management system.
- Verify health insurances and obtain referrals.
- Organize and maintain medical records.
- Miscellaneous administrative tasks including, but not limited to scheduling, transportation, filing, faxing, etc.

- Must have a clear understanding of company policies including the company manual.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional Customer Experience – Understands and anticipates customer needs, takes action to meet customer's needs and strives to exceed their expectations.
- Proactive- Keep others informed. Ask for help when needed, brings service challenges to supervisor.
- Drive for Results – Strives for improving the delivery of services with a commitment to continuous improvement.
- Focus on Efficiency – Utilizes technology, innovation, and process improvements to continuously improve efficiency and effectiveness.
- Teamwork- Participates as a team member and establishes strong working relationships with teammates and across the organization.
- Celebrates Change- Receptive to new ideas and responds to changes with flexibility and optimism.
- Continues Learning and Improvement- Acknowledges own strengths and development needs and works to strengthen capabilities.

EDUCATION:

- High School Diploma or equivalent

TYPICAL PHYSICAL DEMANDS:

- Sitting, Standing, Bending, Reaching, Stooping, Walking and Lifting
- Ability to see, hear, and speak with sufficient capability to perform assigned tasks
- Driving independently to other facilities

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all duties to be performed.

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

Payroll Processor – High Point & Affiliated Organizations

Experienced Payroll Processor needed to process an in-house, bi-weekly payroll with an automated system. Candidate must possess the following skills:

- An ability to exhibit a high level of confidentiality;
- A specific understanding of Timekeeping, Payroll, Taxing and Benefit Processes;
- Excellent Computer Skills including Proficiency of Microsoft Office Suite;
- A general understanding of office functions in regard to A/P, Finance, and Human Resources;
- A general knowledge of various employment laws and practices;
- Possess strong interpersonal skills and written/verbal communication skills;
- An ability to gather and analyze information skillfully and resolve problems in a timely manner

Requirements:

- Proficiency with Excel
- Detail oriented and have the ability to work independently and as a cooperative member of a team.
- HS Diploma and a minimum of 2 years of payroll experience
- Sales experience preferred

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

Principal Clerk Treasurer's Office – Town of Westport

\$20.39 an hour

Associates degree in business preferred, plus training in payroll; minimum three to five years of business office and

computer experience or an equivalent combination of education and experience. Working knowledge of payroll processing; thorough knowledge of Medicare, benefits programs and the Affordable Care Act. Ability to deal effectively and cooperatively with Town departments, current and former employees, outside organizations and the general public. Must have excellent organizational and communication skills and ability to maintain confidentiality of records.

Experience:

- Medicare, benefit programs and the Affordable Care Act: 3 years
- Payroll processing: 3 years
- Business office and computer: 3 years

Education:

- Associate

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

Customer Service Specialist – HTP Comfort Solutions LLC

The Customer Service Specialist reports directly to the Manager of Customer Experience. The Customer Service Specialist must be able to work independently and with other specialists to perform all duties relative to Customer Service, Sales & Product Warranty. In addition, must be able to provide exceptional assistance to our broad customer base to ensure complete customer satisfaction.

Desire to perform at the highest level of competence and expedience at all times to insure the overall productivity and growth of HTP.

DUTIES & RESPONSIBILITIES:

- Sales Order Entry.
- Answering a multi-line phone system and handling issues related to customer service, sales & warranty.

- Verifying product warranty inquiries and issuing Return Merchandise Authorizations.
- File Maintenance, Sales and Warranty Reporting
- Interact with the Production and Shipping departments to ensure on time delivery of orders.
- Providing internal corporate support to our territory Sales Agents and Regional Managers.
- Ensure the highest levels of customer satisfaction through any channel including but not limited to phone, email, live online chat and other channels as they emerge.
- Accept other responsibilities as requested by the Manager of Customer Experience.

TECHNICAL EXPERTISE

- Proficient in Microsoft Office, which includes Word, Excel and Outlook
- Call Center experience (ability to operate multi-line phone system)
- Experience with office machinery (fax, copier, scanner, adding machine)
- Attention to detail.

EDUCATION/EXPERIENCE:

- High School Diploma or GED with basic office experience
- 2-year Associate Degree program in Office Administration
- Ability to work in a face paced environment
- Ability to communicate and interact effectively in all situations.
- Minimum two years related experience.
- Knowledge of customer service principles and practices
- Experience communicating through multiple channels and handling multiple customer queries through different channels effectively.
- Proficient with standard office applications (i.e. Word, Excel, PowerPoint, etc.)

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

Experienced Painters – Commercial Painting

Job Type: Full-time

Successful Painting Company with a great reputation is looking to hire Experienced Commercial Painters.

Requirements: The ideal candidate will have demonstrated prior Painting experience in a Commercial Industry. Attention to detail, excellent interpersonal skills and focus on quality is a must. Must be responsible, reliable and highly motivated to work. Must have 2 years' experience and must be able to pass Physical and Drug screening.

Benefits: Top wages Great Benefit packages Safe working environment

Experience:

Painting: 1 year

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.

Front Desk Coordinator/Receptionist – New Bedford Pediatric Dentistry & Orthodontics –
Full-time

New Bedford Pediatric Dentistry & Orthodontics is seeking a Front Desk Coordinator who is reliable, motivated, organized, efficient, with outstanding communication skills, and a team player to join our practice. Spanish speaking a plus.

Responsibilities include: patient scheduling, accounts receivables, and extensive phone communication skills, background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics, knowledge of Masshealth Insurance. Strong computer knowledge including Eaglesoft,

Experience:

Dental office: 1 year

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

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- Must know how to work with tape measure.
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- Must be able to work as a team or individually.

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

Accounts Payable Clerk Full Time – Vibra Healthcare

Come grow with Vibra Healthcare, where we manage from the bedside up every day. Join a strong, knowledgeable company that values each employee as an individual. Our expanding organization wants compassionate healthcare professionals like you to help us get our patients back to better.

Vibra Hospital of Southeastern Massachusetts is a 90-bed acute care hospital located in historic New Bedford, MA, on the Freetown border. Conveniently located off of Route 140 and easily commutable from the Boston area as well as Rhode Island, our hospital offers comprehensive, specialized clinical programs, including pulmonary rehabilitation, stroke rehabilitation and neurobehavioral programs for individuals requiring long-term rehabilitation services. As a smaller, specialized hospital, we offer an opportunity to work in a fast-paced and friendly work environment where you really get to know your patients and their families.

Vibra Hospital of Southeastern Massachusetts is seeking a Full Time Accounts Payable Clerk to join our team!

Responsible for processing all hospital invoices, check requests and other payable-related information for submission to hospital administration for approval and Corporate for payment. Prepares month-end accruals as well as monthly sales and use tax summaries.

Qualifications:

- High school diploma or equivalent required.
- Minimum two (2) years of accounting related experience required.

Additional Qualifications/Skills:

- Healthcare or hospital Accounts Payable experience preferred.
- Ability to work under pressure and meet monthly deadlines.
- Ability to project a professional image.
- Knowledge of regulatory standards and compliance requirements.
- Strong organizational, prioritizing and analytical skills.
- Ability to make independent decisions when circumstances warrant.
- Working knowledge of computer and software applications used in job functions.
- Freedom from illegal use of and effects of use of drugs and alcohol in the workplace.

Our recruitment team wants to get to know you. Share your passion! Please complete our online application and submit your resume for immediate consideration. Thank you for taking the time to consider a career opportunity with our hospital.

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

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. 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 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.

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 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 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

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 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 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](#).

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.

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 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 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 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 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](#).

Signal Maintainer – City of New Bedford

PAY: \$15.80 – \$21.52hr

Installs, operates, repairs and maintains Municipal Signal Systems. This includes fire alarm and traffic signaling systems. May also assist and work closely with a Massachusetts registered Journeyman or Master electrician in performing electrical installations and repairs made in accordance with the National Electrical Code.

Trouble-shoots grounded, shorted and open circuits. Inspects, tests and repairs municipally connected master and street boxes. Repairs and replaces underground conduits, cables, aerial cables and wires. Transfers fire alarm cables and equipment from old to new utility poles. Repairs or replaces boxes, bells, registers, switches, relays, lights, switchboards, sirens, circuits and cables. May also perform

maintenance of traffic signals and circuits. Trims and clears tree branches from aerial cables and wires.

Requires two years of paid experience. Graduation from a recognized vocational high school with a major in electrical shop may be substituted for the two years of experience. Must possess a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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 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 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 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

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.

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