The South Coast Hot Jobs List – October 1, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of October 1, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Full Time Parts and Accessories Associate – Minuteman Harley-Davidson

$12 an hour – Full-time, Commission
Minuteman Harley-DavidsonYour South Coast Harley Dealer is looking for a Full Time Parts and Accessories Sales Associate

Minuteman Harley Davidson is seeking an experienced parts & accessory salesperson. Experience in a Harley dealership, other motorcycle dealership, parts store or auto dealership preferred. This is a full time permanent position with benefits such as; health insurance, 401K, paid time off, company discount, factory training …etc. The right candidate will be very organized, have sales ability, excellent customer service, able to work in a busy environment. Motorcycle endorsement is helpful but not required.

Requirements:

– Customer Service Oriented
– Minimum of GED required
– Must be 18 years of age or older
– Must be able to work weekends
– Motorcycle license preferred, but not required
– Ability to learn computer skills required

If you think you are the right person for the job, submit a resume or stop by and apply in person at 799 State Road (Rte 6), Dartmouth, MA 0271.

Interested and want to know more? Full details and how to apply: HERE.

Assistant Case Manager/Receptionist – Surprenant & Beneski, P.C.

The law office of Surprenant & Beneski, P.C. is currently searching for an energetic and eager to learn Assistant Case Manager. This position is temporary for at least 6 months with the possibility of becoming permanent, subject to current business needs. The ideal candidate for this position will have prior experience working in an office setting, experience with all Microsoft Suite tools, be comfortable working under direct supervision of a Case Manager or Attorney and have the ability to closely follow written and verbal instructions. Paralegal coursework or experience is a plus, but not a requirement.

Some essential functions of the Assistant Case Manager are as follows:

– Preparing miscellaneous client letters, including engagement agreements as needed
– Making phone calls for scheduling and follow up items as requested
– Printing and preparation of client binders
– Preparation of client flash drives and other necessary forms
– Scan and save all necessary files, both current and back log.
– Make trips to the Registry of Deeds if necessary
– Miscellaneous project work as assigned

Some essential functions of the Receptionist are as follows:

– Answering main phone line and transferring calls appropriately
– Ordering and putting office supplies away in the appropriate place

– Keep front reception area and first floor conference rooms stocked and tidy
– Assist Case Managers during meetings if necessary (making copies and collecting credit card payments)
– Searching for and tracking obituaries of past clients and making appropriate system updates
– Miscellaneous project work as assigned

Required Skills:

The ideal candidate will have past experience in an office environment, a legal office is a plus. Strong attention to detail is a must, as well as the ability to follow directions. Customer Service is a key responsibility of the Assistant Case Manager & Reception position, and the ideal candidate should have prior experience working with clients and/or customers in a professional manner.

Interested and want to know more? Full details and how to apply: HERE.

Lyft Driver (No Experience Needed)

Make up to $35/hr driving with Lyft. What is Lyft? Lyft matches drivers with passengers who request rides through the Lyft app. Driving with Lyft is the perfect way to earn great money on any schedule (part-time, full-time, seasonal, or temporary) and Lyft Drivers can receive payment same-day through express pay. Drive in the morning, evening, night, weekends – pick your own schedule!

Why Lyft?

– Receive tips directly in-app and keep 100%
– Make more $$$ during peak hrs w/ Prime Time pricing
– Get paid same-day w/ Express Pay
– Drive friendly, respectful people
– Driver Requirements

– You’re at least 21 years old
– You own an iPhone or Android smartphone
– You have a clean driving record and auto insurance
– You have a 4-door from 2004 or newer

Interested and want to know more? Full details and how to apply: HERE.

Receptionist – Little People’s College (Fairhaven)

Receptionist for very busy office. Must have friendly personality and great attitude. Responsibilities include answering and directing phone calls; receiving and distributing postal and interoffice mail and other routine office tasks. Will be dealing with many different people and agencies. Knowledge of Microsoft Office a must. Spanish-speaking a plus. EOE

Interested and want to know more? Full details and how to apply: HERE.

Senior Activities Coordinator – City of New Bedford

PAY: $14.26 – $20.79
25 hours per week

In conjunction with management, plans, develops, coordinates and supervises programs designed for Senior Citizens at City Community Centers and other sites.

Effectively coordinates and promotes all aspects of program activities at assigned site, according to the objectives, policies, procedures and standards of the Center programs. Oversees staff, volunteers, and instructors assigned on site. Develops, organizes, promotes, implements and directs whole-person wellness and activity programs, including activities to enhance the physical, social, recreational and intellectual needs of Senior Citizens.

High School Diploma/GED required. Associate's Degree preferred or an equivalent combination of education and experience. Knowledge and experience working with older adults preferred. CPR and First Aid Certification required. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. 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. EEO

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.

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

Customer Service Representative – U-Haul

Description:
Are you a student looking for a job that offers the flexibility your schedule needs? Are you currently working, serving in the military, or a stay at home parent looking for another job to supplement your income? If so, then a moonlighter position with U-Haul is for you!

Our moonlighter customer service representatives are talented, trained, and knowledgeable members of our team because they help us meet our customers' needs and demands by providing

outstanding customer service. Our needs for moonlighter customer service representatives are significantly greater on evenings, weekends, and holidays.

As a Customer Service Representative you will perform various duties including:

• Provide outstanding service to our customers in person and on the telephone
• Prepare rental contracts and invoices for customers
• Maintain the facility and lot in a clean condition
• Clean and inspect rental equipment
• Dispense propane

Requirements:
Position requires a valid driver's license and a good driving record to operate a motor vehicle. Adhere to all local vehicular regulations while driving. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Interested and want to know more? Full details and how to apply: HERE.

Dispatcher/Customer Service – Cab Transportation Company (New Bedford)

$11.50 – $12.00 an hour – Part-time

RESPONSIBILITIES

– Schedules and dispatches drivers
– Answers calls from clients and schedule services
– Maintains records, logs, and schedules of the calls received to schedule transit services, drivers dispatched, and customer cancellations or no-shows
– Prepares reports on all activities occurring during their shifts.
– Directs drivers through radio contact

– Other duties as required.

EDUCATION, LICENSING, AND CERTIFICATIONS:

High school diploma or equivalent, such as GED, required

EXPERIENCE:

– One to two years of dispatch and/or customer service experience preferred

Interested and want to know more? Full details and how to apply: HERE.

Full-time, Part-time Administrative Assistant – NB Seafood Company

We are looking to add an Administrative Assistant to our team. This is a fast paced office environment inside a large seafood manufacturing facility in New Bedford MA. The objective of this role is to ensure accurate and organized administrative functions, while supporting several internal departments such as Management, Sales, and Production.

Essential Functions:

– Present a professional, welcoming first contact to all customers, visitors, vendors' staff members etc. by phone, in person and e-mail.
– Coordinate incoming and outgoing mail, packages and deliveries.
– Prepare catch certificates and other documents to support the sales team.
– Accurate completion of shipping documents including invoices, bills of lading, transportation documents, etc.
– Generate invoices, completing work orders and creating purchase orders.
– General office duties including phones, filing, creating reports, data entry, etc.

– Other duties as assigned.

Qualifications & Requirements:

– Experience in an office environment required
– Experience with NetYield, Seasoft or SAP preferred
– Excellent general computer skills including MS Office, Excel and Word programs
– Ability to complete tasks independently and show initiative while paying close attention to detail
– Ability to prioritize, multi-task and manage time in order to meet deadlines
– Excellent organizational, communication, problem solving, interpersonal and follow-up skills
– Bi-lingual is always a plus, we have a very diverse population of workers.

Interested and want to know more? Full details and how to apply: HERE.

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 ¾” 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. EEO.

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 a residency requirement. EEO

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technical, professional or management staff.

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Affordable Housing Specialist – City of New Bedford

PAY: $51,655 – $64,574

Assists with the day-to-day administration of the HOME and CDBG Housing programs. Evaluates and underwrites affordable housing applications and makes recommendations to the Deputy Director; coordinates the first time homebuyer program, including the First Time Homebuyer Seminars. Ensures that City records are kept in compliance with Federally-funded affordable housing program rules and regulations.

Coordinates the First Time Homebuyer Program and HOME/CDBG housing programs including working directly with applicants, lenders and housing staff to process applications and information; review and perform financial underwriting analysis of loan applications; prepare commitment letters and coordinates rehabilitation process.

Graduation from a college or university with a Bachelor’s degree in public finance, accounting, public administration, urban planning, business management or a closely related

field, and three years of related experience in the field. Previous experience with Federal Community Development Block Grant and/or HOME Program/State programs is highly desirable. Any equivalent combination of education and experience. 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. EEO New Bedford has a residency requirement.

Airport Manager – City of New Bedford

PAY: $63,385 – $79,238

JOB SUMMARY
Perform highly responsible functions of a professional, administrative, and technical nature. Plan, organize, and direct the day-to-day operations and maintenance of the New Bedford Regional Airport; and perform related duties as assigned and required.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.
– Supervise the overall operational and administrative functions of the Airport including personnel, scheduling, maintenance, and repair of airport buildings, runways, taxiways, vehicles and ground maintenance; work with other City departments and provide assistance as necessary.
– Responsible for personnel management, orientation, training, scheduling and performance evaluations of all maintenance, operations and administrative staff; manages all Federal

Aviation Administration (FAA) and Mass DOT Aeronautics Division airport improvement projects as well as other airport construction projects with an emphasis on safety and security implementation.
– Responsible for all vehicle and equipment repairs, purchases, and maintenance; develops and executes preventative maintenance program, airport vegetation management program, etc.
– Maintain the Airport in a manner fit to uphold the regulations contained within FAR Part 139 including an active ACM (Airport Certification Manual), AEP (Airport Emergency Plan), snow removal, lighting, signage, NOTAMs, etc., and the implementation of all future FAA regulations and advisory circulars.
– Develop and execute a thorough ASP (Airport Security Plan) and coordinate with the required law enforcement and emergency response agencies as needed. Acts as the Alternate Airport Security Coordinator; coordinate the 10-year background check, fingerprint, and security camera programs.
– Ensure that the airport is operating in compliance with all Federal, State and local laws, by-laws, regulations and directives; coordinate and cooperate with Federal, State and local officials and liaison between such authorities, the Airport Manager and the Commission.
– Participate with Airport Manager in determining short- and long-range planning efforts; submit annual goals and objectives to the Airport Manager and Commission.
– In conjunction with the Airport Manager, prepare the Airport budget to include Capital improvement Plans and Service Priority Packages.
– Provide or arrange for training and instruction of airport workforce; evaluate the performance of subordinates; assist in settling union grievances; issue oral and written reprimands; recommend step increases; provide input into the selection of new employees; ensure that employees are following proper safety procedures.
– Determine the safety of the airfield and surface conditions,

and order the closing of runway(s) and/or the airport, in the absence of, or in conjunction with, the Airport Manager; coordinate with appropriate representatives from the Airport's ATCT, the FAA, the Mass DOT Aeronautics Division and other agencies as necessary.
– Plan and oversee the Airport's purchasing program; prepare bid documents for airport materials, services, and specialized equipment; evaluate bids and make recommendations to the Airport Manager; handle inquiries and complaints from customers and tenants on airport-related matters; administer the aircraftfueling policy and develop an auditing program to track actual fuel received and total dispensed.
– Perform similar or related work as required or as the situation dictates.
– 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.

MINIMUM QUALIFICATIONS
Education and Experience
– Bachelor's Degree in Aviation Management, or related field.
– At least five years of experience in airport operations, more than three of which were in a management or supervisory capacity.
– And equivalent combination of education and experience.

Licensing/Certification
– Must be able to obtain Mass DOT Airport Manager's License in accordance with 702 CMR 5.04.
– Must possess a valid Massachusetts driver's license and good driving record.

SPECIAL REQUIREMENTS

– Criminal Offender Record Investigation (CORI) background check mandatory.

OTHER JOB REQUIREMENTS
– Must be able to pass FAA background security check as a result of working with highly sensitive areas.

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.

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. EEO

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 then 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

City Planner – City of New Bedford

CITY OF NEW BEDFORD
CITY PLANNER $66,722 – $81,388
DEPARTMENT OF PLANNING, HOUSING AND COMMUNITY DEVELOPMENT

Serves as a lead planning professional performing a variety of supervisory, administrative, technical and professional tasks in the initiation, oversight and execution of future short- and long-range City planning initiatives. Manages and supervises city planning operations and staff so as to achieve goals and performance objectives within available resources in a manner consistent with city code and state laws including the Zoning Act and Subdivision Regulations. Prepares Planning Division annual budget for the Director of Planning, Housing & Community Development and administers budget as adopted. Oversees the review process and provide recommendations as appropriate for small and large scale development within the city including subdivisions, site plan review, special permit applications, comprehensive permits, and other formal and

informal processes needed to assess and analyze proposals including evaluating such proposals for conformity to established plans and ordinances and evaluating proposals' development impact as they relate to the adopted plans of the city. Prepares a variety of formal and informal studies, reports and related information for decision-making purposes. Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects. Negotiates, coordinates and manages planning consultant contracts.

Master's degree in planning, public policy or related field desirable. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, or a closely related field required. Five years of progressively responsible experience in urban and/or land use planning. Municipal experience preferred, or any equivalent combination of education and experience. AICP Certification is preferred, or the ability to obtain certification within one year. Possession of a valid Massachusetts driver's license and good driving record.
For job description/application, please visit: www.newbedford-ma.gov or contact the Personnel Department at 508-979-1444. New Bedford has a residency requirement. EEO

Fuel Truck Driver – Brodeur & Sons, Inc.

Brodeur & Sons, Inc., is currently seeking a fuel truck driver with a CDL/Hazmat license.

If you are a hard worker with dedication to superior customer service. Please email our office at phbrodeur@aol.com, to an arrange an interview, please include current contact information, you may also stop by our office at 525 Church Street, New Bedford

We are a family owned and operated company started in 1929.

JOB DESCRIPTION:

· Deliver heating fuel to customer
• Completing all necessary paperwork
· Ability to work Monday through Friday

THE QUALIFICATIONS:

• You enjoy working with people
• You have excellent communication skills
• You have a valid driver’s license with no DUI convictions or license suspensions within 5 years
• Are able to pass a drug test
• OSHA 10 is a plus

THE BENEFITS:

• Pension Plan with company match
• Disability insurance
• Paid holidays and vacations
• Uniforms
• Year-round work
• Health Insurance



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.

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

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. EEO

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. EEO

Child & Family Services – Emergency Services Clinical Therapist

Full-time, Part-time
We are looking for Masters level full-time, part-time or per diem employees for our Emergency Service Program . Emergency Services is an exciting and challenging program. These are great positions for recent Masters level graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st, 2nd Shift and 3rd shifts; Per diem shifts (weekends preferred)

Qualifications
* Masters degree in social work, psychology or related field
* Must be licensed or license eligible
* Experience with computers, specifically electronic health records systems
* Ability to work a flexible schedule including weekends

Full description and how to apply here.

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. EEO

New Bedford has a residency requirement.

Police Cadet – City of New Bedford

PAY: $11.00hr-$13.09hr

Assists Police Officers with administrative duties.

Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes, and performs similar duties of an administrative rather than an enforcement types.

Shall not carry arms, nor shall he/she have any power of

arrest other than that of an ordinary citizen.

Must be a New Bedford resident for the duration of employment. Cadet must be (eighteen) 18 years old. Employment is terminated on the Cadet's 25th birthday.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record.

Must be willing to work nights, weekends and holidays.

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.

Program Monitor – Andrea McCoy Rec Center

CITY OF NEW BEDFORD
PROGRAM MONITOR $9.00hr STARTING SALARY
ANDREA MCCOY RECREATION CENTER
PARKS, RECREATION & BEACHES

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads other in recreational activities and supervises all programs and other recreational activities within the recreation center, and at parks and community sites.

Ensures a safe, productive and caring environment for children and staff. Develops programming for children with the PRB staff. Provides guidance to recreational aides, volunteers, and participants in conducting recreation activities; and assists professional staff in planning and conducting recreation activities and events, in addition to providing customer service to the community. 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. Performs data entry and other clerical functions as directed.

Criminal Offender Record Information (CORI) check, which is mandatory per Massachusetts General Laws.

This position is of a seasonal nature. It is not entitled to benefits.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. New Bedford has a residency requirement. EEO

Laborer – Town of Dartmouth

laborer_ext_april_2017

Fleet Maintenance Supervisor (Dartmouth, MA)

fleet_maint_supervisor_7_2017



Project Coordinator (Engineering Division) – City of New

Bedford (New Bedford)
Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling… Want to apply? Full details and application process: **HERE**.

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