

The South Coast Hot Jobs List – June 03, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of June 03, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

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

Dispatcher/Office Personnel – Assured Collision, Inc –

Assured Collision, Inc has a towing dispatcher/office help position available. Candidate is expected to be professional with positive attitude, great work ethic & strong customer service skills. Experience is a plus, however we are willing to train the right person. We offer 401K, health insurance, sick & personal time. Some nights & weekend shifts required. We are looking for someone who is computer literate, organized with attention to detail.

If you are interested in joining our team, come & fill out an application. We are here Mon-Fri 8am-5pm.

Assured Collision, Inc

314 Church St
New Bedford, MA
774-992-7780

Experience:

Dispatch: 1 year

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

Patient Care Representative/Occupational/Employee Health – Southcoast Health System

Perform a variety of office support, coordination of various patient care processes and other related duties in accordance with established Occupational Health department policies and procedures.

Qualifications:

Equal to completion of four years of high school plus additional specialized courses or training, secretarial school, diploma, or medical office certification. Duties require knowledge of medical terminology. Proficient data entry skills are also essential. Knowledge of and the ability to use both departmental and/or hospital computer systems is required. Customer service skills are required. Over three years of related medical office work experience is required.

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

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.

Clinical and Nursing Positions – Southcoast Behavioral Health



Clinical Careers at SOUTHCOAST BEHAVIORAL HEALTH.
Join our team!

We are looking for talented and caring professionals to join our team! Southcoast Behavioral Health offers competitive compensation, benefits and regular opportunities for development and advancement. You will work with an outstanding and dedicated team of professionals to help make a real difference in an individual's life.

Registered Nurses

Our nurses provide general nursing care to patients in a hospital setting. This position provides, delegates, coordinates and evaluates patient care through the

collaborative efforts of health team members and in accordance with the nursing process and standards of care and practice. You will provide a key role in the implementation of milieu management and therapeutic interaction. You will have the ability to apply psychiatric and medical nursing procedures and practices to psychiatric and personality disorders and to work with geriatric, adolescent, and adult populations as demonstrated through education accomplishment or work experience.

LPNs

You will provides general nursing care to patients in an acute hospital, coordinating patient care under the direct supervision of a Registered Nurse. You will provides a key role in the implementation of milieu management and therapeutic interaction and distribute medications to patients.

You will need the ability to apply psychiatric and medical nursing procedures and practices to psychiatric and personality disorders and to work with geriatric, adolescent, and adult populations as demonstrated through educational accomplishment or work experience. You must demonstrates a strong interest in providing therapeutic care for patients with mental illness and or behavioral disorders.

Full Time Case Manager, LCSW, LICSW, or LMHC Required

Our Case Managers are responsible for providing quality care to adolescent, adult and geriatric patients, and their families and guardians throughout the patients' episode of care. Quality care includes, but is not limited to the following: performing psychosocial assessments, participating in multi-disciplinary rounds and treatment planning meetings, providing care coordination, organizing individual/family/systems meetings, facilitating clinical process groups, managing the discharge and continued care planning process and documenting all patient encounters.

Director of HIM and Privacy Officer

Responsible for the maintenance of facility medical records, processing of requests for release of medical information as well as the analysis of information and preparation of reports. Supervises medical records staff, coordinating schedules, work assignments chart assembly, analysis, transcription service and release of medical records. Ensures that the medical records department is maintained in the manner that meets all licensing and regulatory requirements. Responsive to customer needs including clients and co-workers. Qualifications: Ability to communicate (both verbal and written) effectively. Graduate of an accredited medical records educational program. Possess strong knowledge of ICD-9, ICD-10 and CPT coding. Must be computer literate to include knowledge of MS Word, Excel & Outlook. Advanced knowledge of HIPAA. At least three years previous experience in medical records, preferably in a hospital setting. At least two years' experience in a supervisory position. Ability to maintain confidentiality and observe patient rights.

APPLY ON LINE:

1. WWW.SOUTHCOASTBEHAVIORAL.COM

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

OR EMAIL RESUME TO KATHY COSTA, DIRECTOR OF HUMAN RESOURCES
KATHY.COSTA@SOUTHCOASTBEHAVIORAL.COM



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

English/Spanish Bilingual Retail Sales Associate – Sprint by Experts Choice

\$45,000 a year

If you want to work in a fun, competitive, dynamic, and

rewarding company with unlimited compensation as a wireless retail sales representative, you've landed in the right place and we're interested in hearing from you! Experts Choice is a dynamic growing company where in the last two years we have more than tripled in size and are now located across the entire United States.

The ideal candidate is a current lead sales representative and or floor supervisor seeking advancement and profit sharing in managing their own store or running their own division. Has a proven track record in retail sales and customer service with demonstrated ability to use selling tools such as calling campaigns, credit cards, social media, installment billing, and outbound social business events.

As a wireless retail sales representative, we offer:

- Competitive salary and uncapped earning potential. You have the ability to decide how much income you'll earn. On average, our wireless retail sales representatives earn between \$35k and \$45k per year.
- Enroll in our dental, vision, and medical healthcare.
- Connect with the latest wireless and mobile devices through our Employee Phone Program.
- Gain valuable wireless industry experience and skills by learning the newest trends and technology.
- Growth opportunity to shape your career path as a member of management, support, operations, human resources, and more.

If you have a strong desire for personal and financial success, WE WANT YOU! Experts Choice is an Equal Opportunity Employer EOE/AAP.

Experts Choice provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Experts Choice complies with applicable state and local laws governing nondiscrimination in employment in

every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Experts Choice expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Experts Choice's employees to perform their job duties may result in discipline up to and including discharge.

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

Receptionist – Steward Health Care

Part-time

General Summary/Overview:

Responsible for all front desk functions including general business office functions, and patient reception / registration. May be responsible for telephone triage and scheduling depending upon location. Supports the facility's ideology, mission, goals, and objectives. Performs in accordance with the facility's policies and procedures. Follows the facility's standards for ethical business conduct. Conducts self as a positive role model and team member. Recognizes patients' rights and responsibilities and supports them in performance of job duties. Participates in facility committees, meetings, in-services, and activities. Performs in accordance with the facility's policies and procedures. Follows the facility's standards for ethical business conduct. Conducts self as a positive role model and team member. Participates in facility committees, meetings, in-services, and activities.

Principal Duties and Responsibilities:

1. Registers patients, collects appropriate co-pays, deductibles and other related payments that are due. Adheres to established cash control policies and procedures.
2. As part of the check in process, provides new patients with patient registration form and copies insurance card for file. Registers patients into the computer system. Verifies existing patients' demographics and insurance information at each visit; Checks referrals and POS or paper, obtaining required authorization, eligibility verification and confirmation of registration information.
3. Responsible for preparation of billing packets on a daily basis which includes:
 - Assuring that an insurance face sheet is attached to each encounter
 - Checking off each encounter against the schedule
 - Ensuring that each encounter has been confirmed in the system,
 - Tracking and following up on any missing encounters
 - Ensuring correct entries on day sheet
 - Completion of batch sheet checklist and all items listed on checklist
 - Ensuring that each batch is sent to billing by courier
 - Any other billing responsibility as designated by manager
4. Schedules appointments accurately and efficiently within established scheduling protocols as appropriate
5. Serves as liaison with centralized Medical Records department as appropriate.
6. Demonstrates courteous, professional, and cooperative behavior towards patients, visitors, coworkers, and providers.
7. Performs duties as a team member, integrating activities with fellow employees and providers
8. Other duties as assigned.

Qualifications:

High school diploma or equivalent. Prior front-desk experience preferably within a medical clinic setting

Skills and Abilities Required:

Experience managing a multi-line phone system, experience with computer systems and the ability to type, strong understanding of medical terminology, understanding of different insurance plans and referral procedures preferred. Must be flexible, customer / patient focused, possess a positive attitude, strong learning aptitude and the ability to work well both independently and on a team in a fast paced environment. Bilingual communication skills are a plus.

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

Admin Coordinator – New Bedford Parks, Recreation & Beaches

PAY: \$46,639 – \$58,303

Provides administrative support to the Department of Parks Recreation & Beaches; manages day-to-day duties in an efficient and timely manner; attends meetings; processes accounts receivables, accounts payables and payroll for Department; performs technical and administrative duties as requested by supervisor.

Performs office administrative duties dealing with incoming and outgoing correspondence, mailings, phone calls, forms, requests, bills, permits and fees; ensures all correspondence is sent or received through follow-up procedures; applies corrective office policies to ensure maximum efficiency. Manages the special event process for the department. This includes collecting fees if applicable, estimating fees, scheduling events with organizers and monitoring events. Works with other City departments to make sure events are approved and in compliance with the requirements of this department and Park Board.

High school degree or GED equivalent. College degree preferred. Two years of administrative, professional or relevant 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 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

Dunkin Donuts – Fairhaven & New Bedford

Dunkin' Donuts is hiring for multiple positions in New Bedford and Fairhaven.

The job pays \$11 an hour plus tips!

Benefits for employees that meet qualifications include:

Paid vacation & health insurance.

Want to apply?

Call: 508-995-0513 and they will match you up to a store nearest you to set up an interview.

You can also email: now-hiring@dalykenney.com



Clerk VI – Commonwealth of Massachusetts

Description:

Ability to supervise, including planning and assisting work according to the nature of the job to be accomplished, the

capabilities of subordinates and available resources; controlling work through periodic reviews and /or evaluations; determining subordinates' training needs and providing or arranging for such training; motivation subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

DUTIES:

- Direct supervision responsibilities for employees of a lower grade.
- Trains personnel in the methods, technique and procedures of Mail Preparation, Scanning, Quality Control, and Indexing.
- Ensures staff prepares the mail for scanning in compliance with the EDM workflow documented procedures in a timely fashion.
- Monitors employee performance to ensure compliance with established standards.
- Develops in conjunction with supervisors/managers production schedules, office expectatios, and quality control methods to facilitate the Mail Prep, Scanning, Quality Control, and Indexing.
- Ensure incoming mail is sorted, prepped, and distributed accurately and timely.
- Tracks Team Members' efficiency.
- Ensure that receptionist provides quality customer service in accordance with established procedures.
- Performs related work as required.
- Completes annual EPRS reviews for direct reports.
- Compile data for office and or agency reports.
- Coordinate leave time, breaks, lunches, coverage times and duty hours to ensure proper coverage.
- Responsible for opening and/or closing the office.
- All other related duties.

PREFERRED QUALIFICATIONS:

- Ability to assemble items of information in accordance with established procedures.

- Ability to work accurately with names, numbers, codes and/or symbols.
- Ability to establish and maintain harmonious working relationships.
- Ability to work independently.
- Ability to follow oral and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to adjust to changing situations to meet emergency or changing program/production requirements.

SPECIAL REQUIREMENTS:

Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state may be required.

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

Health Unit Coordinator – Southcoast Health System

Temporary

Under general supervision of Manager, Patient Care or Designee, perform a variety of office, secretarial and other related duties both within and in support of assigned unit. Responsible for efficient and effective coordination of services which ensure completion of daily activities of individual assigned nursing unit. Plan, organize, and direct all unit patient focused support activities including but not limited to coordinating ancillary patient/unit services and requests for equipment/supplies. Assist the Manager, Patient Care or Designee with duties and responsibilities as directed.

Equal to completion of four years of high school plus additional specialized courses or training. Completion and passing of the Medical Terminology course is required. Computer skills including knowledge of the Meditech computer system and related secretarial experience are preferred. Over

three months up to and including one year of related work experience.

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

Staffing Coordinator – Nursing Home/Rehab Center

Purpose of Your Job Position:

The primary purpose of your job position is to ensure adequate and appropriate staffing of the facility nursing department to meet the needs of the residents based on budget, census, and as may be directed by facility administration.

Delegation of Authority:

As Staffing Coordinator, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions:

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

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

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).

Central Office Transportation and Reception Secretary – Dartmouth Public Schools

If you are interested in applying for this position, please do so by submitting a formal cover letter and current resume to Dr. Bonny L. Gifford, Superintendent of Schools, 8 Bush Street, Dartmouth MA 02748 or by emailing the same to the attention of Dr. Gifford's administrative assistant, Kate Genthner, at kathleengenthner@dartmouthschools.org.

If you are responding via email, please submit your application response by attaching a single PDF file (i.e, cover letter and resume) to your email.

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

Bookkeeper/Payroll – New Bedford Public Schools

Full-time, Contract

QUALIFICATIONS:

- Self-motivated and flexible; must show demonstrated ability to set priorities and work with limited supervision and be able to meet deadlines competently.
- Capable of handling multiple tasks and paying attention to detail and accuracy, including payroll adjustments.
- Computer literacy essential with working knowledge of word processing program/s and other various programs-Munis, MS Word and Excel a must.
- Good record-keeping skills required.
- Excellent customer service skills with the ability to respond to accounts inquiry personably.
- Additional related duties as assigned, to include assisting other Bookkeepers in the department.
- Must be able to maintain professional composure in volatile situations and show complete confidentiality with all employees.
- Must be a New Bedford Resident.

Terms of Employment:

In accordance with the AFSCME contract, Local 641 This is a calendar year position.

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

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

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

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

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

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

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

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

Assistant Project Manager – City of New Bedford

PAY: \$46,639 – \$58,303

Provides administrative support to the respective Department; manages day-to-day clerical duties in an efficient and timely matter; attends meetings, prepares and transcribes meeting minutes; processes accounts receivables, accounts payables, and payroll for Department; performs technical and administrative duties as requested from supervisor. Receive and review reports pertaining to specific Department matters; analyze and provide documentation of the filing of reports; follow-up with appropriate employees regarding information contained in reports. Process, manage, and review financial items for Department including accounts payable, accounts receivable, grant budgets, purchase orders, contracts, bids, payroll, and monthly reconciliations.

High school diploma or GED equivalent. Two years of administrative, professional, or relevant experience. 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.

Lifeguard (Seasonal) – AIF Dartmouth, LLC

\$13 an hour – Part-time, Temporary

Summer lifeguards wanted for luxury apartment community pool. Ask about the bonus! Call 508-990-7878 now! Part Time! Swim and swimming in the nice weather at your job! Open from Memorial Day through Labor Day. Hourly rate plus bonus!

Red Cross certification required. License or certification:

Red Cross Lifeguard & First Aid **(Required)**.

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

Management Analyst – New Bedford Police

PAY: \$58,957 – \$73,703

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

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

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

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

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

problem-oriented policing and Intelligence-led policing.

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

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

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

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

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

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.

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