

# The South Coast Hot Jobs List

## – May 27, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of May 27, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

### **Administrative Inventory Control Assistant – Northern Wind Inc.**

*Salary: \$15.00 /hour*

#### **Job Summary:**

Northern Wind, Inc endeavors to maintain a positive work environment. each employee plays a role in fostering this environment. Accordingly, we must all abide by certain rules of conduct, based on Northern Wind's Employee Handbook. Requires working directly with production supervisors.

#### **Responsibilities and Duties:**

- Perform special assignments as required
- Enter and collect all documentation then review and complete all production work orders
- Reconciliation of inventories
- Uploading/monitoring of electronic reports

#### **Qualifications and Skills:**

- Proficient in excel, Microsoft Word, and access
- Be able to multitask in a fast-paced environment

Good organizational skills

- Good with numbers
- Job Type: Full-time

#### **Experience:**

- Administrative Assistant: 1 year

Interested in applying? See full details and how to apply

here.

### **Parts Salesman – Goyettes Auto Recycling**

*Job Type: Full-time*

We are a fast paced automotive recycling facility looking for a qualified individual to sell automotive parts at Goyette's Auto Recycling. Computer skills are a must. Knowing pinnacle system is a plus. Standard work week is 8am -5pm Monday-Friday. We offer health insurance, 401k, paid holidays and vacations. Parties interested should contact Jake or Derec at Goyette's Auto Recycling at 508-994-1801.

#### **Experience:**

- Sales: 2 years

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

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

**PAY: \$17.91hr – \$21.52hr**

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

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

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

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

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

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

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

New Bedford has a residency requirement.

**Commercial and Personal Lines Insurance Department (CSR) –  
Local Insurance Agency**

*\$45,000 – \$55,000 a year – Full-time, Commission*

Fairly new insurance agency is looking to hire 2 more people with their property and casualty insurance license to add to their already great team! We are looking for people who know how to work hard and have fun at the same time- strike a good balance! \*Monday- Friday, 9-5, \$17-\$25 hour plus commission monthly. Inbound and outbound calls and you MUST have your property and casualty insurance license. Send in your resume or text to 508-264-9789.

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

**Patient Coordinator – Benevis**

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. Other 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.

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

**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!

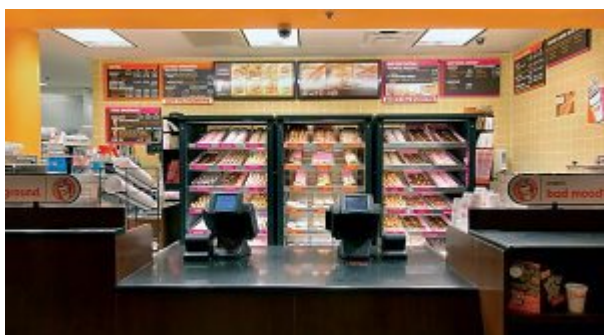
Benefits for employees that meet qualifications include:

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](mailto:now-hiring@dalykenney.com)



## **Patient Access Coordinator – Steward Health Care**

### *Part-time*

Ensures the integrity of all data collected at time of registration to ensure accurate patient identification, help ensure patient safety collects and/or facilitates accurate and timely payment for services provided, and delivers superior customer service to internal and external customers.

### **KEY RESPONSIBILITIES:**

- Greets, receives and escorts patients as required and consistent with customer service guidelines
- Collects and verifies patient demographic, insurance eligibility, and financial information/responsibility and accurately documents in hospital computer system(s)
- Responsible for consistent and accurate use and execution of



department SOP's (established operating procedures) and supporting tools, software, websites

- Identifies current and prior patient responsible balances, educates patients on their financial responsibilities, and collects same
- Screens self pay patients, identifies potential solution(s), and facilitates solution application process (manual and/or electronic) or patient payment as appropriate
- Interviews patients bedside as needed to facilitate timely and effective solutions (ED only)
- Assists patients in establishing secured installments plans when applicable
- Ensures all hospital and regulatory requirements are met (including, but not limited to, signatures, distributing patient rights, health care proxies, HIPAA requirements etc.)
- Ensures completion of registration paperwork to facilitate efficient patient flow
- Meets performance standards established by Patient Access leadership, including but not limited to: quality, collections, customer service, screening/solution rates, productivity)
- Delivers exemplary customer service for patients in accordance with hospital expectations / guidelines
- Works effectively with patient access peers and other hospital departments
- Performs other duties as assigned

#### REQUIRED KNOWLEDGE & SKILLS:

- Aptitude for / familiarity with patient access tools, systems, and technologies
- Excellent customer service/communications skills.
- Comfortable with collection process
- Comfortable with securing solutions for uninsured patients
- Knowledge of Medical Terminology preferred.
- Proven ability and/or expressed willingness to work as part of a team

**EDUCATION/EXPERIENCE/LICENSURE/TECHNICAL/OTHER:**

I. Education: High School Diploma or equivalent required.

II. Experience: 1-2 years experience in a hospital/clinic/physician office or related field preferred

III. Certification/Licensure:

IV. Software/Hardware: General comfort with computer systems / software applications

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

**Health Unit Coordinator – Southcoast Health System**

*Temporary*

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

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

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

**Sr Systems Analyst – New Bedford Police**

**PAY: \$73,731 – \$92,170**

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

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

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

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

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

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

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

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or email the Personnel Dept. at

personnel@newbedford-ma.gov. Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **Patient Coordinator – Kool Smiles**

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- 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).

### **Central Office Transportation and Reception Secretary – Dartmouth Public Schools**

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

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

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

### **Office Assistant – Atlantic Chimney Inc (West Wareham)**

*Job Type: Part-time*

Office position: Looking for someone to work in our satellite office. Thorough knowledge of quickbooks is required. Experience with excel, customer service, office procedures and have a good work ethic. Please call Bill at 781-473-3160

#### **Experience:**

Quickbooks: 10 years

If you are responding via email, please submit your

application response by attaching a single PDF file (i.e, cover letter and resume) to your email.

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

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

**PAY: \$58,957 – \$73,703**

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

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

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

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

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



analytical and administrative analysis to the concepts of problem-oriented policing and Intelligence-led policing.

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

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

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

New Bedford has a residency requirement.

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

**PAY: \$15.80hr – \$21.52hr**

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

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

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

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

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

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

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

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

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

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

**PAY: \$13.39hr – \$19.12hr**

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

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

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

Ensures that equipment is in proper places and in good working

order, cleans equipment and patient care compartment in order to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.

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

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

Attends re-certification classes in order to maintain certification.

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

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

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

New Bedford has a residency requirement.

### **Local Building Inspector – City of New Bedford**

**PAY: \$16.89hr – \$25.86hr**

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the

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

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

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

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

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

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

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

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

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

## **Water Treatment Plant Operator – City of New Bedford**

**PAY: \$23.00hr**

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

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

Accurately records plant data and makes associated

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

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

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

Must assume responsibility for plant operations when on duty.

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

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

New Bedford has a residency requirement.

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

**PAY: \$88,642 – \$110,811**

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

\* Oversees maintenance and capital needs of City buildings and fleet.



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

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

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

## **Water System Maintenance Worker – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

### **RESPONSIBILITIES:**

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

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

**DESIRED MINIMUM QUALIFICATIONS:**

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

**SPECIAL REQUIREMENTS:**

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

**TOOLS AND EQUIPMENT USED:**

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

**PHYSICAL DEMANDS:**

- \* The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- \* Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

- \* Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.

- \* Operation of equipment that causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

#### **WORK ENVIRONMENT:**

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

#### **SELECTION GUIDELINES:**

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

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

#### **Diesel Engine Repairman – City of New Bedford**

**PAY: \$15.42hr – \$23.00hr**

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors, and ignition problems. Disassembles, overhauls, removes and

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

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

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

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

**PAY: \$82,843 – \$103,562**

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

Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

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

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

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

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

**PAY: \$13.71hr-\$18.04hr**

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

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

For more information please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov).

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