

# The South Coast Hot Jobs List

## – September 23, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 23, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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### **Warehouse Manager – Darn It! Inc**

*\$50,000 – \$65,000 a year*

#### **Job Summary:**

Manage and maintain a high level of accuracy for daily activities in a multi-function warehouse and fulfillment center. Lead and develop the warehouse team to provide excellent customer service to our clients. Develop, oversee, participate and manage all customer service communications. Develop and manage all floor layout and storage operations. Document daily warehouse activities. Work in a team of company leaders to develop and maintain company culture and guidelines, customer service records, marketing campaigns and all other assigned projects to ensure company growth and development. Consistently adhere to and demonstrate company values, objectives and safety rules. Report issues to President and Refurbishment & QC Manager immediately (mechanical / production / personnel).

#### **Warehouse Manager key responsibilities:**

- Manage warehouse staff
- Lead and develop the warehouse team and Office Manager to provide excellent customer service
- Create or update job description and performance files for each associate
- Manage schedules for all warehouse associates and Office

Manager to ensure proper coverage to meet customer expectations

- Review and update employee hours for accurate payroll and reporting
- Manage customer accounts for all warehouse customers
- Develop and administer an 'on-boarding' process for all new warehouse customers
- Oversee accurate and timely processing of all customer orders
- Respond to customer inquiries and service failures
- Inventory accuracy
- Manage inbound, in stock and outbound inventories
- Manage cycle counting and in-stock inventory activities for all customers
- Reconcile issues with inventory in 3PL system
- Communicate variances and explanations of issues to customers
- Warehouse customer requirement files
- Maintain updated and accurate customer files
- Review daily workload and clearly communicate customer requirements to warehouse team/coordinate and manage all special packaging or packing requirements
- Daily Warehouse Management System functions
- Manage development and communication of Warehouse Management System for all customers
- Troubleshoot issues with the Warehouse Management System and manage expedient resolutions
- Ensure that all customer orders are closed out and reported in an accurate and timely manner
- Conduct orientation/training to all new warehouse customers in Warehouse Management System
- Route transportation
- Communicate shipments and obtain price quotes/timing
- Obtain customer approval/schedule shipments/coordinate goods to shipping dock
- Create and maintain accurate shipping documents and records
- Oversee Office Manager functions

- Employee on-boarding and creation of HR file
- Weekly shipping invoicing for USPS, UPS and Federal Express
- Updated Employee contact and emergency contact lists
- Accurate and timely daily and weekly payroll for company and temporary associates
- Maintenance of updated company safety records including associate accident reporting
- Create and maintain company safety records including associate accident reports
- Perform and participate in daily housekeeping activities to ensure a clean and safe workspace
- Support company President and Refurbishment & QC Manager
- Special projects as assigned

**Essential Skills:**

- Management operations and associate development
- Professional, polite and clear spoken, telephone and written communication skills
- Deliver extraordinary customer service in a courteous, efficient and professional manner
- Problem solving skills
- Time management skills
- Confidentiality
- Demonstrate an atmosphere of teamwork, professionalism and respect
- Attention to detail to detect discrepancies on records or reports
- Follow order fulfillment to the end to ensure a successful and timely conclusion
- Basic math skills
- Standing, sitting, walking, walking up stairs
- Lifting: 50 lbs
- Operate hand jack
- Computer skills:
- Experience in developing, operating and maintaining 3PL systems
- Data entry / reporting

- Microsoft Office & E-mail (Gmail and Outlook)

**Qualifications:**

To be successful in this job, an individual must be able to perform each responsibility, have required knowledge and possess the traits listed in this document. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education/Experience:**

- High school graduate (or equivalent) required
- Some college or two years of business experience preferred
- Proficient in Microsoft Office applications
- Warehouse management operations and systems required
- Customer Service experience required

**Experience:**

- Warehouse Management: 1 year (Preferred)

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

**Drivers – GotChew**

Are you driven and excited to work in a fast-paced marketplace? **GotChew** is expanding into Fall River and is looking for friendly, reliable drivers. If you're at least 18 years old and a hard worker this might be the perfect time to get in on the ground floor of a great opportunity.

- Set your own schedule—Hours are flexible and you can work times that work for you.
- Good money— Get paid per delivery and keep 100% of your tips. Drivers can make over \$20 per hour!
- Explore new restaurants while remaining local for deliveries.

Our technology for drivers relays the order to you so you can pick up food quickly from restaurants and deliver it to the

customers.

- Checklist for applying:
- Valid drivers license
- Valid car insurance
- A reliable vehicle
- A smartphone (Android or Apple)
- \* You must be at least 18 years of age

**How to apply:**

**Website:** [gotchew.co/driver](http://gotchew.co/driver)

**Facebook:** [facebook.com/pg/gotchewco/jobs/](https://facebook.com/pg/gotchewco/jobs/)



## **Marijuana Dispensary Manager – Health for Life (Fall River)**

*\$70,000 – \$80,000 a year, Full-time*

We are looking for a qualified individual that is a self-starter and is willing to help us bring our Dispensary on-line for our late fall opening in Fall River, MA. We need a person that can be our boots on the ground now to ready the facility. The person will be responsible pre-opening for ordering and receiving supplies, setting up the menus, displays, jars as well as letting the workers in and out and of the facility. If you are looking to come in on the ground floor and be part of an International Marijuana company please submit your resume for review.

The Dispensary Manager is responsible for the financial performance, safety, security, human resources and sales for our MPX dispensaries. The Dispensary Manager leads by example to provide seamless customer service to our customers and employees. He/she will ensure that we provide consistent and compliant practices that are aligned with state guidelines and MPX policies. This person will lead, guide and direct a team of passionate people to meet or exceed sales goals, provide superior customer service and ensure the dispensary has the correct inventory on-hand. Additional duties include being responsible for opening and closing the dispensaries, training new employees, developing talent and assisting MPX divisions with various projects.

### **Responsibilities includes:**

- Leading the dispensary team by example which includes providing excellent customer care, superior time management and supporting our team environment by being open to performing all duties within the dispensary during all open hours
- Manage the schedule for the team, provide consistent performance coaching and manage the sales, human resources and operations for the team
- Responsible for the financial performance of the location

including managing profit and loss statement, cost of goods and inventory and staffing

- Assisting with directing other team members including training new employees, and providing superior knowledge on all products and devices
- Providing superior customer service to our customers
- Understanding the medicinal benefits of our cannabis products and effectively communicating those benefits to customers
- Properly documenting information into the METRIC System and a seed to sale POS system to ensure proper compliance. Be able to teach others on how to remain compliant and provide oversight
- Lead the cash handling and daily reconciliation process for the location
- Contributing to a small close-knit sales and service team including working together to provide excellent customer care
- Ensuring a safe environment for our staff and customers by following all safety and security protocols
- Ability to work during the dispensaries' open hours including nights and weekends

### **Education, Experience and Skills Required:**

- Previous experience working in a Dispensary or 3 years leading a team in a medical marijuana dispensary or retail environment
- Must be 21 years of age to work in a marijuana dispensary
- Previous experience leading a retail sales environment
- Proven ability to provide a high level of customer service to customers
- Experience in working with a point of sale (POS) system
- Ability to meet high volume targets while still providing quality customer care
- Willingness to work, learn and appreciate the complexities of the cannabis industry
- Computer literacy with experience working with both internal and external web-based systems

- Bachelor's degree or higher (preferred)
- Must be able to obtain all State applicable requirements required to work in the facility.

**Experience:**

- Retail Management: 3 years (Required)

**Education:**

Bachelor's Degree or comparable experience

**Benefits**

- Salary based on experience and qualifications
- Full benefits offered that include, Health, Dental, Vision, STD, LTD and Life policy
- PTO (Paid Time Off) available

MPX provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, MPX complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

MPX expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

**Experience:**

- Retail Management: 3 years (Required)

**Education:**

- Bachelor's (Preferred)

**License:**



- State Required Agent Card (Required)

**Language:**

- English (Required)

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

**Seasonal Team Member – TARGET (North Dartmouth)****About us:**

Target is one of the world's most recognized brands and one of America's leading retailers. And when you hear people say, "I love Target" they're usually talking about visiting one of our 1800+ stores. Right now, we're looking for seasonal team members to help us create that great experience for our guests during the busiest time of our year – the holiday season. Help us keep the store looking great, clean and organized, and assist guests as they search for that perfect gift.

Join us for our work somewhere you love hiring event October 12th – 14th, 10 am – 6 pm each day. Come in to meet the team and learn about available positions. You may have the opportunity to interview on the spot and receive a job offer during our weekend event! All offers are contingent upon eligibility requirements. Apply in advance.

**About you:**

- Friendly attitude
- Attention to detail

**Benefits:**

- 10% discount at Target and Target.com + an additional 20% off fruits & veggies, Simply Balanced and C9 merchandise (+ 5% more with a Target REDcard).
- Market competitive pay
- A variety of schedules offered, including weekend only availability

To Apply: Visit [www.targetseasonaljobs.com](http://www.targetseasonaljobs.com) to inform us of your interest. Select “apply now” to apply online.

### **About Target**

Minneapolis-based Target Corporation (NYSE: TGT) serves guests at around 1,800 stores and at Target.com. Since 1946, Target has given 5 percent of its profit to communities, that giving equals more than \$4 million a week. For more information, visit [Target.com/Pressroom](http://Target.com/Pressroom). For a behind-the-scenes look at Target, visit [ABullseyeView.com](http://ABullseyeView.com) or follow @TargetNews on Twitter. Target is an equal employment opportunity employer and a drug-free workplace.

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

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**Multiple Positions – Dunkin’ Donuts**



## NOW HIRING:

BARISTAS, CASHIERS, ASSEMBLERS, BAKERS  
& PREP

STARTING AT \$12.00 PLUS TIPS

## HOW TO APPLY?

E: [NOW-HIRING@DALYKENNEY.COM](mailto:NOW-HIRING@DALYKENNEY.COM)

P: 508-995-0513

## ESPRESS-O YOURSELF

Dunkin' is opening a new location in the North end of New Bedford is now hiring! The job pays \$12 /hour plus tips. Benefits for employees that meet qualifications include: paid vacation and health insurance.

Want to apply? Call 508.995.0513 and they will match you up to a store nearest you.

You can also email: [now-hiring@dalykenney.com](mailto:now-hiring@dalykenney.com)

Host – The Black Whale & Carmine's

*\$11 – \$13 an hour – Full-time, Part-time*

**Job Description:**

- Ability to provide top notch customer service in a fast-paced and/or upscale environment.
- A positive attitude and ability work well under pressure with all restaurant staff.
- Does high-quality work while unsupervised.
- Able to work in a standing position for long periods of time.
- Able to safely lift and easily maneuver trays of food when necessary.
- Willing to follow instructions and ask questions for clarification if needed.
- Able to handle money accurately and operate a point-of-sale system.
- Able to work in a busy restaurant environment.
- Restaurant experience a plus.

**Experience:**

Host: 1 year (Required)

**Language:**

English (Required)

**Work authorization:**

United States (Required)

**Shifts:**

Morning (Required)

Mid-Day (Required)

Evening (Required)

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

**Bookkeeper – Empire Ford of New Bedford**

*Full-time*

Empire Ford of New Bedford is part of the Empire Auto Group, a family owned and operated dealership, in the Southcoast area. Every employee is considered a part of our family and we are looking to add more members to our growing business. We are seeking a full-time bookkeeper to work in a friendly, fast-paced environment. Must have a minimum of 3 years experience in automotive accounts receivable and payable.

The candidate will also be required to answer phones and provide customer service. The ideal candidate is dedicated to providing exceptional customer service.

Will be required to operate registers, scanners, credit card/debit card payments machines and must have basic computer skills. Will also be required to handle refunds in a quick and efficient manner, maintain an accurate cash drawer; and take a tally of the funds in the cash register at the end of the shift.

Portuguese and Spanish speaking a plus.

**Experience:**

Accounts Payable: 3 years (Preferred)

Accounts Receivable: 3 years (Preferred) Empire Ford of New Bedford

Fax your resume to Dolly Fiano, Office Manager, at 508-979-4229.

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

**Veterinarian – Buttowood Park Zoo**

**PAY: \$66,603 – \$83,261**

Establish and implement a program of prophylactic and preventative veterinary care, which includes a schedule of annual examinations, fecal checks and prophylactic de-worming

as necessary for the animal collection. Provide appropriate treatment and follow-up medical care in accordance with professional peer and regulatory standards. Utilize veterinary specialists for specimens whose conditions require treatment or care beyond the ability of the Staff Veterinarian. Must be available "on-call" for emergencies at all times and/or identify and schedule coverage by other veterinarians for scheduled and unscheduled time off.

Graduation from an accredited college of veterinary medicine with a Doctorate's degree in veterinary medicine. License to practice Veterinary Medicine in the Commonwealth of Massachusetts. Ability to obtain and maintain a DEA License for narcotics maintained in the Zoo hospital. 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). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Plant and Food Safety Manger – Jonathan Sprouts (Rochester)**

#### *Full-time*

Jonathan Sprouts is searching for an enthusiastic, thoughtful and observant Assistant Plant Manager to learn the responsibilities of overseeing plant activities. The successful applicant will learn to be accountable for all aspects of plant performance including food safety, and will ensure that objectives are attained in a cost-effective manner that is consistent with quality requirements. Hands on training from the ground up is a requirement for this job and involves frequent bending, lifting and carrying up to 25 lb. This aspect of the job is expected to last approximately six weeks.

#### **Job Requirements:**

- Manage daily operations including oversight of production, sanitation and maintenance.
- Ensure safety and efficiency of the facility
- Monitor and audit plant procedures
- Maintain compliance with Human Resources, FDA, Organic, Kosher and GFSI standards
- Maintain records
- Control costs to achieve budget goals
- Become familiar with regulatory requirements
- Be proficient with MS Office
- Be able to explain training material to our operating staff
- Have an aptitude for equipment operation and troubleshooting
- Have excellent planning, organizational and communication skills. Preference given to Spanish/Portuguese as a second language.
- Have a valid driver's license and reliable transportation for occasional travel between our two sites.
- A flexible full time work schedule is required, including being available to work weekends and holidays as necessary.

Prior experience in food safety and as a plant manager, production supervisor or operations manager a plus.

**Benefits and Compensation:** The Assistant Plant Manager position offers a competitive hourly compensation rate, work related mileage reimbursement, Vacation time, Pre-tax Medical Insurance (or partial child care reimbursement) and a Pre-tax Retirement Plan. Pay will be commensurate with qualifications and previous experience.

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

## **Store Associate/Stocker – Big Lots! (Fairhaven)**

### **Description**

Performs general store operational duties including cashiering, customer service, truck unloading, stocking,

merchandise recovery, and light cleaning or maintenance as assigned.

1. Greets and assists customers as needed in order to maintain the highest level of customer service.
2. Maintains and operates point-of-sale systems efficiently and accurately.
3. Drives customer loyalty program participation, including sign ups and rewards processing at check-out.
4. Participates in the freight flow process including truck unloading, stocking, merchandise presentation and recovery.
5. Participates in furniture department operations including carry-outs and display assembly as needed.
6. Maintains appearance of the store's interior and exterior to company standards including light maintenance duties and cleaning.
7. Performs daily front-end maintenance including check stand cleanliness, replenishment of merchandise and supplies and floor safety.
8. Performs other tasks as assigned by Store Leadership, such as cart retrieval, shrink control and safety-related tasks.

### **Qualifications**

1. High School Diploma, GED or equivalent work experience required. Must be at least 18 years of age.
2. Strong customer service and communication skills required.
3. Ability to work a flexible work schedule including nights, weekends and holidays required.
4. Prior retail experience preferred.
5. Previous experience operating a cash register preferred.
6. Ability to lift, carry, push, and pull a minimum of 50 pounds required. Ability to unload freight, to move product on and off of store shelves, to walk, stand, bend, stoop, or kneel for long periods of time, and to move freely throughout store on a continual basis required.
7. Basic English literacy and math skills required.

We will consider for employment all qualified applicants,



including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

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

## **Executive Director – Your Theatre Performing Arts Center**

Your Theatre, Inc. (YTI) is an award-winning, nonprofit, volunteer-based, community theater group in New Bedford, MA in its 72nd year of continuous operation. YTI's mission is to serve the community by offering dramatic productions which embody the highest ideals of the theatre arts.

YTI is currently partnered with the Waterfront Historic Area League (WHALE) to raise funds for the 149 William St. building – the future permanent home of the Your Theatre Performing Arts Center – located in Downtown New Bedford. The Executive Director will play a critical role in fundraising and venue operations.

### **SCOPE OF POSITION**

The Executive Director will represent the Your Theatre Performing Arts Center at community events and in communications with donors, volunteers, and other community organizations and will report directly to the YTI Board of Directors.

This is a part-time position (20-25 hours per week) with the possibility of leading to full-time employment, pending the achievement of specific fundraising and project goals. Initially, job duties will be comprised of those listed in the Operational & Program Development and Fundraising sections below. As the Arts Center project progresses, venue related duties such as promoting and booking the building will be introduced.

The individual hired for this position will collaborate closely with both the YTI Business Manager and the Artistic Director Team who oversee programming/production operations and who also directly report to YTI Board of Directors.

The Executive Director will work with YTI's highly engaged volunteer corps for support in all aspects of the position.

## **RESPONSIBILITIES INCLUDE:**

### *Operational & Program Development:*

- Represent YTI at community events and promote awareness of mission to outside individuals and organizations
- Diversify community outreach to build and nurture collaborations and partnerships with local and area arts and cultural organizations
- Achieve goals of the Performing Arts Center as set forth by YTI board of directors

### *Fundraising:*

- Create a development strategy that includes investigating and securing diversified contributed revenue sources
- Conduct institutional prospect research and write targeted proposals
- Assist WHALE in the ongoing capital campaign for building rehabilitation
- Establish and manage donor and volunteer relationships
- Maintain high standards of donor record keeping including donor privacy and confidentiality policies
- Participate in finding, developing and maintaining sponsors for YTI productions and specialevents

### *Venue Promotion:*

- Design and implement a venue promotion strategy to attract other professional, civic, and private organizations as paying users of the facility
- Identify and recruit customers to utilize the space on a non-interfering basis with YTI events

**IDEAL CANDIDATE TRAITS:**

- We are seeking an outgoing, highly motivated self-starting employee who thrives in social settings and possesses strong organizational capabilities. Other desired skills include:
- Familiarity with or willingness to learn about and cooperate with the local arts and cultural organizations
- A genuine passion for the performing arts of the SouthCoast area, specifically within the greater New Bedford community
- Demonstrated ability to identify grant opportunities and write successful proposals

**QUALIFICATIONS:**

- Bachelor's Degree or equivalent experience required
- A minimum of three years non-profit experience with a successful track record including fundraising
- Experience with grants, applications and program management
- Familiarity with Microsoft Office Suite and social media platforms
- Proficiency with graphic design is a plus

**SALARY:**

- \$20-\$25 / hour, commensurate with experience

**KEYWORDS:**

- Community theatre, grant writing, leadership, theater, fundraising, development, performing arts.

**To apply please send your resume to: [info@yourtheatre.org](mailto:info@yourtheatre.org)**

**Process Assistant – Amazon.com (Fall River)****Job Description**

- Support and work in the department as required
- Helping support daily management of department duties, including allocating labor, leading meetings, assigning job duties, and communicating with internal and external suppliers
- Providing vacation coverage for Area Managers

- Providing policy follow-up, attendance tracking (duties do not extend to discipline)
- Tracking and reporting of ATS/labor hours
- Assisting the floor as an associate resource, training associates and verifying SOP compliance
- Ensuring successful area performance, through tracking, reporting and feedback of associate performance
- Participating in Operational Excellence initiatives in some capacity
- Filling in as needed with production duties
- Fully understanding workflow and daily production goals
- Reviewing and updating SOP as required
- Assisting in keeping work area clean and organized
- Identifying and addressing safety hazards within the work area
- Coaching associates to work safely at all times
- Participating in safety initiatives
- Referring all job injuries immediately to area manager

### **Basic Qualifications**

- Associates must be in good standing
- Ability to work overtime as required
- Ability to work flexible schedules/shifts/areas
- Continued meeting or exceeding of department performance goals

### **Preferred Qualifications**

- Education beyond High School, and/or prior experience managing employees
- Excellent interpersonal skills
- Demonstrated problem solving skills and analytical skills
- Demonstrated communication skills (written and verbal) with all levels of Amazon associates and management
- Experience with an FC kaizen or Shingi event
- An awareness and willingness to use OE tools and techniques
- Experience working in Problem Solve a plus
- Leadership ability

- Respect from associates in production area

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

## **Shipping and Receiving – Blount Fine Foods**

### *Full-Time*

Blount Fine Foods is a private, family owned company that has been in the food business since 1880. Our product Line includes refrigerated and frozen gourmet soups, side dishes and entrees for food service and retail. The Company, headquartered in Fall River, MA, is the largest producer of clam chowder in New England and the largest manufacturer of Lobster bisque in the country. Blount Fine foods has three manufacturing facilities.

**Summary:** Perform all duties associated with shipping and receiving of product, and inventory management.

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

- Must be trained and pass licensing for Warehouse Material Handling Equipment. Must operate all equipment safely, following OSHA mandated guidelines and report any accidents.
- Performs Warehouse Material Handling Equipment pre-operational check and fills out check sheets.
- Responsible for dock, freezer, grounds and parking lot cleanliness.
- Responsible to insure that all trucks are chocked prior to loading or unloading.
- Unload and check in products, verifying counts and lot numbers upon receipt (notes any errors and corrects BOL).
- Receiving of incoming product, checking and logging counts, lot numbers and locations.

Move products as needed to pick locations, checking and logging counts, lot numbers and locations.

Accurately pick orders, checking, logging, count, lot numbers, and locations.

All paperwork (Forklift log sheet, Put-A-Ways, Moves, Pick Tickets, etc) to be neat and orderly.

Responsible for safely changing and maintaining batteries.

Able to work Overtime as required with minimal notice.

**Education and/or Experience:**

- At least 1 year of previous warehousing experience and ability to operate warehouse equipment including but not limited to motorized electric stand-on pallet jacks as well as stand up electric reach high lift
- Ability to comprehend basic computer skills
- Ability to effectively communicate with others, as well as strong basic mathematical skills
- Ability to work in a fast paced environment with minimal Supervision
- We offer: Medical, dental and vision benefits; 401k with Company match and Profit Sharing Plan; Paid time off including vacation, sick time and holidays Education Assistance Program Life Insurance and Short Term Disability Discounts on Blount products at Company retail locations

**Experience:**

- Shipping and Receiving: 1 year (Preferred)
- Warehouse: 1 year (Preferred)

**Education:**

- High school (Preferred)

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

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

**Chiropractic Assistant/Receptionist – DaCunha Chiropractic**

**Front desk/clinical assistant duties and requirements:**

- Portuguese speaking
- Answer phones and make appointments.
- Perform routine clinical tasks.
- Communicate with insurance companies.
- Escort patients to exam rooms.
- Previous experience in healthcare or other related fields.

**Language:**

- Portuguese (Required)

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

## **Injection Mold Operator – 1st shift – Tegra Medical (Dartmouth)**

**Job Purpose:**

Operate injection-molding machine(s) to mold products from thermoplastic and thermoset materials. Operate one or multiple injection molding presses. Feed plastic pellets into hoppers. Process completed part and satisfactory pack for shipment. Perform other related duties as required.

**Primary Responsibilities (Essential Functions):**

- Good mechanical abilities related to machinery and molds
- Use of precision measuring equipment: micrometers, calipers, comparator, vision system
- Ensure consistent quality components are produced that meet customer expectations.
- Ensure proper equipment operation and preventative maintenance schedules are performed.
- Track and monitor key performance indicators and take corrective action when necessary.
- Compliance to Good Manufacturing Practices (GMP) and all documented procedures in the Tegra Medical Quality Management System.
- Perform other related duties and responsibilities as required.

**Level of Skill, Education and Experience:**

High School Diploma or equivalent and at least six months of manufacturing experience in a small device manufacturing environment is required. Experience in medical device manufacturing, aerospace, machinery, metals, health, consumer goods a plus. Must be able to recognize machine messages, understand component defect awareness and effectively use various measuring tools as initial quality control. Must also have excellent organizational skills with a commitment to meeting deadlines and expectations while ensuring overall quality of delivery and a demonstrated ability to build effective business relationships across all levels of business. Good manual dexterity, basic Math Skills and Quality Control skills and excellent hygiene are required. May include light to medium lifting.

Tegra Medical is an Equal Opportunity Employer.

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).

### **Receptionist – High Point Treatment Center**

#### *Full-Time*

Seeking full-time receptionist for first offender drunk driving program in New Bedford. Must be able to work independently, detail-oriented, and be able to multi-task. Position is responsible for setting up appointments, maintain efficient communication with referral sources, render services in our billing console, and provide overall administrative support to the program. Bi-lingual preferred.

#### **Experience:**

- Receptionist: 2 years (Preferred)
- Customer Service: 3 years (Preferred)
- Office Administration: 1 year (Preferred)

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

### **Paralegal – Law offices of Timothy P. Horan, P.C.**

Paralegal needed for busy general litigation law firm. The practice focuses in the areas of divorce/family law, civil litigation, estate planning, and personal injury so experience in these areas is required.

The ideal candidate will be able to work independently and be able to multitask, yet work in a team environment. The candidate will have to have strong writing and research skills, have working knowledge of Massachusetts Rules of Civil and Domestic Procedure, have experience in handling discovery requests and production, managing deadlines, and dealing with

clients in a confidential environment.

This position is 20-25 hours a week but could grow to a full time position.

Job Type: Part-time

Salary: \$15.00 to \$20.00 /hour

**Experience:**

- Paralegal: 1 year (Required)

**Education:**

- High school or equivalent (Required)

**Location:**

- New Bedford, MA 02740 (Preferred)

**Language:**

- Spanish (Preferred)

**Work authorization:**

- United States (Required)

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

**Bookseller – Barnes & Noble (Dartmouth)**

*Part-time*

As a Bookseller, you sell all our products and deliver world-class customer service through your commitment to our four core service principles. You have a passion for what you do and enrich the customer's experience by sharing your knowledge to determine the customer's needs. You make the store experience interactive and engaging.

**Essential Functions**

- Provide world-class customer service by delivering the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.

- Greet and establish rapport with customers, engaging them in conversations about all our products and services.
- Ask questions to identify customer needs, providing recommendations using your product knowledge to connect our customer with the right solutions.
- Share technical knowledge and enthusiasm about all our digital products and services, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and wrap up the sale.
- Communicate specific product needs to managers to ensure your store is stocked appropriately with in demand titles and customer requests.
- Ensure that products are put on the selling floor when received, identifying, organizing, shelving, and zoning in accordance with Integrated Store Operations (ISO), Visual Merchandising Standards (VMS), and shelving guidelines.
- Recover the selling floor during each shift, including but not necessarily limited to gathering and picking up items, straightening bookcases, maintaining tables in the Cafe, helping to maintain restroom cleanliness, and performing other store housekeeping tasks as required.
- Assist in any area of the store when necessary; including but not limited to receiving, cashwrap, Cafe, and specialty areas.
- Protect company assets by adhering to all inventory and loss prevention standards, properly completing weekly cycle counts and inventories.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.
- Act with integrity and trust, promoting our bookselling culture and core values.

## **Qualifications**

- As a bookseller, you sell, sharing your technical and product knowledge with customers and other booksellers, contributing to the overall success of your store.

- You relate easily to others, building rapport and collaborative relationships with the store team and customers.
- You are able to speak with all customers, are a good listener and enjoy working with people.
- You are comfortable in a changing environment, with multitasking, and with learning new systems and processes.
- You comply at all times with the Standards, Policies, and Code of Business Conduct and Ethics set out in the Bookseller Handbook.
- You spend the majority of your time on the selling floor, which requires physical activity, including maneuvering around the store, prolonged standing, repetitive bending, climbing, and lifting.
- Our stores are open daily, which requires early morning, evening, weekend, and holiday availability.
- You should be capable of using a computer and cash register.

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

## **Sales Floor Associate – Dollar Tree (New Bedford)**

### **Summary of Position**

Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties.

Assist in the merchandising of the store.

Fully cross-trained to assist with cash register operations, customer service and stock replenishment.

### **Principal Duties and Responsibilities**

- Handle all sales transactions while operating assigned cash register.
- Maintains security of all cash.
- Protects all company assets.
- Maintains a high level of good customer service.
- Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors.

- Receives merchandise.
- Assist with unloading trucks.
- Works in a safe manner.
- Adheres to and upholds policies and procedures.

#### **Minimum Requirements/Qualifications**

- General math skills to allow for cash accounting.
- Strong verbal communication skills to allow for proper interaction with customers.
- High level of integrity and honesty; will be responsible for handling cash.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at the discretion of Dollar Tree. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. Dollar Tree is an equal opportunity employer.

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

#### **Accounts Payable Coordinator – Colonial Wholesales Beverage (Dartmouth)**

We are seeking an experienced, team-oriented, Accounts Payable Coordinator who enjoys a fast-paced environment, to work in our Dartmouth, MA location Monday through Friday, 8am. to 5 pm. You will report directly to our Controller.

#### **ACCOUNTS PAYABLE COORDINATOR RESPONSIBILITIES:**

- Process, verify and accurately reconcile invoices. Charge expenses to correct general ledger accounts and cost centers.
- Analyze invoice/expense reports; record entries.
- Pay vendors, monitor discount opportunities; schedule and prepare checks; resolve purchase order, contract, invoice, or

payment discrepancies and documentation. Ensure credit is received for outstanding memos. Issues stop-payments.

- Review expense reports for accuracy. Maintain accounting ledgers and QuickBooks. Reconcile monthly statements.
- Support accounting and office staff by completing related tasks. Answer incoming phone calls, provide customer service and back up other office staff as needed.

#### **ACCOUNTS PAYABLE COORDINATOR REQUIREMENTS:**

- 1-3 years Accounts Payable experience
- Associates Degree in Accounting or related field preferred
- Ability to multi-task and trouble shoot.
- Attention to Detail, thorough and organized
- Ability to cultivate strong vendor relationships
- Solid PC Proficiency, Excel and QuickBooks
- Strong Data Entry and general math skills

#### **ACCOUNTS PAYABLE COORDINATOR BENEFITS:**

Colonial Wholesale Beverage Company offers competitive pay and a generous benefits package including company paid health insurance, life insurance and long-term disability. Also available is dental, vision, flexible spending, 401k, sick, holidays, and vacations. To apply, please email your resume.

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

#### **Weekend Receptionist – Essex Group Management Inc**

Brandon Woods of New Bedford is looking for a warm and outgoing receptionist with a flexible schedule that is looking to work every other weekend.

#### **Company Description:**

Located in lively downtown New Bedford with scenic views of the ocean, Brandon Woods of New Bedford is a skilled nursing facility offering long-term, short-term and subacute care, as well as rehab and our own Adult Day Health Center. We also

have services dedicated to Alzheimer's care and the needs specific to this diagnosis. We're looking for a cheerful weekend receptionist to be the first face our visitors see when visiting our reputable facility.

**Job Summary:**

- Answers phone calls and greets visitors with a smile. Must work weekends and some holidays.
- Schedules appointments and maintains calendar. Receives and assists visitors and telephone callers and refers them to executive or other appropriate person as circumstances warrant. Arranges business itineraries.
- Sorts, date stamps, reads, and annotates incoming mail and documents and attaches to appropriate file to facilitate necessary action; determines routing and signatures required and maintains follow up.
- Maintain cleanliness and appearance of the lobby.
- Performs other secretarial duties as assigned.

**Qualifications:**

EDUCATION: Should have formal training in the secretarial field.

TRAINING AND EDUCATION: Experience is desired, but not required.

ESSENTIAL JOB FUNCTIONS: Good physical and mental health finger and hand dexterity to handle and manipulate instruments and equipment. Visual and auditory acuity. A knowledge of vocabulary and grammar is necessary. Must be able to lift a minimum of fifteen (15) lbs., and be able to carry objects. Must be able to push and pull, and continuously walk, sit and stand. Must be able to turn, crouch, kneel, stoop, bend below waist, and reach above shoulder height as tasks dictate. Must use good body mechanics. Should be neat and well groomed. Must be able to type and take manual shorthand or be able to transcribe from a dictation machine. Must project a positive attitude towards the service provided.

Interested in applying? See full details and how to apply

here.

### **CNAS, LPNS and Personal Advocates – Lifestream (Fall River)**

LifeStream provides employees an opportunity to make a difference in the lives of others, as well as their own. The commitment and dedication on the part of our employees is integral to LifeStream's success. LifeStream, Inc. provides community-based services throughout southeastern Massachusetts that promote personal dignity, independence and the removal of barriers through the provision of individualized support and education.

We always welcome applications for the following positions:

Personal Advocates to assist adults with developmental disabilities

Certified Nursing Assistants

Licensed Practical Nurses

Registered Nurses

House Managers

Click [HERE](#) to see all available positions.

**If you are interested in applying for a job with us, please note all positions require:**

High School diploma or GED

Valid driver's license

Use of personal vehicle for work purposes

Ability to physically assist people





Join the team!

LifeStream is offering between **\$500 and \$2,500 signing bonuses** for Licensed Practical Nurses (LPN) and Certified Nursing Aides (CNA) for various shifts and locations in the New Bedford and Fall River areas. In addition to a generous benefits package, these positions offer higher hourly wages for third shift and weekend schedules. Full time employees are also eligible for 11 paid holidays, paid vacation health, dental and vision insurance as well as tuition reimbursement and a free gym membership.

On-the-spot interviews are offered at our office located at 13 Welby Road in New Bedford on Tuesdays from 9:00 to 11:00 a.m.; and Fridays from 1:30 – 3:30 p.m. No appointment is required. Please bring a resume and a copy of your driver's license.

For more information, current employment opportunities, or to obtain an application,

**Email** our Human Resources Department: [hr@lifestreaminc.com](mailto:hr@lifestreaminc.com)

**Call** the Human Resources Department (508) 993-1991, extension 1030 | TTY (508) 998-2870

**Apply Online:** <http://www.lifestreaminc.com/careers/>

We are happy to provide assistance in filling out an

application.



## **Department Manager – Fallas Stores/Factory 2U**

*Full-time, Part-time*

The position work hours are based on the needs of the business. This includes weekdays, as well as nights, weekends and holidays as necessary. The Department Lead w/keys and Processing team lead reports directly to the Store Manager

- Assists in the achievement of financial objectives of sales, payroll and controllable expenses including shrink in assigned store.
- Responsible for compliance of company policies and procedures.
- Must be a role model and leader; solving problems by making informed decisions and obtaining partnerships when necessary.
- Leads employees to use time wisely in order to achieve maximum results.
- Responsible for ensuring the highest level of customer service throughout their store.
- Committed to continuously improving our work place. .
- Deliver maximum sales results and provide a positive shopping experience for our customers.
- Ensures 10 foot rule is followed by all employees and cashiers provide friendly, speedycheckout service to our customers.
- Supports the company mission by creating an exciting place for customers to shop and employees to work and maintains a safe environment for both.
- Demonstrates fair and consistent treatment.
- Adheres and insures compliance to applicable laws, regulations, and company policies, merchandising, replenishment and recovery standards to ensure store is "Customer Ready" every day.

- Maintains housekeeping standards of the sales floor and support areas.
- Works in conjunction with the Store Manager to ensure operational excellence, which includes markdown compliance, timely freight processing and payroll control.
- Assists in the reduction of internal/external shrink through proper loss prevention controls. .
- Communicate effectively with employees, supervisors, Corporate Office personnel, peers and keep Store Manager aware of store issues and merchandise needs.
- Other duties as assigned

#### **MINIMUM QUALIFICATIONS:**

- Results driven; takes the initiative to achieve sales
- Strong decision-making skills
- Positive attitude; flexible
- Ability to communicate in a clear, concise, understandable manner; to listen attentively to others and to keep supervisors informed
- Able to establish priorities, multi-task and manage time wisely to meet deadlines
- Computer literate
- Bilingual (Spanish) a plus
- 1+ years store management experience; big box, apparel preferred

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

### **IT Support Technician – Amazon.com (Fall River)**

#### **Job Description**

Amazon, one of the top 100 companies in the United States, has an immediate opening for an IT Support Technician in our Fulfillment Center. Fulfillment Centers throughout the U.S. handle millions of items from tens of thousands of vendors and ships them across the globe each day. The successful IT

Support Technician will be responsible for utilizing his/her skills to provide assistance to the operations team in resolving technical problems within the Fulfillment Center that cover a multitude of technical disciplines. The IT Support Technician position is the first level of support for the operations of the Fulfillment Center and becomes the voice and face of the IT department to our customers. Amazon seeks individuals who are willing to Work Hard, Have Fun, and join us in making Worldwide History.

The IT Support Technician is a member of a Global IT organization responsible for all Amazon Fulfillment. Our team approaches work as seeing no job as too small and no challenge as too big! They will be supporting centers across this network with daily projects and activities as directed. Responsibilities include allocation and maintenance of IT equipment throughout the Fulfillment Center, managing multiple customer requests simultaneously. This includes troubleshooting of all IT related equipment such as PCs, wireless handheld devices, thin clients, printers and other end user devices. IT Support Technicians have the ability to move up 50lbs as well as stand and walk for 10-12 hours at a time with or without reasonable accommodation. IT Support Technicians are also responsible for the RMA and repair process for all devices under warranty. IT Support Technicians are also expected to participate in learning new technologies and career development opportunities as presented in an effort to progress to higher level positions within the IT network. All IT Support Technician positions will be on a rotation shift schedule between days and nights. The position will also require supporting of multiple buildings around the area as well as potentially supporting customers remotely. This position reports directly to the IT manager for the Fulfillment Center.

Amazon is an Equal Opportunity Employer – Minority / Women / Disability / Veteran / Gender Identity / Sexual Orientation

### **Basic Qualifications**

- Knowledgeable of set up and installation of computer and networking equipment.
- Experience maintaining laser printers
- Experience in Microsoft Office applications as well as Windows Operating Systems, Linux, or Cisco
- High school diploma or equivalent
- Authorization to work in the U.S. without sponsorship

### **Preferred Qualifications**

- A+, Network +, or other IT industry standard certifications
- Experience troubleshooting integrated and interdependent computer systems
- Experience maintaining zebra thermal printers, troubleshooting thin clients, PCs, scanners, and portable handheld terminals
- Ability to prioritize work based on department and production objectives
- Service Management, Project Management, and Inventory Management skills
- Excellent written and verbal communication skills
- Ability to work and make decisions independently in a fast-paced production environment.

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

### **Human Capital Services Representative (Human Resources) – New Bedford Public Schools**

*\$30,000 – \$34,000 a year*

#### **HUMAN CAPITAL SERVICES REPRESENTATIVE JOB GOALS:**

1. To assure the smooth efficient operation of the Human Capital Services Department, so as to maximize a positive impact on the education of students.
2. To contribute to effective school public relations in the Human Capital Services Department by prompt and courteous

handling of all inquiries and visitors.

3. To complete the confidential work essential to the efficiency and effectiveness of the Human Capital Services Department.

#### PERFORMANCE RESPONSIBILITIES:

1. Responsible for administration of Human Capital Services programs, policies, processes and procedures.

2. Responsible for processing of new hire paperwork and processing of substitute applicants.

3. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential personnel and medical files.

4. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections.

5. Process evaluations for all district employees. Also responsible for making sure that they are placed in their personnel files.

6. Process all verifications that come in through the mail or via telephone for current and past employees including Unemployment Benefits case management.

7. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.

8. Answers and responds appropriately to inquiries regarding District policies, procedures, benefits, and/or requests for information.

9. Welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with predetermined policy.

10. District administration of substitute calling system  
11. Other duties as assigned by the Office of Human Capital Services

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

## **Confidential Secretary – New Bedford Public Schools**

### **CONFIDENTIAL SECRETARY JOB GOALS:**

To assure the smooth efficient operation of the assigned school, so as to maximize a positive impact on the education of students. To contribute to effective school public relations in the assigned school by prompt and courteous handling of all inquiries and visitors. To complete the confidential work essential to the efficiency and effectiveness of the assigned school and of the District.

### **PERFORMANCE RESPONSIBILITIES:**

1. Performs confidential secretarial and clerical tasks.
2. Hold as confidential, all aspects of the job designated confidential by the supervisor.
3. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
4. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required School, District and State data collections.
5. Process evaluations for all district employees. Also responsible for making sure that they are placed in their personnel files.
6. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
7. Answers and responds appropriately to inquiries regarding school/District policies, procedures, and/or requests for information.
8. Welcomes visitors and arranges for their comfort and screens callers in accordance with predetermined policy.
9. Assist Principal and other stakeholders in budgetary process
10. Work with internal and external stakeholders in regards to student, staff and community needs.
11. All other duties as assigned by the Principal, Superintendent and/or designee.

Interested in applying? See full details and how to apply

here.

## **Closing Manager – Advance Auto Parts**

*\$11.75 – \$12.75 an hour, Part-time*

### **Key Duties and Responsibilities**

- Recommend services and solutions based on customer interaction and customer needs
- Provide professional, courteous, and prompt customer service experience through benefit-selling processes and procedures
- Perform basic diagnostic tests
- Partner with GM and Store Team to ensure superior customer service engagement through enhancements and customer retention strategies; implement new customer experience methods, procedures, and service standards
- Demonstrate an eagerness to be a team player and assist in other functions as assigned by the store management team, including, but not limited to: cleaning, organizing, stocking, operating POS equipment, truck loading/unloading, etc.
- Closing and or opening the store.

### **Essential Job Skills Necessary for Success**

- Working knowledge of automotive systems, and diagnostic ability to include: internal engine, suspension, brakes, electronic, exhaust, etc.
- Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and management
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals;
- Use basic math accurately: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Use Microsoft software effectively
- Ability to hold others accountable, inspect work quality and give feedback in a way that is inspiring



- Ability to work an assortment of days, evenings, weekends and some holidays as needed
- Prior Experience that Sets a Retail Service Associate up for Success
- Minimum 3 years experience in automotive or retail customer service

### **Education**

- High school diploma or GED equivalent
- Certificates, Licenses, Registrations
- Must have a valid driver's license
- ASE Certification preferred, but not required

### **Physical Demands**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee will predominantly be walking or standing. The employee is required to be able to talk and hear, and use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee is usually working inside; however, they will occasionally be outside and exposed to various weather conditions while performing such tasks as installing batteries and wiper blades. The employee is also occasionally exposed to moving mechanical parts; high, precarious places;

toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

Serious inquiries only.

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

### **Delivery Driver – M.F. Foley Company, Inc.**

*\$32,000 – \$42,000 a year*

Musts: License and DOT Physical, Lift 70 pounds. Apply in person at 77 Wright Street, New Bedford, MA 02740 ONLY.

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

### **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.

**Dispatcher – New Bedford Police Department**

**PAY: \$17.91hr – \$21.52hr**

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

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

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

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

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

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

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

New Bedford has a residency requirement.

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

**PAY: \$73,731 – \$92,170**

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

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

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

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

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

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

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

surveillance camera technologies.

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

New Bedford has a residency requirement.

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

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

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

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

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

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

**PAY: \$13.99hr – \$18.51hr**

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

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

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

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

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

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

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and



passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to, lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

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

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

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

### **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.

## **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. EEO

New Bedford has a residency requirement.

### **Internal Coordinator – New Bedford Police Department**

**PAY: \$684.31wk**

Recruits, trains and supervises interns from area colleges. Provides evaluations for interns, feedback to school advisors and maintains program schedule. Maintains statistics and reports for the Domestic Violence Unit. Prepares quarterly reports as required by grant. Coordinates with civilian advocates in assessing victims through the restraining order process.

Baccalaureate Degree within the Criminal Justice Field or studies in Humanities. Excellent communication skills, excellent interpersonal skills, reliable attendance, dependable/punctual, must have strong writing skills.

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

For more information, please visit:

*Employment Opportunities*

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

New Bedford has a residency requirement.

## **Airport Technician – City of New Bedford**

**PAY: \$16.04 hr – \$21.84 hr**

Inspects and maintains the runways, taxiways and other paved and non-paved areas on and off the airfield in accordance with FAR part 139 regulations. Paints airfield and landside markings. Repairs runway and taxiway lights; airfield and landside mowing, weed eating, tree cutting and grading. Conducts mandatory day/night airfield and wildlife inspections. Issues Digital NOTAMS. Acts as part of an integrated security system. Removes snow airside and landside. Maintains grounds, structures and facilities. Performs general custodial and maintenance work in and around buildings. Landscapes, removes trash, changes light fixtures, paints; general cleaning duties (vacuum, dust, wash windows, clean restrooms). Provides escorts as needed. Must communicate professionally on company and FAA radios.

Assists in any emergency or incident at the airport.

High school graduate or GED equivalent. One year of previous paid experience preferred. Must pass training programs issued by the Airport Manager and required security background check. (TSA mandated – finger prints and a 10-year background check).

Must be familiar with Microsoft Word, Microsoft Outlook. Ability to issue Digital NOTAM System. Ability to issue "Notice to Airmen" field condition reporting. Log all needed Veoci and Lucity-reporting work orders.

Must attend mandatory annual on-the-job trainings in compliance with FAR part 139 regulations. Must possess and maintain a valid Massachusetts driver's license. Must possess and maintain a valid Class B CDL license and a 2B and 4G Classification Hoisting license or be able to obtain said licenses within 180 days of employment.

This position requires availability of nights and weekends. The airport is open 7 days a week, 24 hours a day. Normal

staffing hours are from 6:00a.m. to 11:15p.m. daily.

For more information, please visit:

*Employment Opportunities*

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](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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

**PAY: \$88,642 – \$110,811**

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

accomplishing tasks that will result in greater efficiency.

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

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

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

**PAY: \$15.80hr – \$21.52hr**

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

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

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

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



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

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

New Bedford has a residency requirement.

### **Environmental Project Manager – City of New Bedford**

**PAY: \$70,599 – \$88,257**

Manages contaminated site projects at City properties. Coordinates with environmental consultants and engages in community outreach. Interfaces with the public to address concerns regarding impacted properties. Coordinates contaminated site assessment and cleanup activities. Integrates the efforts of consultants and City staff to ensure that environmental projects are conducted efficiently and cost effectively.

Represents the City's Environmental Stewardship Department in regulatory, academic, and legal fora. Attends meetings with regulators, presents projects and results at conferences and participates in environmental research conducted in New Bedford. Assists with environmental litigation.

Bachelor's Degree in engineering, geology, environmental studies or a related discipline. At least four (4) years of experience in the engineering, geology, environmental studies, or related subject or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record

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

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

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

**PAY: \$15.42hr – \$23.00hr**

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

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

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

## **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.

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