

The South Coast Hot Jobs List

– March 18, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of March 18, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Data Entry Clerk Full Time – Vibra Healthcare

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

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

Responsible for handling duties of data entry in the business office.

Qualifications:

- High school diploma or equivalent required.
- Minimum one (1) year of data entry experience required, preferably in a health care setting.

Additional Qualifications/Skills:

- Ability to handle directions with little direct supervision.

- Ability to use good independent judgment to solve daily data entry related problems.
- Ability to project a professional image.
- Knowledge of regulatory standards and compliance requirements.
- Strong organizational, prioritizing and analytical skills.
- Ability to make independent decisions when circumstances warrant.
- Working knowledge of computer and software applications used in job functions.
- Freedom from illegal use of and effects of use of drugs and alcohol in the workplace.

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

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

Bi-lingual Front Desk Agent – Best Western (Dartmouth)

Position Requirements:

- Immediately greet guest and offer to assist with their needs.
- Register and assign guests to hotel rooms.
- Establish method of payment and verify credit.
- Make and confirm reservations.
- Compute bills, collect payments, and make change for guests.
- Transmit and receive messages, using telephones or PMS system.
- Respond to guest requests in a timely manner.
- Receive and resolve guest complaints, elevating to supervisor if necessary.
- Secure guests' valuables in hotel safe or safe-deposit boxes, if not available in guest rooms.

- Perform bookkeeping activities, such as balancing accounts and conducting audits.
- Be aware of guest satisfaction scores and work toward increasing departmental and overall guest satisfaction.
- Assist in the breakfast area or assist guests with luggage when staffing assistance is required or during peak periods.
- Ensure overall guest satisfaction.
- Perform other duties as requested by management.

Job Type:

- Full-time

Required experience:

Front Desk: 1 year

Best western: 1 year

Msi pms system: 1 year

Required language:

Spanish

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

Front Desk Receptionist – Acushnet Animal Hospital

Must have solid computer skills, enjoy working with animals, willing to do light cleaning on a daily basis, must have good telephone skills with multiple lines.

Job Type: Full-time

Salary: \$11.00 /hour

Required experience:

- Receptionist: 1 year

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

Events & Development Coordinator – Junior Achievement

Background

Junior Achievement (JA) of Southern Massachusetts is a nonprofit organization that empowers young people to own their economic success. Through an extensive volunteer network, Junior Achievement of Southern Massachusetts provides in-school and after-school programs to K-12 students which a focus on three key content areas: work readiness, entrepreneurship, and financial literacy. Each year, more than 150 volunteers donate over 25,000 hours to provide JA programs to more than 6,000 students throughout Southern Massachusetts.

About the Position

JA of Southern Massachusetts, headquartered in the City of New Bedford, is seeking a Part-time Events & Development Coordinator (20 – 25 hours per week) to join our innovative team. This person will work closely with and report to the President. This position requires a high level of flexibility and the ability to work in a fast paced environment on a wide range of tasks. The ideal candidate will be a self-motivated professional that works well in a collaborative environment and is excited to be a part of a growing nonprofit organization.

Primary Job Responsibilities

Event Coordination Activities including:

- Plan, coordinate and execute all aspects of JA's special events including our annual Strikes for Success, Ironman Golf Tournament, Titan Business Challenge and Camp SPARK events.
- Serve as the point person for all fundraising events for attendees, volunteers and committee members.
- Help secure funding and donations for all events, including sponsorships, prizes and in-kind donations.
- Promote special events through various outreach activities such as social media, press releases, mailing campaigns, community meetings and presentations.
- Maintain JA's event contact information in BCRM to track

prospects, donors, donor communications and funding history. Assure that all data is up-to-date and accurate.

- Support the President in reconciling the receivables and payables from special events.
- Gather, collate and present post-event data in a timely manner.
- Provide event information for grant proposals and reports to funders as needed.

Development Activities including:

- Support the President in advancing JA's development efforts, including: writing / contributing to grant applications and reports; drafting appeal or acknowledgement letters; researching, qualifying and acting upon possible funding opportunities.
- Responsible for the management of office resources, vendors, technology and supplies.
- Support the President in reconciling the receivables and payables from various fundraising campaigns as needed.
- Support the President in managing key relationships and partnerships.
- Assist the President with additional tasks as needed.

Desired Skills

We are seeking an outgoing, highly motivated self-starter who thrives in social settings and possesses strong organizational capabilities. Other desired skills include:

- A Bachelor's Degree or equivalent
- Experience coordinating events
- Exceptional organization skills and attention to details
- Excellent written and verbal communications skills
- Experience with social media platforms
- An entrepreneurial work ethic
- Collaborative working style
- Strong knowledge of Microsoft Office
- Graphic design and/or grant writing experience is a plus

To Apply

To apply, please submit a resume and cover letter to jasm.resumes@gmail.com. No calls, please. Position will be filled as soon as candidate is found.

Hourly rate: \$16 – \$18 / hour (compensation commensurate with experience). Final offer will be contingent on the applicant passing a background check.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.



Interested in applying? See full details and how to apply

here.

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

1. Metal Fabricator Welder #10249486 -We are currently seeking highly qualified, experienced. detail oriented fabricators to join out talented team. Minimum 5 years experience. Must be experienced in layout and fabrication using steel, stainless and aluminum. Must be able to read, interpret, and work from blue prints and shop drawings. Must be skilled with all hand tools and shop equipment. Working knowledge of CAD and solidworks a plus.

2. Mechanical Draftsman #10249483 – We are seeking highly qualified, experienced, detail oriented Mechanical Draftsman who are cable of thinking outside the box to come up with solutions to difficult situations. Minimum 5 years experience in the field. Must be highly capable with Solidworks and CAD. Must be able to work well in a busy shop environment.

3. Part-Time Driver/Transportation #10247077 – Must be 21 years of age with a valid MA drivers license, safe driving record, experience transporting passengers. Must have experience working with disabled and elderly population. CPR & First Aide Certification required. Must be able to push, pull, & lift wheel chair & participants with a minimum weight of 50-75 lbs. Must also pass a CORI, OIG (office of inspector general), and Drug & Alcohol Screening.

New Bedford Career Center

618 Acushnet Avenue

New Bedford, MA 02740

Phone: (508) 990-4000

Fax: 508-990-4080

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

Friday, 9:30 am – 4:30 pm

New Directions Southcoast 2018 Summer Jobs Application

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

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

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

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator of Title 1 Workforce Innovation and Opportunity Act for adults and Youth Works summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-24 living in the Greater New Bedford area. State funding for summer jobs is funded by YouthWorks, through the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The YouthWorks program is administered by the Commonwealth Corporation. For more information, please contact the New Directions Youth Annex, (508) 979-1700 or on Facebook at Greater New Bedford Youth Annex (New Directions).

Junior Clerk-Fairhaven High School – Fairhaven Public Schools

The Junior Clerk reports to and is evaluated by the Building Principal or his/her designee.

FUNCTIONS AND DUTIES:

Promote and Establish a welcoming atmosphere.

Learn and utilize new software as upgraded.

Operate all office equipment.

Maintain office supplies, inventory, and submit requests for supplies.

Answer Intercom.

Answer main phone line/fax and records messages for staff.

Answer door.

Process mail, receives and routes all school mail.

Filing, Copying.

Daily morning announcements.

3:1:19Newsletter3:1:20Website3:1:21Students obtain passwords,
print out schedules & locker combinations3:1:22Reception
Coverage3:1:23AESOP3:1:24Attendance Student3:1:25Attendance
Staff3:1:26Attendance Issues3:1:27Make phone calls for
unreported absences3:1:28Organize and maintain
files3:1:29Collect and maintain all Emergency Information on
file3:1:30Maintaining Doctors Notes3:1:31CORI Forms3:1:32Lunch
Counts3:1:33Lunch Schedules3:1:34Free/Reduce Lunch
Forms3:1:35Report Cards3:1:36Progress Reports3:1:37Extra
mailings for progress/report cards to parents not living with
student3:1:38Kool Kids3:1:39Change of Dismissals Notify
Teachers3:1:40Volunteer/Guest Teacher Passes3:1:41Field Trips
Ordering Bus, Staff, Collection of Money, Notification of Caf
and Nurse3:1:42District Calendar for
staff/parents3:1:43MCAS/PARCC results3:1:44Transportation
Forms3:1:45Grade 5 Promotion Tickets/Awards3:1:46Kindergarten
Open Enrollment3:1:47Update/Distribute Staff Fire Drill
folders3:1:48Fire Drills3:1:49Maintain schedule for student
visits with DCF counselor3:1:50Maintain schedule for room
usage for outside staff, SPED students, meetings,
etc.3:1:51Translate documents for Non-English Speaking
parents3:1:52Create X-2 pamphlets for parents & parent portal

labels for Grade 63:1:53Assist with folders for Orientation and Parents Night3:1:54Assist parents and students with X23:1:55Fix disabled X2 accounts for Teachers3:1:56All student conduct into X2, detention set up3:1:57Input contact information in X2 for all students3:1:58Honor Society Membership and Induction Letters3:1:59Create Honor Society Induction Invitations3:1:60Create and print Programs for Honor Society Induction3:1:61Awards Night3:1:62Schedule retention meetings with parents/students for Principal3:1:63Schedule interview appointments per Principal3:1:64Collect teacher signature papers3:1:65Assist PT03:1:66Pre-School3:1:67Paperless Back3:1:68Matrix & Teacher Schedules3:1:69Crisis Management3:1:70Assistant Principals Calendar3:1:71Student Lockers3:1:72Prom & Homecoming Dance3:1:73Graduation3:1:74Emergency Sub Plans3:1:75Substitutes3:1:76Substitute compensation form3:1:77Chrome Books3:1:78STEP3:1:79Hand out teacher checks on Fridays3:1:806th Grade Orientation3:1:81Student Opening Materials, input into X23:1:82Staff Opening Materials3:1:83Correct Student Handbooks create new agenda books3:1:84Photos of HMS happenings3:1:85Lifetouch3:1:86HMS Sunshine Fund3:1:87Decorate update main bulletin boards3:1:88Monthly Student of the Month, Prize Card, Freebies Awards3:1:89Handling of backpack3:1:90End of Year Cruise for 8th Grade3:1:91Student book bills3:1:92Key distribution/collection of keys for building3:1:93Performs any other duties as required by the principal or his/her designee.3:2ADDITIONAL DUTIES IF REQUESTED BY BUILDING PRINCIPAL OR DESIGNEE3:2:1Purchase Orders3:2:2Clubs & Activities3:2:3Budget3:2:4Activity account3:2:5All deposits3:2:6Blackboard (setting up bus groups)3:2:7Bike/Bus Notifications3:2:8Maintain all buses for students3:2:9Maintains all bus routes and files updated routes for entire school3:2:10Discipline/Conduct3:2:11Detention3:2:12Saturday School3:2:13SIMS Report fixing errors, if any3:2:14All Registrations3:2:15Withdrawals3:2:16Enrollment Reports4:0

QUALIFICATIONS4:1Good communication, organizational, interpersonal, and computer skills.4:2Ability to maintain a high degree of confidentiality.4:3Ability to set priorities, coordinate multiple tasks, and meet deadlines.4:4Ability to solve problems independently and work well under pressure with an enthusiastic attitude.4:5Must present a professional image and attitude at all times.

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

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

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

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

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

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

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

Laundry Assistant Full Time: Drive Linen Truck – Sacred Heart Home

Our 197 bed Skilled Nursing and Rehabilitative Care facility has an opening for 40 hrs/wk, 6:00am-3:00pm and includes every other weekends and some holidays.

Duties:

- Drive Linen Truck, loading onto and unloading large bins from truck), Wash, dry, fold clothes and linens. Deliver clean items to units.
- Clean Driving Record Required

Benefit Package includes:

- Generous Paid Time Off Program
- Health and Dental Insurances
- FREE Life Insurance and Disability Programs
- Optional 403B Tax Sheltered Annuity Investment Plan
- Tuition Assistance and Scholarship Opportunities
- Monthly Cell Phone Bill Discount
- Ample Free Parking
- Excellent Orientation Program

Work with a skilled and professional staff where teamwork and mission is our standard for providing excellent care.

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

All Level Sales Positions – Leading Energy Company- Petro

Positions: Team Lead, Direct Sales representative, Lead Generation, Account Executive

Full-time, Salary plus commission with Benefits

If you're a proven closer that posses "hunter" skills and are looking to work for THE leading energy provider in the industry- look no further. Our goal is simple: provide oil heat and propane consumers with the best products and services available in the markets that we serve. As part of the original and largest heating oil and propane company in New England, we pride ourselves on being THE premier provider of heating oil and propane products and services.

We're seeking individuals who are fearless when it comes to interacting with prospects and potential sales. This position

is a great opportunity for individuals seeking additional income and the potential for Long term Career employment with the nations LEADING heating oil and propane provider! Earnings potential of over \$1500 per week very realistic-if you are motivated, driven and can ASK FOR THE SALE! We are growing tremendously in Massachusetts/ South Shore market and we need self-starters who want to succeed. We have openings that need to be filled immediately. And we just don't pay commissions. * Generous Pay * Unlimited earnings potential * Company provided cell phone * Flexible hours * Independence * Career path to management

Full Time Sales representative for those seeking lucrative long term focus- Salary + Commission.

Team lead Positions for those with experience managing outside, direct sales teams- Salary + Commission+ ground floor expansion opportunity.

Email or call today.

Required experience:

- Sales: 1 year

Required education:

- High school

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

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

1. QA Supervisor #10247234 -Position Summary: Assists the QA Manager in leading the plant in assessing food quality, safety and others initiatives to improve products and processes related to quality, food safety and consistency. Provides quality and food safety leadership to QA Lab Technicians. The

QA shift supervisor will participate / lead projects in conjunction with the QA manager.

2. **Cashier/Clerk #10249522** -Experienced cashier needed both full and part time. Weekends and nights included. Retail experience is needed. You will also be stocking shelves.

3. **Sewing Machine Operators #10158209**-Industrial Sewing Experience required.

New Bedford Career Center

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New Bedford, MA 02740

Phone: (508) 990-4000

Fax: 508-990-4080

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

Friday, 9:30 am – 4:30 pm

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](#).

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

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

Computer Operations Support Specialist – City of New Bedford

PAY: \$17.80hr – \$24.91hr

Responsible for the input of information and continual update of the City's GIS system with specific attention to the distribution and collection system(s). This person may also be required to assist with minor troubleshooting and training of computer use within the department.

Data processing. Trains department employees in the use of systems. Supports department employees in use of systems. Assists in troubleshooting computer systems. Diagnoses and resolves minor computer hardware/software problems.

Experience with GIS system and computer operating system. Experience with personal computer hardware and peripherals. Experience with computer operations support in a network environment. Experience/exposure with end user support and training.

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.

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](#).

Senior Account Clerk – City of New Bedford

PAY: \$15.64 – \$21.31

Performs, according to standard office procedures, a variety of duties requiring a moderately complex degree of decision making and knowledge of the functions of the department. Perform all levels of payment processing including cashiering, processing mail, Lockbox CDM and departmental turnovers. This position requires an in-depth knowledge of the department function and proficiency with the following software platforms – financial/billing system (MUNIS), credit card processing, second party payment processing and banking software and information used for payment and reconciliation purposes. Candidate must be willing to learn new processes and procedures, as deemed necessary.

Graduation from high school or GED equivalent; two years of work experience in a financial institution or in a position that required money handling and customer service. Mandatory CORI (Criminal Offender Record Investigation) background check

per City Council Ordinance effective May 14, 2013.

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

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

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

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

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

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

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

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

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

1. **Gas Meter Operator #10252385** -Full-time Union Positions located in Providence, Rhode Island. Overtime Required as needed. Applications available online at: <https://careers.nationalgridus.com> (Please indicate you were referred by the Job Board/ Mass State Job Board) Must pass Field Assessment Test: A practice link to the assessment is located [here:](https://natgrid.perfprog.com/Test/FieldAssessment.aspx) <https://natgrid.perfprog.com/Test/FieldAssessment.aspx> Must be able to read/write and communicate in English. Application Deadline Wednesday, February 21, 2018
2. **Machinist A/CNC Operator #10249623** – 2nd shift – Must have at least 3 years of CNC experience.
3. **Mechanic #10249624** – 2nd shift – MUST have manufacturing background
4. **Warehouse #10249704** – 3rd shift. This position you will be working in the distribution part of the warehouse wrapping up shipments, putting away stock and organizing the. Ability to operate a forklift is preferred.

New Bedford Career Center

618 Acushnet Avenue

New Bedford, MA 02740

Phone: (508) 990-4000

Fax: 508-990-4080

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

Friday, 9:30 am – 4:30 pm

Account Clerk position – City of New Bedford

PAY: \$15.23hr – \$20.61hr

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

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

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

Staff Planner – City of New Bedford

PAY: \$46,853 – \$58,571

Supports the operations of the Planning Division by providing staff support to the Planning Board and assisting in the design and implementation of planning studies, planning research and graphic materials. Performs technical reviews and analyze applications submitted to the Planning Board for completeness and conformance with the City Code requirements. Assist in formatting, publishing, and distributing site maps

that deal with existing and proposed community planning programs or site plan identification, that requires use of GIS, Google Earth, and other map-making software.

Bachelor's Degree in urban or regional planning, architecture, urban design, geography or related discipline. Two (2) years of experience in urban planning or a related field. Provide staffing support to the City Planner and Department Head in performing comprehensive technical reviews of existing or proposed ordinances, studies, long/short term plans, analysis, assessments and other such materials as may be assigned. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Sanitarian – City of New Bedford Health

PAY: \$17.16hr – \$23.82hr

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

Bachelor's Degree in Environmental Health, Public Health, Laboratory Science or closely related field is preferred or an Associate's Degree in a closely related field; minimum two years of full-time technical or professional experience in food service sanitation, a building trade, environmental sanitation, pest control or other related public health field.

Possession of a valid Massachusetts driver's license and good driving record. Operates motor vehicle on a regular basis. Criminal Offender Record Information (CORI) check mandatory per MGL Chapter 6 Sec. 172C.

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

Carpenter – City of New Bedford

PAY:\$14.26hr – \$20.79hr

FACILITIES AND FLEET MANAGEMENT

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

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

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

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

Private Care RN Per Diem – Community Nurse Home Care

Must be flexible for varied hours over all shifts.

Requirements:

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

Responsibilities:

1. Supports the philosophy of the agency.
2. Adheres to personnel policies.
3. Contributes to the process of Agency Performance Improvement.
4. Assesses Private Care patient status upon initial home visit to identify needs in order to develop a Private Care Aide care plan.
5. Develops an individualized Private Care Aide care plan to assist with identified patient needs.
6. Assess Private Care Aide performance during supervisions in the following areas:
 - a. Performance of skills,
 - b. Appearance,
 - c. Communication with patient/family
 - d. Adherence to policies.
7. Assists with the orientation of new Home Health Aides to

the Private Care Department as needed.

8. Makes Private Care Aide supervisory visits for Private Care clients and provides feedback to Private Care Director

9. In conjunction with the Public Health Nurse, participates in health promotion activities including flu clinics, blood pressure clinics, school immunization programs and other activities.

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

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

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

To apply, please send resume with cover letter to:
hr@communitynurse.com.





Airport Technician – City of New Bedford

PAY: \$14.26 hr – \$20.79hr

Maintenance of Airport property and equipment to ensure the efficient and effective safety and service for all users of the Airfield and Landside Facilities. Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139 regulations. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Assists in any emergency or incident at the airport.

High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check). Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Welder – City of New Bedford

PAY: \$15.42hr – \$23.00hr

FACILITIES & FLEET MANAGEMENT

Performs gas and/or electric welding, and related metal working duties. Lays, cuts and fabricates materials to be welded. Prepares materials for welding; performs preheating, cleaning and clamping. Welds metal parts together according to blueprints or specifications using oxyacetylene or electric arc welding equipment. Determines the appropriate welding equipment or method based on requirements. Sets up components for welding according to specifications. Connects gas hoses or electric cables and operates air and gas supply valves or electric welding units. Performs related work such as brazing, soldering, and grinding in the fabrication or repair of metal parts or articles.

Subject to call for emergency work during any given twenty-four (24) hour period, such as any emergency that would impair the safety of the general public. High school graduate or GED equivalent preferred and two years of paid welding experience, or any equivalent combination of education and experience. Must be an experienced welder and physically fit to perform duties of the position. Possession of a valid Massachusetts driver's license and good driving record. Possession of, or ability to obtain, a Class B license with CDL endorsement within six months from date of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

a residency requirement. EE0.

After-School Supervisor – City of New Bedford

PAY: \$15/HR

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Supervises After School Program Site Monitors. Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

After-School Monitor – City of New Bedford

PAY: \$12/HR

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

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

Special Motor Equipment Operator – City of New Bedford

PAY: \$14.77hr – \$21.80hr

Maintains equipment being used to keep equipment operating properly such as checking and changing all fluids when necessary, checking batteries and tires, changing filters, and performing all other related maintenance. Keeps equipment clean at all times. May perform the duties of a Motor Equipment Operator. These duties and responsibilities are required on a daily basis.

Conducts preventive maintenance on vehicles operated. Maintains appearance of vehicles to include, but not limited to, washing and waxing of vehicles as often as necessary. Greases equipment, checks tires and tire pressure daily. Performs minor repairs on vehicles such as changing lights and wipers; performs circle check of vehicle equipment daily. Occasionally performs duties below job classification.

Must have a telephone. Subject to call for emergency work during any given twenty-four (24) hour work period, for any emergency the Commissioner feels would impair the safety of the general public, such as ice, snowstorms, rainstorms, hurricanes, etc. Required to notify Storm Control Superintendent when snow begins and immediately when black ice complaints come in.

Possession of a valid Massachusetts Class A CDL and Class 2A hoisting license issued by the Massachusetts Department of Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the mechanical operation of any assigned equipment and at least two years'

experience in the operation and maintenance of specified heavy equipment.

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

New Bedford has a residency requirement.

Building Custodian – City of New Bedford

PAY: \$12.43hr – \$17.42hr

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

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

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

SUPERVISORY RESPONSIBILITIES

- Responsible for the direct supervision of maintenance and operations staff on a daily basis. Position will oversee all airport staff in the absence of the Airport Manager. Incumbent will directly assist all outside agencies and oversee matters of compliance with regard to all safety, security and environmental regulations.
- Provides input to the New Bedford Regional Airport Commission with regard to the hiring, firing, discipline and evaluation of personnel.
- Works under the administrative direction of the Airport Manager. Exhibits the ability to provide professional and fair judgment, and takes the initiative to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of all departmental operations; work involves both standard and nonstandard practices and techniques. Incumbent refers more difficult problems to the Airport Manager for clarification or interpretation of policy.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

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

Pipefitter – City of New Bedford

PAY: \$13.78hr – \$19.91hr

Cuts, bends, threads, assembles and joins water piping and

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

Taps water mains 4" to 48" in size with a small tapping machine from $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves; performs other work in connection with the maintenance, construction and repairs of the distribution system and collection system. Installs water meters, operates gate valves and service shutoffs.

Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes.

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

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

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

Ability to obtain a distribution and/or collection system certification.

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

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

Account Clerk – City of New Bedford

PAY: \$13.78 – \$19.91/hr

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

Knowledge of standard office procedures, practices, forms and equipment. Ability to prepare routine to complex correspondence and reports utilizing office equipment such as computers, calculators, telephone, etc. Knowledge of office, assessment and billing procedures equivalent to graduation from high school. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C

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

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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

Domestic Violence Advocate – City of New Bedford

CITY OF NEW BEDFORD

POLICE DEPARTMENT

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

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

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

Must have High School Diploma or GED equivalent; experience working with victims of domestic violence; or any combination of education and experience. Excellent interpersonal skills; ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource Coordinator. Must be computer literate. Bilingual preferred.

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

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

New Bedford has a residency requirement.

Emergency Medical Technician – City of New Bedford

PAY: \$13.39hr – \$19.12hr

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

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

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

and physician information.

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

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

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

Attends re-certification classes in order to maintain certification.

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

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

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

New Bedford has a residency requirement.

Emergency Telecommunications Dispatcher – City of New Bedford

POSITION: EMERGENCY TELECOMMUNICATIONS DISPATCHER (Per Diem)

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

DEPARTMENT: POLICE

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

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

SUPERVISION EXERCISED: None.

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

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

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

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

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

Remains at the communications desk at all times while on duty unless relieved by an authorized individual and does not allow anyone to use the communications equipment unless authorized by a competent authority. Thoroughly familiar with and activates all emergency procedures relating to holdups, alarms, fires, medical aid or other matters requiring urgent attention.

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

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

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

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws. Performs such other related duties as may be assigned by appropriate authority. Knowledgeable and complies with all policies and procedures pertaining to the duties of the dispatch center. Maintains records of all incoming calls and dispatches through CAD (Computer Aided Dispatching). Maintains various logs, reports and audio tape recorder.

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

MINIMUM QUALIFICATIONS AND ENTRANCE REQUIREMENTS: High school graduate or equivalent. Ability to speak clearly and distinctly in English with basic verbal and written communications skills. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. **Ability to accurately pass a standardized typing test, scoring no less than a minimum rate of 30 words per minute.** Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must have the ability to learn city street locations and read maps. Ability to understand complex and written instructions and procedures. **Must pass an in-depth police background check.** The ability to sit during prolonged periods of inactivity interrupted by

periods of intense activity. Ability to maintain one's composure and to act calmly and decisively under pressure of emergency situations. Ability to maintain records neatly and accurately. Ability to handle highly confidential and sensitive information with discretion and good judgment.

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

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

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

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

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

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

SELECTION GUIDELINES: Formal application; rating of education

and experience; oral interview and reference check; job-related tests may be required.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Director of Purchasing – City of New Bedford

PAY: \$75,493 – \$94,373

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

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

Associate's Degree in a related discipline to municipal purchasing. At least five years of experience in relation to

municipal or government purchasing, or a related field. Any equivalent combination of education and experience. Massachusetts Certified Public Purchasing Official Program certificate required. Possession of a valid Massachusetts driver's license and good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

Diesel Engine Repairman – City of New Bedford

PAY: \$15.42hr – \$23.00hr

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

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license. Possession of Class B CDL or the ability to obtain one within six months of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record

Investigation) background check per City Council Ordinance effective May 14, 2013.

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



Arborist – City of New Bedford (New Bedford)

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant; plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs...Want to apply? Full details and application process: **[HERE](#)**.

Maintenance Person – City of New Bedford

PAY: \$13.39 – \$19.12

FACILITIES AND FLEET MAINTENANCE

Performs complex maintenance of City buildings and property

and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

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

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

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

expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

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

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Director of Public Health – City of New Bedford

CITY OF NEW BEDFORD

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

HEALTH DEPARTMENT

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

Enforces all State public health laws, local ordinances, and rules and regulations of the New Bedford Board of Health.

Implements all State mandated programs and services and responds to complaints and meets other high priority service requirements. Evaluates existing programs and services, and provides quality assurance, in accordance with applicable professional and regulatory standards, to ensure that programs are consistent with the department's plans and policies; prepare and manage the annual budget.

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

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

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

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

Commissioner of Public Infrastructure – City of New Bedford

PAY: \$98,031 – \$122,548

Oversees department operations and manages staff. Adopts rules and regulations for use of the City's wastewater collection system, and water distribution and treatment systems.

Bachelor's Degree in Civil Engineering or a related discipline. At least ten years of Civil Engineering, Water or Wastewater work experience or experience in a related field. Any equivalent combination of education and experience may be substituted.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO New Bedford has a residency requirement.

New Bedford has a residency requirement.

Water Treatment Plant Operator – City of New Bedford

PAY: \$23.00hr

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

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

Accurately records plant data and makes associated

computations as necessary, as well as maintains operation logs; maintains optimum process control via sampling, laboratory testing, and machinery and equipment inspections and adjustments.

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

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

Must assume responsibility for plant operations when on duty.

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

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

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

regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

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

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

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

Maintenance Person – City of New Bedford

PAY: \$13.39 – \$19.12

FACILITIES AND FLEET MAINTENANCE

Performs complex maintenance of City buildings and property and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades preferred. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

City of New Bedford is hiring for a Watchperson

LIBRARY WATCHPERSON

PAY: \$13.44-\$16.61

Provides security services on library premises in collaboration with library staff and the New Bedford Police Department. Patrols the interior and exterior public areas of the library to maintain orderly atmosphere conducive to a

pleasant library experience. Responds to staff calls for assistance and initiates calls for assistance to the New Bedford Police and Fire Departments as needed. Understands and enforces library policies and procedures fairly, consistently and appropriately.

Treats all library customers with courtesy and respect and shows sensitivity to customers with special needs or problems. Documents incidents and submits reports as needed. Assists in emergency situations. Surveys facility for problems of security and hazardous conditions and reports them to the Library Director. Monitors and reviews video surveillance system as needed. Performs other duties as assigned.

High school diploma or GED equivalent required. Undergraduate coursework in criminal justice strongly preferred. Minimum of two years experience in security, public safety or law enforcement with significant public contact strongly preferred. Must have a positive customer service attitude, professional demeanor and the ability to be friendly, courteous and tactful with a diverse population. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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

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Animal Control Officer – City of New Bedford

PAY: \$16.89hr – \$25.86hr

POLICE DEPARTMENT

Investigate reported animal bites. Respond to calls concerning unleashed/unlicensed animals, dead animals, nuisance

complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140.

Assess injured animals. Provide emergency care and transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

The availability of the Animal Control Officer is 24 hours a day to include emergencies, nights, weekends and holidays. Must possess a telephone.

High school graduate or GED equivalent; five years' paid experience working with animals or related field preferred; or any equivalent combination of education and experience.

Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Portuguese/Spanish speaking preferred.

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

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

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