

The South Coast Hot Jobs List – May 20, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of May 20, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Transporter – Hertz

General Responsibilities:

Hertz Local Edition is seeking professionals to drive our vehicles to various locations while providing our best in class customer service. As a Transporter you will pick up and drop off customers and deliver vehicles from the Hertz Local addition office to various locations.

The general responsibilities will include but are not limited to:

- Transports vehicles from Hertz Local Edition offices to various locations.
- Will pick-up and drop-off customers as required.
- Must interface with vendors such as body shops, dealerships, and insurance agents.
- Maintain courteous and professional behavior & appearance.
- Follow all company safety policies and procedures and protect company assets.
- Ability to work with minimal supervision while maintaining high energy.

Mandatory Requirements:

- High School Diploma, GED or Equivalent Experience.
- Valid driver's license
- Must be at least 20 years of age
- Flexibility in scheduling which may include night's weekends

and holidays

Professional Experience:

- Previous experience in a related field.
- Previous customer service experience.
- Satisfactory driving record.
- Preferred Requirements

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EE0/AA: Females/Minorities/Disabled/Vets

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

Relationship Banker – Santander Bank

Description:

- As a Relationship Banker Trainee with Santander's Consumer and Business Banking division you will be given the unique opportunity to jump-start a career in financial services with a global industry leader. To assist you on your path you will be provided the opportunity to obtain the Series 6, 63, Life & Health Licenses. Your first 9 weeks with Santander Bank will be solely dedicated to studying for and obtaining these licenses. To help you achieve success, we have partnered with an industry leader to provide a world class digital training platform and resources.
- Once fully licensed, you will transition from Relationship Banker Trainee to a Relationship Banker and work in strong partnership with our Financial Consultants, deepening relationships with our customers and gain meaningful experience around the many products and services Santander Bank has to offer.

Responsibilities:

- Acquire new customers and deepen relationships with existing

customers utilizing the Explore process

- Complete daily tasks as outlined on the study calendars with direct manager
- Engage and attend weekly partnership meetings and joint calls with Branch partners
- Identify opportunities to introduce customers to business partners when appropriate
- Provide outstanding customer service and ensure sales and referral expectations are consistently met
- Report daily to an assigned location, and conduct in person appointments with centers of-influence, and in-Branch activities
- Strictly adhere to prescribed training schedule

Qualifications:

- A minimum of 1 year experience selling financial or retail products and/or services in an incentive based environment
- A minimum of 1 year of customer service experience
- Ability to service and transition to appropriate business partners for execution
- Displays a responsible, trustworthy, and professional image at all times
- Excellent consultative skills, client prospecting and development, customer retention and needs analysis skills
- Excellent verbal communication and influence skills
- Experience conducting consultative conversations in person and on the phone with proven close rates through a needs-based sales approach
- Identify specific knowledge, skills, and abilities necessary for satisfactory execution of the position's primary duties & responsibilities
- Obtain Series 6, 63, and Life and Health, within the first 9 weeks of hire
- Strong financial and business acumen
- Strong organizational and time management skills
- Availability to work evening sessions and occasional weekends.

In compliance with the requirements outlined within the Compensation Requirements under the Truth-in-Lending Act (LO Comp Rule) effective January 1st 2014; Santander Bank will now perform a credit check as part of, and in addition to, the existing background check for all positions where one must perform job functions of a loan originator as defined by the LO Comp Rule

At Santander, we value and respect differences in our workforce and strive to increase the diversity of our teams. We actively encourage everyone to apply.

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.

Dunkin Donuts – Fairhaven & New Bedford

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

The job pays \$11 an hour plus tips!

Benefits for employees that meet qualifications include:

Paid vacation & health insurance.

Want to apply?

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

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



Front Desk – Dental Office (Dartmouth)

Full time hours available

We are an ambitious dental practice with a wonderful team looking for energetic individual to join our front desk staff. Looking for an individual with a positive attitude and who loves working with the public and can handle multiple duties.

Individual must have previous dental front desk experience. Portuguese speaking is a plus! Duties would include answering phones, scheduling appointments, verifying insurance benefits, putting together treatment plans and reviewing treatment plans and finances with patients.

We offer a monthly bonus, 401K, profit sharing, vacation time and sick time. Great office and benefits for the right individual!

Experience: Dental, 3 years.

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

School Secretary – Acushnet Public Schools

Full-time, Part-time (10 hrs/week)

Assists in the day to day operations of the full time secretary, some of which include: Covering main office during the lunch of full time secretary. Monitoring building entrance, greeting parents and public. Receiving and routing phone calls. Duplicating materials. Distributing mail. Maintain a high ethical behavior and confidentiality of information.

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

Experienced Heavy Wrecker Driver – Assured Collision, Inc

Full Time

Assured Collision Inc is expanding our Heavy Division. We are seeking an experienced heavy driver (must be willing to drive both wrecker & landoll/lowboy). Need positive attitude, great work ethic, customer service skills and good driving record. Some night and weekend shifts are required. We offer above average pay, 401K, health insurance, sick and personal time. If you feel as if you are a team oriented individual and would be a great fit for this position, stop by to fill out an application. Mon-Fri 8am-5pm 774-992-7780 Assured Collision 314 Church St New Bedford, MA

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

Admin Coordinator – New Bedford Parks, Recreation & Beaches

PAY: \$46,639 – \$58,303

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

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

High school degree or GED equivalent. College degree preferred. Two years of administrative, professional or relevant experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013

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

Greeter-ED – Southcoast Health System

Under general supervision of the Ed Clerical Team Leader or designee, provide operational, clerical and patient care support to the Emergency Department.

Duties include but not limited to: conduct patient interviews,

provide clerical support, patient registration collation of medical records and other clerical duties Collaborate with Emergency Department staff to effectuate patient flow and keeps patients informed related to wait times and delays. Provide superior customer service to patients and foster an ideal patient experience.

Equal to completion of 4 years of high school. Preferably one year experience in a medical setting and/or customer service/support position. Bi-lingual preferred. Ability to prioritize responsibilities. Ability to interpret general and technical data in relationship to specific job responsibilities.

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

Seasonal Summer Employment – YMCA Southcoast

Temporary

Camp Frederick Douglass at the New Bedford YMCA is looking for motivated individuals for seasonal employment in the following areas! Must be 17+ to apply and must have experience for specialist positions. Camp Counselors STEM Specialist Qualifications: Must have experience in the specialty that you are applying for. How to Apply: Contact Ross Grace Childcare Director at rgrace2@ymcasouthcoast.org.

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

Sr Systems Analyst – New Bedford Police

PAY: \$73,731 – \$92,170

Manages all Police computer network, servers and equipment; installs and maintains department computers, printers, servers, cameras and radio equipment. Monitors and

troubleshoot end user problems with software, hardware and network. Maintains a variety of Microsoft based databases and data in department storage.

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

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

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

May be required to work nights and weekends as needed to complete project tasks or handle emergencies as they arise. Bachelor's Degree in computer science or a related discipline. At least three years of experience in computer science, computer programming, software or related work experience. Any equivalent combination of education and experience.

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

For application/complete job description, please visit www.newbedford-ma.gov or email the Personnel Dept. at personnel@newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

Patient Coordinator – Kool Smiles

Ready to change lives (including your own)? Dentist owned and operated since 2002, Kool Smiles is dedicated to creating a world of happy, healthy smiles. We believe every person deserves access to quality, affordable dental care – and this mission drives everything we do. We are looking for a Patient Coordinator ready to create memorable patient experiences. Kool Smiles is not your typical dentist office, so if you are ready to have fun and make a difference, keep reading!

Below are the basics of this role:

- The Patient Coordinator is responsible for providing quality customer service to patients and parents at check-in and check-out as well as responsible for verifying patient insurance eligibility and service limits.
- Deliver quality and compassionate care to every patient
- Greet parents and patients when they enter or leave the office
- Ensure parents who are waiting are kept informed of the progress of their appointment or child
- Maintain a clean and tidy waiting area and front desk area
- Verify patient insurance eligibility prior to appointment and ensure information is correct in the patient's Boomerang file
- Ensure service limits are recorded and communicated with the clinical team prior to treating the patient
- Ensure all patient files are ready (pull file, update patient record, verify insurance and service limits) before the patient's appointment
- Coordinate with Clinical Team Leader and Doctors to provide the opportunity for same day care to patients
- Assist with meeting office financial targets by ensuring the hygiene and operative schedules are full
- Schedule follow-up operatory and six month recall appointments for patients
- Answer incoming calls and direct the caller to the proper

person, taking messages when necessary

- Ensure our patients are receiving the dental care they need by making outbound calls to confirm patients, to reschedule patients that do not make their appointment, and to call patients that have treatment that needs to be completed
- Ensure all patient records are re-filed at the end of the day

Ready to do more than the basics and be super awesome?

- Have fun and make sure our patients are having fun too
- Provide memorable patient experiences by showing compassion for our patients and parents
- Get out into your community – participate in local events including school screenings, presentations and any opportunity to promote a positive image of Kool Smiles
- Look around and do more than you are asked to do by assisting with other office duties as needed
- Participate in morning huddles (hey, even ask to run one!), let your peers know how much you appreciate them, highlight great examples of customer focus, collaboration etc
- Integrity, always do the right thing!
- Love working with kids (they make up 70% or more of our patient base)

And yes, there are requirements for this role:

- Graduation from a senior high school or GED equivalent
- Office experience in a dentist's or physician's office, preferred
- Experience with children's dentistry, preferred
- Take care of our patients and we will take care of you:
- We offer a very competitive salary and benefits package as well as growth opportunities to our full-time employees.
- Kool Smiles benefits include: medical, dental, vision and optional life insurance. We also offer short and long term disability, 401K with match, flexible spending accounts, paid time off, company holidays and much much more!

Equal Opportunity Employer Minorities/Women/Protected

Veterans/Disabled

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).

Direct-Care Relief Staff – Veterans Transition House

\$12 an hour – Part-time, ALL SHIFTS (\$12/hr + benefits, shift differential after 4 PM)

Qualifications:

- Must be twenty-one (21) years of age or older with a high school diploma or equivalent.
- Must be able to demonstrate awareness of the causes and effects of, and the ability to establish a respectful relationship with persons who have experienced homelessness.

Responsibilities:

- Responsible for ensuring a safe, secure, and structured environment for all residents
- Responsible for the direct supervision and care of residents. Performs regular resident checks, as directed, to ensure safety.
- Supervises resident self-administration of medication as required.
- Provides accurate and timely documentation; such as daily logs, incident reports, isolation reports, progress toward goals, medication logs, etc.
- Provides appropriate assistance during crisis situations. Makes referrals to the program supervisor and/or emergency responders, when deemed necessary, per policies and procedures. Ensures all necessary notifications occur.
- Assists in maintaining the cleanliness of the residences common areas.
- Communicates regularly any concerns to the supervisor and/or designee as appropriate.
- Follows the appropriate procedures for all intakes, and discharges.
- Adheres to all governing standards.

- Completes other additional duties as assigned

Experience:

- Direct Care: 1 year

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

Management Analyst – New Bedford Police

PAY: \$58,957 – \$73,703

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

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

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

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

Develops and maintains data bases relative to criminal

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

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

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

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

New Bedford has a residency requirement.

Environmental Enforcement Inspector – City of New Bedford

PAY: \$15.80hr – \$21.52hr

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

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as

well as any State and/or Federal regulations.

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

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

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

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

New Bedford has a residency requirement.

Assistant Project Manager – City of New Bedford

PAY: \$46,639 – \$58,303

Provides administrative support to the respective Department; manages day-to-day clerical duties in an efficient and timely matter; attends meetings, prepares and transcribes meeting minutes; processes accounts receivables, accounts payables, and payroll for Department; performs technical and administrative duties as requested from supervisor. Receive and review reports pertaining to specific Department matters; analyze and provide documentation of the filing of reports;

follow-up with appropriate employees regarding information contained in reports. Process, manage, and review financial items for Department including accounts payable, accounts receivable, grant budgets, purchase orders, contracts, bids, payroll, and monthly reconciliations.

High school diploma or GED equivalent. Two years of administrative, professional, or relevant experience. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

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

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

Lifeguard (Seasonal) – AIF Dartmouth, LLC

\$13 an hour – Part-time, Temporary

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

Red Cross certification required. License or certification: Red Cross Lifeguard & First Aid **(Required)**.

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

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](#).

Emergency Medical Technician – City of New Bedford

PAY: \$13.39hr – \$19.12hr

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

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

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

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

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

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

Attends re-certification classes in order to maintain certification.

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

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

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

New Bedford has a residency requirement.

Local Building Inspector – City of New Bedford

PAY: \$16.89hr – \$25.86hr

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and

regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

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

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

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

Parking Supervisor – City of New Bedford

PAY: \$14.31-\$17.88/hr

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

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

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

Water Treatment Plant Operator – City of New Bedford

PAY: \$23.00hr

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

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

Accurately records plant data and makes associated computations as necessary, as well as maintains operation logs; maintains optimum process control via sampling, laboratory testing, and machinery and equipment inspections and adjustments.

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

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

Must assume responsibility for plant operations when on duty.

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

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

New Bedford has a residency requirement.

Director of Facilities & Fleet – City of New Bedford

PAY: \$88,642 – \$110,811

* Directs and administers all activities of the Facilities and Fleet Management Department.

* Oversees maintenance and capital needs of City buildings and

fleet.

- * Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- * Manages the budget using responsible and sound fiscal practices.
- * Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- * Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- * Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- * Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

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

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

Water System Maintenance Worker – City of New Bedford

PAY: \$13.99hr – \$18.51hr

RESPONSIBILITIES:

Taps water mains 4" to 48" in size with a small taping machine from $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves. Performs other work in connection with the maintenance, construction, and repairs of the distribution, collection (and Highway System.)

Installs water meters, operates gate valves, and service shutoffs. Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs treatment plants, pump stations and water gates. Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

DESIRED MINIMUM QUALIFICATIONS:

- * Education and Experience: Graduation from a high school or GED equivalent preferred.
- * Requires one year of prior experience.
- * Necessary Knowledge, Skills and Abilities: Must be able to work with hydrants, water gates,
- * valves and collection system related equipment

SPECIAL REQUIREMENTS:

Must possess a valid Massachusetts driver's license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Subject to call seven days a week/twenty four hours a day for emergency work. This position is deemed essential personnel and must report for duty during emergency situations.

TOOLS AND EQUIPMENT USED:

Performs semi-skilled manual work using taping machines; various digging devices.

PHYSICAL DEMANDS:

- * The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- * Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
- * Operation of equipment that causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

WORK ENVIRONMENT:

Works outdoors in all types of situations and weather conditions. Works with water and sewage.

SELECTION GUIDELINES:

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

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

Diesel Engine Repairman – City of New Bedford

PAY: \$15.42hr – \$23.00hr

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors,

and ignition problems. Disassembles, overhauls, removes and replaces all types of engines. Assembles and disassembles transmissions. Knowledge of various hydraulic systems, clutch replacements and components. Performs track replacements and various components, brake jobs, and other miscellaneous maintenance tasks requested. Works on emergency vehicles. Performs all preventative maintenance and any related work. Ability to write detailed reports and estimate repair costs.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license. Possession of Class B CDL or the ability to obtain one within six months of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

City Planner – City of New Bedford

PAY: \$82,843 – \$103,562

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy;

draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

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

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

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