

# The South Coast Hot Jobs List

## – June 24, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of June 24, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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### **Trilingual Medical Interpreter/Translator – Greater New Bedford Community Health Center**

*Schedule: Monday – Friday 10:00am – 6:30pm – Rotating Saturdays & Holidays required. Covering Pedi-call when necessary.*

Medical Interpreter Certification in Spanish or Portuguese Required (willing to obtain second medical interpreter certification within one year of employment).

- Assists Health Center staff in meeting the needs of non-English speaking patients by providing interpretation between health care providers and the patients.
- Provides for the translation of material published by the Health Center for use by the patient population.
- Performs other job related duties as assigned.

#### **Qualifications:**

- Certified medical translator required.
- Two years experience in translating or four years college level language course(s) may be substituted for experience.
- Familiar with basic medical terminology. Tactful, pleasant and friendly approach in dealing with patients, staff, guests and individuals in the community.
- Sound judgment and the capability to respond to unusual circumstances.
- Ability to handle confidential information appropriately.

- Fluency and written competency in Portuguese and Spanish required to interpret/translate for patients and employees.
- Good verbal and organizational skills.
- Interpersonal skills appropriate for handling sensitive patient issues.
- Understanding of Health Center policies and procedures to ensure that patient and employee rights are protected and that effective communication takes place; normally acquired through up to one year of on-the-job training.

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

### **Multiple Position – SERVPRO of Dartmouth/New Bedford**

SERVPRO® of Dartmouth/New Bedford is looking to hire immediately for the following positions-

#### **Crew Chief**

SERVPRO® of Dartmouth/New Bedford is seeking someone who is comfortable being a team leader, working hard in challenging situations, enjoys meeting new people, has excellent communication skills, enjoys supervising others and is a serious multi-tasker. If you are self-motivated, highly dependable and have superb interpersonal skills, then you'll thrive in this work environment.

#### **Sales & Marketing Representative**

SERVPRO® of Dartmouth/New Bedford is seeking a Sales & Marketing Representative. In this position, you will be out and about making a difference each and every day. If you're outgoing, comfortable meeting new people, have excellent communication skills and self-motivated then you just may be the perfect candidate for this position!

#### **Production Technician**

SERVPRO® of Dartmouth/New Bedford is seeking individuals who have a great attitude and the ability to work efficiently in high demand situations. If you're dependable, a people person,

energetic, and also a strong hard worker with a get-up-and-go attitude we want to speak with you. You are encouraged to apply especially if you have experience in general labor, construction, carpet cleaning, or the restoration field.

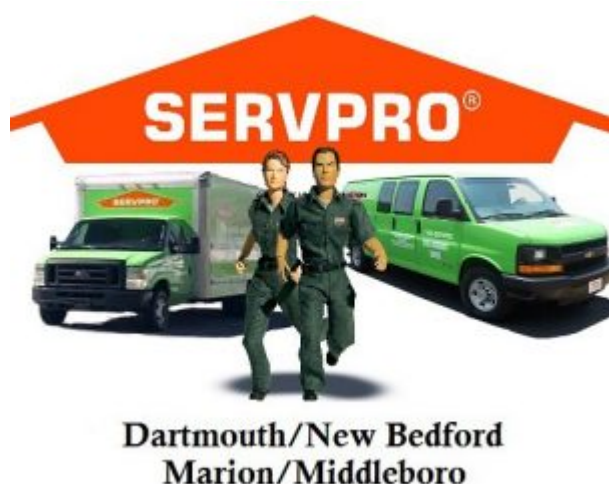
All jobs are full time and pay is commensurate with experience.

All jobs require a valid drivers license and you must complete a background check.

Interested? Call: 508-999-2380 to set up an interview or EMAIL your Resume to: [office@servprodartmouthnewbedford.com](mailto:office@servprodartmouthnewbedford.com)

**Website:** <http://www.servprodartmouthnewbedfordsouth.com/>

**Facebook:** <https://www.facebook.com/servprosouthcoastma/>



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

**PAY: \$58,957 – \$73,703**

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

Prepares summaries of crime statistics and reports on

projections of long-term changes and crime trends, and assists with the developments.

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

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

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

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

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

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

### **Dietary Aide PT Wage Incentives – Sacred Heart Home**

#### *Part-time*

Our 197 bed Skilled Nursing and Rehabilitative Care facility has an opening for a Dietary Aide 9-12 hrs/wk. Weekdays 4:00pm-7:15pm, weekends 4:00pm-7:15pm or 6:30am-2:30pm includes weekends and some holidays. Incentives for extra shifts!

#### **Duties:**

- Set tables and trays
- Serve Meals
- Clean kitchen
- Wash dishes

#### **Experience:**

- Dietary: 1 year
- Food Service: 1 year

#### **NO PHONE CALLS PLEASE**

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**

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

**PAY: \$13.39hr – \$19.12hr**

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

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

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

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

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

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

Attends re-certification classes in order to maintain certification.

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

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

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0



New Bedford has a residency requirement.

## **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 demonstrate a strong interest in providing therapeutic care for patients with mental illness and or behavioral disorders.

### **Receptionist – Care One**

*(3p-8p) Part Time, Full Time*

#### **Purpose of Your Job Position:**

The primary purpose of your job position is to perform clerical support in an efficient manner in accordance with established procedures, and as directed by your supervisor. As Receptionist, 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](#).

### **Joseph DeMello Elementary School – School Year Secretary (Dartmouth)**

*Part-Time -17.5 hours*

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](mailto: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](#).

### **Store Team Member – CVS Health Retail (Fairhaven)**

The Store Team Member position provides an opportunity, in a leading retail setting, to excel in a growing, high impact, customer focused role, working both independently and as a member of a team, to positively impact the lives of others.

#### **Essential Functions:**

- Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions, and actively identifying and resolving potential service issues
- Focusing on the customer by giving a warm and friendly greeting, maintaining eye contact and offering help locating additional items, when needed
- Accurately operating a cash register – handling cash, checks and credit card transactions with precision while following company policies and procedures
- Maintaining the sales floor by restocking shelves, checking in vendors, updating pricing information and completing inventory management tasks as directed by store manager
- Supporting opening and closing store activities, when needed
- Providing customer support to all departments, including photo and beauty, ensuring departments are fully stocked and operational while remaining current with all updated services and tools
- Assisting pharmacy personnel when needed, including working

regular shifts in the pharmacy as part of opportunities for growth and career development

- Embracing and advocating for new CVS services and loyalty programs that support our purpose of helping people on their path to better health

**Qualifications:**

- At least 16 years of age
- Remaining upright on the feet, particularly for sustained periods of time
- Lifting and exerting up to 35 lbs of force occasionally, up to 10 lbs of force frequently, and a negligible amount of force regularly to move objects to and from, including overhead lifting
- Visual Acuity – Having close visual acuity to perform activities such as: viewing a computer terminal, reading, visual inspection involving small parts/details
- Preferred previous experience in a retail or customer service setting

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](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Macy's Hiring Event (Dartmouth)**

Thursday, June 28th – 11:00 a.m. to 7:00 p.m.!

Macy's will be conducting on-the-spot interviews and extending job offers for open positions. Complete your application and reserve your interview by clicking "Apply Now" to complete this application TODAY!

Available positions will vary by location, but may include positions in Retail Sales, Retail Stock, Cosmetics/Fragrances and Asset Protection. Learn more about the various types of employment opportunities Macy's has to offer by clicking the links below to view just a few of our job descriptions:

Our associates are an integral part of bringing the magic of Macy's to life, and they perform a number of functions that are critical to offering our customers the best experience

when they shop in our store.

In order to present our customers with a magical shopping experience, our associates may be scheduled to arrive prior to store opening or to remain after store closing. Retail schedules may include early mornings, evenings, weekends, holidays, and busy events such as the day after Thanksgiving and the day after Christmas. The number of scheduled hours may vary each week based on need or position type.

## **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](#).

## **Call Center – Brahmin Leather (Fairhaven)**

### **Summary of Position:**

Brahmin Leather Works is seeking a Customer Service Representative in our Call Center. This position is responsible for providing a positive customer experience to

Brahmin customers over the phone and/or interaction through our website.

**Major Functions:**

- Answer inbound calls to the Call Center and assist customers with specific inquiries
- Process phone orders and requests for catalogs, mailers etc.
- Process customer Return Authorizations, complete requests for repair forms, assist with navigation of the Brahmin website, complete handbag registrations, package tracking and all pertinent order information
- Build customer's interest in our handbag line, suggest and inform customers of adjunct product, new lines, availability, add on items and leather care products
- Provide personalized customer service of the highest level
- Perform administrative functions as necessary

**Minimum Qualifications:**

High School diploma required. Display proper telephone etiquette with a pleasant and friendly demeanor. Ability to manage difficult customer situations, to respond promptly to the needs of the customer, solicit feedback to improve service, respond to requests for service/assistance. Basic computer knowledge/technological skills- using search tools, browsers and also email features; attaching files to correspondence, utilizing tracking and management features, internal product availability look-up and order entry forms. Good verbal and written communication skills, ability to create grammatically correct written responses without any spelling errors.

Send your resume for immediate consideration!

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

**Retail Staff – GameStop (Dartmouth)**

PLEASE NOTE: Your application will be considered for all positions within this store. Some positions may not be available in all locations.

Assistant Store Manager – will support the Store Manager in all facets of store operations including ensuring that the store staff provides friendly, open and enthusiastic customer service, in person and on the phone. This includes answering questions and assisting with product selection, purchases, and returns. Ensure that the store is clean, well-organized, and properly merchandised at all times, and that all policies, procedures, and controls are followed. Supervise up to 5 or more Game Advisors by planning, organizing, and delegating work.

Senior Game Advisor (Shift Leader) – will assist the store management team in supervising all store activities as well as providing friendly, open and enthusiastic service to customers, in person and on the phone, including answering questions and assisting with product selection, purchase, or return. Assist with store merchandising, inventory control, loss prevention, restocking, store cleaning and maintenance.

Game Advisor (Sales Associate) – provide outstanding customer service experience using elements of GameStop's buy, sell, trade, and reservation business model, The Circle of Life. Working under direct supervision, this position ensures customers are greeted on the sales floor, informed of trade, reservation and loyalty program benefits and thanked. Game Advisors also share product knowledge with customers, ensures products are easy to see and buy, processes customer transactions, and provides a clean, organized store environment in which to shop. The principal business outcome for this role is higher levels of overall store performance and customer satisfaction.

### **Job Requirements:**

Qualified Assistant Store Manager candidates will possess the



following:

- High School diploma or GED required, some college preferred.
- Must be at least 18 years old.
- 2 yrs. in retail sales, customer service, and /or management experience preferred.
- Video game knowledge preferred.

Qualified Senior Game Advisor (Shift Leader) candidates will possess the following:

- High School diploma or GED.
- Must be at least 18 years old.
- Retail sales and /or management experience preferred.
- Video game knowledge preferred.

Qualified Game Advisor (Sales Associate) candidates will possess the following:

- High School diploma.
- Must be at least 18 years old.
- Retail experience preferred.
- Video game knowledge preferred.

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).

### **Customer Service – North East Silicon Technologies**

*Job Type: Full-time, \$32,000 – \$40,000 a year*

#### **Job summary:**

- Candidates will work as the key communications link between customers, outside sales and manufacturing ensuring that all orders are successfully entered, scheduled and shipped.
- Opens customer accounts by recording account information.
- Maintain customer records by updating account information.
- Maintains product or service reports by collecting and analyzing customer information.
- Deal with the customers via emails, over the phone, or face to face
- Draft the necessary documents, letter or statements, as

required

- Maintain records of interactions with the customers
- Work with internal departments to handle customer concerns, provide appropriate solutions and alternatives in a timely manner
- Keep records of customer interactions, process customer accounts and file documents
- Ability to multi-task, prioritize, and manage time effectively
- Summary of essential job function

**This role will be responsible for:**

- Assisting Sales department:
- Keeping record of customer inventories, needs, concerns and activities.
- Assisting with orders from start to finish.
- Data entry.
- Follow up on customer activities.
- Track Purchase Order quantities and shipments, including consignment customers
- Communicate with production, or sub-suppliers, on status of various orders
- Completes supporting paperwork and data entry as required
- Accurately captures customer information
- Provide communications link from customer to the factory, including receipt of Purchase Orders and sending notices and other paperwork for shipment
- Assist in coordinating responses to customer inquiries using internal department resources (production, engineering, quality, accounting)

**Compensation and benefits:**

- Salary range \$32K-\$40K with 90 day review
- Company sponsored health insurance
- Company 401K matching
- 9 paid holidays
- 2 weeks of vacation

**Minimum requirements:**

- High school diploma or equivalent required (Prefer bachelor's degree or equivalent)
- Excellent verbal and written communication skills and telephone manner
- Familiarity with Windows, Outlook, and Microsoft Office
- Proficiency in administrative and documentation procedures

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

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

**PAY: \$15.80hr – \$21.52hr**

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

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

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

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

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and

proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **Administrative Manager – City of New Bedford**

**PAY: \$53,476 – \$66,850**

Performs complex administrative, technical, and supervisory duties. Implements, assists, and supports the department with administrative systems and procedures. Provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff. Responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Prepares and manages weekly, monthly, and yearly administrative financial matters as necessary. Tracks ongoing financial performance and prepares administrative financial reports and documentation in support of ongoing projects.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Massachusetts Certified Public Procurement Official (MCPP0) certification preferred within the first year of employment. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit

[www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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

### **Liquor and Wine Route Sales – Abacus Distributing**

*\$40,000 – \$60,000 a year – Full-time, Commission*

First year earning expectation is 40-60k. Abacus Distributing is seeking an outside sales representatives. We are a Beer, Liquor and Wine Wholesaler based in Southbridge, Massachusetts. Our company needs highly motivated individuals to sell a diverse portfolio of products in a highly competitive market. For more company or product information, please visit our website [www.abacusofma.com](http://www.abacusofma.com).

All candidates will be given product and field training. On-going training will be provided as well field assistance from suppliers. Candidates with industry experience and/or recent college graduates are encouraged to apply. The Compensation package includes a base pay plus commission, monthly bonuses and monthly incentives are part of the total compensation package.

#### **Requirements:**

- \*All Candidates must have reliable a fuel efficient vehicles
- \*All Candidates must reside in Massachusetts at the time of application. This is a state requirement. Any candidate not meeting this requirement will not be contacted.
- \*Strong Presentation Skills with ability to overcome objections necessary
- \*Excellent Customer Service Skills with followup
- \*Cold Call ability with a results oriented mindset.

Abacus Distributing is a Massachusetts wholesaler of alcoholic

beverages along with some non-alcoholic drinks. The company ships to the entire state from its Southbridge Massachusetts warehouse.

Abacus Distributing started doing in business in 2010. With 3 employees in 2010, the company has grown to 30 employees in 2018. Along with staff growth, the product portfolio has grown as well. The products represented allow our customers to buy high quality products that allow them to maximize their profits. Along with the products, Abacus provides both retail and on-premise the merchandising tools to promote the brands.

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](http://www.newbedford-ma.gov). 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](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

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

**PAY: \$88,642 – \$110,811**

- \* Directs and administers all activities of the Facilities and Fleet Management Department.
- \* Oversees maintenance and capital needs of City buildings and fleet.
- \* Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- \* Manages the budget using responsible and sound fiscal practices.
- \* Makes decisions regarding City owned assets in the best

interest of the stakeholders while protecting assets and their value

within the limits of the budget.

- \* Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.

- \* Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.

- \* Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a related field. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

**PAY: \$82,843 – \$103,562**

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

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a

closely related field. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

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

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

**PAY: \$17.91hr – \$21.52hr**

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

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

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

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

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio

telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

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

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

New Bedford has a residency requirement.

### **Sr Systems Analyst – New Bedford Police**

**PAY: \$73,731 – \$92,170**

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

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

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



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

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

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

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

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or email the Personnel Dept. at [personnel@newbedford-ma.gov](mailto:personnel@newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **Parking Supervisor – City of New Bedford**

**PAY: \$14.31-\$17.88/hr**

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration

plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

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

**PAY: \$13.99hr – \$18.51hr**

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

Must have valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be

accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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

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

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

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

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

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

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

## **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](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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