

City of New Bedford seeks to fill vacancy: Treatment Plant Operator position available

POSITION: TREATMENT PLANT OPERATOR

LEVEL: GRADE 10 \$22.72hr

DEPARTMENT: PUBLIC INFRASTRUCTURE

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

SUPERVISION RECEIVED: Works under the general supervision of the Head Water Treatment Plant Operator.

SUPERVISION EXERCISED: Supervises attendants and subordinates in all aspects of shift work.

RESPONSIBILITIES: 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.

EDUCATION AND EXPERIENCE: 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.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license with good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Must have a telephone and own transportation. This employee is subject to twenty-four hour call.

TOOLS AND EQUIPMENT USED: Motor vehicle, generators, pumps gauges, treatment plant instrumentation, common hand and power tools, sampling equipment, office equipment and a variety of lab equipment.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to operate objects, tools, and controls. The employee is frequently required to stand, walk, sit, balance, stoop, kneel, crouch, crawl, smell, observe, listen, and speak.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals,

and risk of electrical shock. The operation of equipment or handling of chemicals require the exercise of caution. Must not be allergic to treatment plant chemicals. The noise level in the work environment is usually loud.

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.

The South Coast Hot Jobs List – 10 March 2016



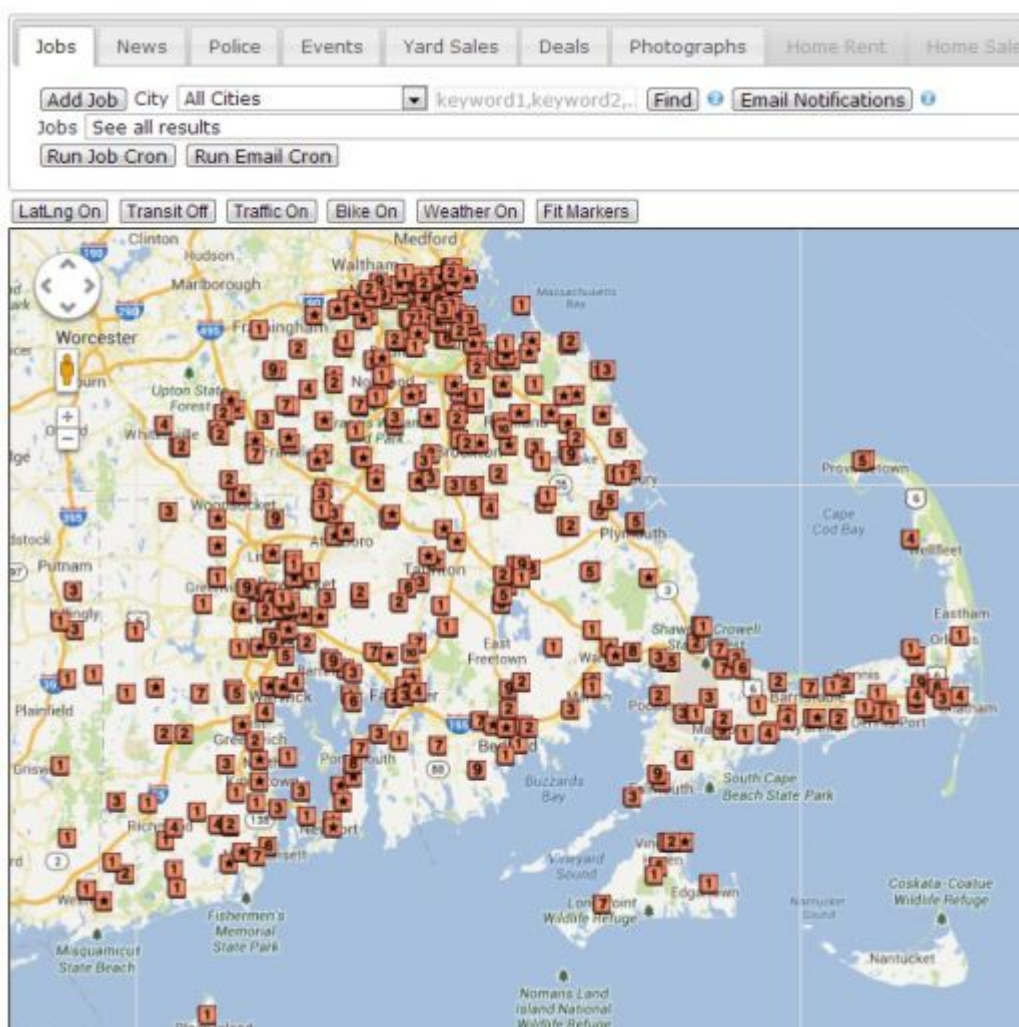
by
Michael
Silvia

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We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents** article.



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of March 10, 2016.

01. Reinhart Foodservice, L.L.C. – Class A Drivers (New

Bedford)

\$5,000 Sign-On Bonus for those with food service experience. Transporting products from our distribution center to our customer locations, the individuals we select will conduct pre/post-trip inspections, unload cased products from trailers to desired locations, and handle other duties as assigned. In addition to competitive wages, we offer options for medical, dental, and vision insurance, AD&D, disability, flexible spending accounts, 401(k), and home/auto insurance. Full job description can be found: [here](#).

02. Administrative Assistant/Case Management – Vibra Healthcare (New Bedford)

This Administrative Assistant performs a wide range of complex secretarial duties in support of the Quality Management Department including but not limited to: Staff Development Coordinator, Director of Credentialing, Director of Quality Management and the Infection Control Nurse. The Administrative Assistant coordinates a multitude of office procedures. Qualifications: high school diploma or equivalent required, formal secretarial training strongly preferred, three to five years secretarial experience required, proficiency with MS Office Products required. Full details and application process: [here](#).

03. Asset Protection Agent – Rite Aid (New Bedford)

The primary purpose of the Asset Protection Agent is to protect company and store assets by enforcing loss prevention policies and procedures and providing friendly customer service. The Asset Protection Agent is required to perform all tasks in a safe manner consistent with corporate policies and state and federal laws. Full details and application process [here](#).

04. Pharmacy Technician – CVS Health (Fairhaven)

Work as part of the Pharmacy Team to ensure that each customer has a positive shopping experience at CVS and to ensure customer satisfaction by serving each customer according to

our company Values. The Pharmacy Technician Trainee is a training position where you can move to a Pharmacy Technician upon successful completion of CVS Pharmacy Technician Training Program and per local state pharmacy guidelines. For full job details and application process [here](#).

05. Community Health Educator – Seven Hills Foundation (New Bedford/Fall River)

The Community Health Educator will be responsible to conduct client outreach and facilitate small peer-led and non-peer-led groups. The Community Health Educator will recruit and engage populations at risk and their partners in Individual Level Interventions. The Community Health Educator will recruit, screen and test individuals for HIV, HEP C, and STI's. The Community Health Educator will recruit and engage individuals and their partners on Opioid Overdose Education and Naloxone Enrollment and will assist the Program Manager or Assistant Program Manager with data collection and reporting. For full job details and application process [here](#).

06. Event/Sales Coordinator – Cotali Mar Restaurante (New Bedford)

The Event/Sales Coordinator is responsible for the sales, service, planning, organization, communication and overall execution of all events. This individual is responsible for achieving food and beverage budget, rentals and other components of the event through sales and up selling techniques. The ability to work independently, understand and analyze the needs and expectations of the client is imperative while maximizing revenue for each event. Clear communication of the client's expectations must be communicated to each internal department in the form of accurate and complete contracts which set forth all details for the event. For full job details and application process [here](#).

07. Emergency Medical Technician – STAT Ambulance Service (New Bedford)

Currently seeking Emergency Medical Technicians for full-time

shifts. Must have a flexible schedule including: weekends, evenings, and some holidays. Benefits and competitive pay offered, willing to negotiate rate based on experience. The EMT- Basic responds to both non-emergent and emergent requests for medical transportation, provides emergency and non-emergency care in the pre-hospital environment within their scope of practice, along with providing safe and efficient transportation of the patient to the appropriate facility or residence. Full details and application process [here](#).

08. Paving Laborer – PJ Keating Co (Acushnet)

This position will work with members of the construction team to ensure smooth operations of daily paving on each job. Performs a wide variety of tasks associated with the laying down of asphalt. Perform various duties such as: shoveling, raking, luting. For full job details and application process [here](#).

09. Sales Associate – Petco (North Dartmouth)

This role also involves completing cash register transactions as well as providing customer carry-out service. You will ensure that store animals, birds, reptiles and fish receive the highest quality care and are maintained in habitats that are clean, safe and secure. You will also perform routine housekeeping tasks, assist store management in the opening/closing of the store and participate in physical inventory counts. For full job details and application process: [here](#).

10. Toy Specialist – Toys R Us (North Dartmouth)

The Toy Specialist is responsible for consistently delivering superior experiences for “R”Us Customers through the use of suggestive selling techniques which results in the sale of merchandise to our Customers. The Toy Specialist helps promote and sell our service programs such as: Endless Earnings Reward program; Square Trade, the “R”Us Credit Card, Rewards “R”Us Loyalty program, and seminar/events available at the store. For full job details and application process [here](#).

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.

Reinhardt is hiring! CDL – Class A Drivers wanted: \$5,000 Sign-On Bonus for food service experience

Enjoy a unique combination of advantages: Competitive pay, corporate stability and great benefits. Get It Right from Us.

While other companies are cutting back, Reinhart Foodservice is adding to our team. Respected as the nation's largest independently owned foodservice distributor and an employer of choice, our strong, growing company invites you to join us for our:

CDL – CLASS A DRIVERS

Positions available in New Bedford, MA

\$5,000 Sign-On Bonus for those with food service experience

Transporting products from our distribution center to our customer locations, the individuals we select will conduct pre/post-trip inspections, unload cased products from trailers to desired locations, and handle other duties as assigned.

Requirements:

- Current, valid Class A CDL for interstate commerce.
- A minimum of one year's professional driving experience or equivalent military driving experience.
- Excellent customer service and interpersonal skills.
- Ability to operate a Tracsan unit and lift/move up to 50 pounds frequently, and up to 100 pounds occasionally.
- A clean MVR.
- 21+ years of age.
- High school diploma or equivalent.
- The ability to pass a post-offer-letter drug test, DOT physical, and background check.
- Food distribution/delivery experience, preferred.

In addition to competitive wages, we offer options for medical, dental, and vision insurance, AD&D, disability, flexible spending accounts, 401(k), and home/auto insurance.

Learn more and apply now at **rfshires.com**.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Due to the nature of our business in regard to such things as delivery schedules, order inputs, selection, and Department of Transportation Hours of Service, overtime, attendance and punctuality are essential job functions. Should an individual in this classification not be able to adhere to this requirement due to a disability, they should contact their Human Resources department to see what, if any, reasonable accommodation may be made.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin, disability, or protected veteran status. Drug Free Workplace.

Help Wanted: Office Manager (City of New Bedford)

CITY OF NEW BEDFORD

OFFICE MANAGER M-5 \$47,823 – \$58,331

PLANNING, HOUSING & COMMUNITY DEVELOPMENT

Provides a variety of routine and complex clerical, administrative and technical work. Performs responsible clerical functions. Assists in processing invoices, purchase orders and reimbursements in the City's MUNIS financial system. Assists with the maintenance of project files, including loan portfolio files that contain all required documentation to comply with HUD requirements.

Assists with financial and reporting requirements of the U.S. Department of Housing and Urban Development's Integrated Disbursement and Information System (IDIS or its equivalent). Assists in the preparation of the Annual Action Plan, CAPER and Consolidated Plan. Studies and recommends policies and procedures to improve efficiency and effectiveness of operations. Maintains office policy and procedure manuals. Trains assigned staff; reviews progress and directs changes as needed.

Coordinates all Human Resources activity for the Division including payroll, benefits, employee documentation, and database of sick time and vacation scheduling. Identifies, inventories and maintains database on all equipment purchased with Community Development funds. Prepares a variety of studies, reports and related information for decision-making purposes. Conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc. Provides administrative assistance to supervisor in meeting management objectives; assembles background materials, prepares agendas and records

action items for various meetings; schedules meetings and arranges accommodations; distributes mail and correspondence to staff. Reviews construction contractor compliance and reporting activities including maintaining files for Federal Davis-Bacon wage rate compliance, Debarred Contractor listings, Section 3, MBE/WBE and completing HUD Contractor Activity reports.

Graduation from a college or university with a Bachelor's degree in public administration, political science, human resources, business management or a closely related field, and two years of related experience. Working knowledge of the principles of community development, CDBG and other HUD regulations. Knowledge of IDIS and modern records management techniques. Excellent interpersonal skills and demonstrated ability to work independently as well as part of a team. Proficiency with Microsoft Office, Word and Excel is essential. Organizational skills and attention to detail are essential. Ability to prioritize, be thorough, responsive and timely are crucial. Mandatory Criminal Offender Record Information (CORI) check.

For more information, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Resumes are only accepted with a completed employment application. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

City of New Bedford Parks

Recreation & Beaches Now Accepting Applications for Summer Jobs

Applications for seasonal summer employment opportunities with the City of New Bedford Department of Parks Recreation & Beaches are now available. The department hires seasonal help for 8-10 weeks during the summer months in a variety of program areas. Many positions are entry level for New Bedford youth ages 16-24 while others require professional experience. Summer programs now hiring include the Play in the Park and Summer Food Program, Kennedy Summer Day Program, Beach Parking Operations, and Waterfront Lifeguarding. More than seventy positions will be offered through Parks Recreation & Beaches for this summer for New Bedford residents seeking a summer opportunity or job related experience.

Applications are available at the Administrative Office of Parks Recreation & Beaches at 181 Hillman St. Bldg 3 or on the "Jobs Available" page of the City of New Bedford website (www.newbedford-ma.gov). All applications must be returned to the Administrative Office of Parks Recreation & Beaches at 181 Hillman St. Bldg 3, Monday-Friday between the hours of 1:00pm-4:00pm. Applications will be accepted until April 29, 2016.

Positions offered include: Site Supervisors, Van Drivers, Van Aides, Beach Parking staff, Kennedy Summer Day Program staff (experience preferred), and Lifeguards (must have proper certifications). Applicants must be 16 years of age by July 5, 2016.

Applicants must attend mandatory training; training dates are between June 27, 2016 and July 1, 2016.

For more information interested applicants may contact the

Department of Parks Recreation & Beaches at (508) 961-3015 or stop by the office at 181 Hillman St. Bldg #3

The South Coast Hot Jobs List – 03 March 2016

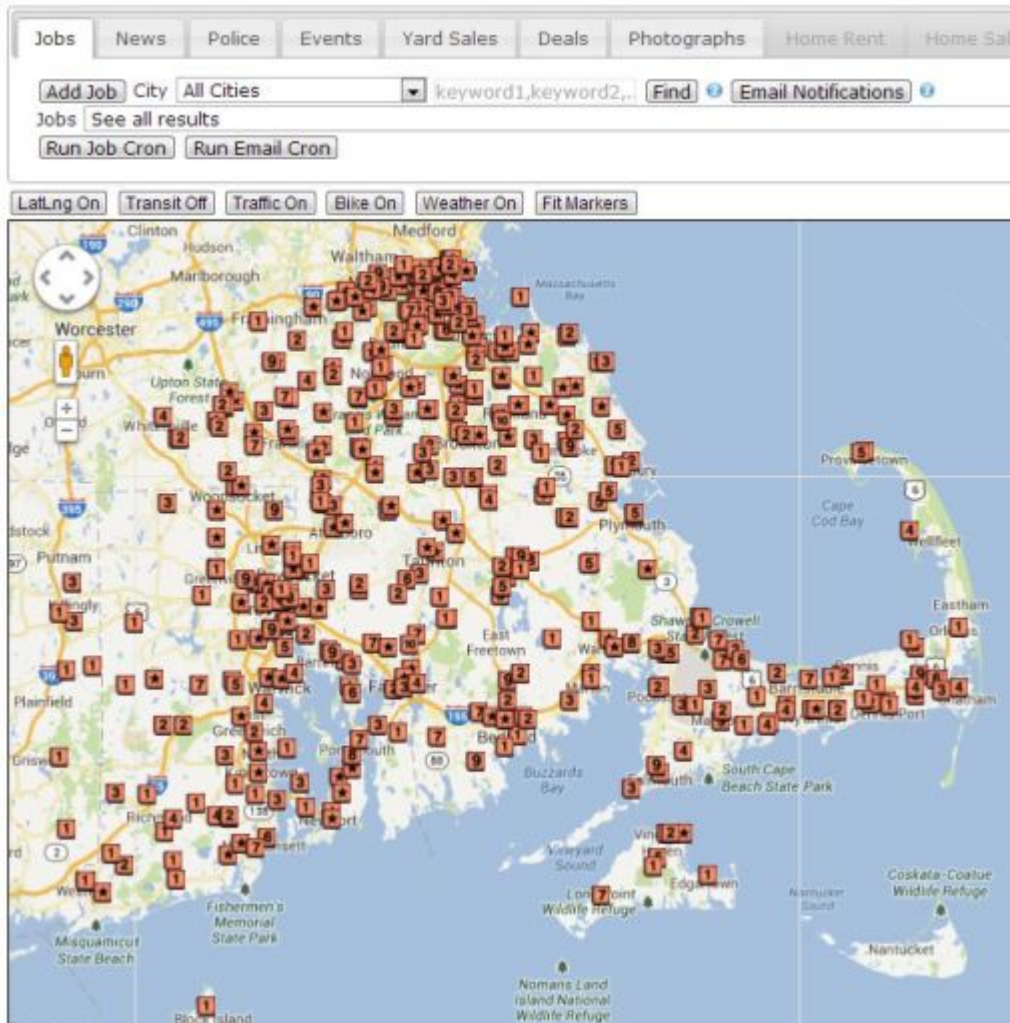


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Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of March 03, 2016.

01. Customer Service Representative – Enos Home Medical (New Bedford)

The Customer Service Representative is responsible for performing all tasks relative to in-house communications with the patient/client and verification of third party reimbursement. Customer Service Representative Responsibilities and Duties: answers incoming phone calls, takes customer orders, maintains open communication with patients/clients and referral sources, responds to patient/client questions and problems, services walk-in customers. Full job description can be found: [here](#).

02. Community Health Educator – Seven Hills Foundation (New Bedford)

The Community Health Educator will be responsible to conduct client outreach and facilitate small peer-led and non-peer-led groups. The Community Health Educator will recruit and engage populations at risk and their partners in Individual Level Interventions. The Community Health Educator will recruit, screen and test individuals for HIV, HEP C, and STI's. The Community Health Educator will recruit and engage individuals and their partners on Opioid Overdose Education and Naloxone Enrollment and will assist the Program Manager or Assistant Program Manager with data collection and reporting. Full details and application process: [here](#).

03. Driver/Human Services – Kennedy Donovan Center (New Bedford)

Drives vehicles as assigned to transport persons with disabilities or special healthcare needs to various locations as assigned. Qualifications: High School Diploma/GED, must be at least 19 years of age, minimum 3 years driving experience, including experience driving multi-passenger vehicles, ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals, ability to write routine reports and correspondence, completion of CORI and RMV with acceptable results per KDC insurance company and GATRA policies. Full details and application process [here](#).

04. Pharmacy Technician – CVS Health (Fairhaven)

Work as part of the Pharmacy Team to ensure that each customer has a positive shopping experience at CVS and to ensure customer satisfaction by serving each customer according to our company Values. The Pharmacy Technician Trainee is a training position where you can move to a Pharmacy Technician upon successful completion of CVS Pharmacy Technician Training Program and per local state pharmacy guidelines. For full job details and application process [here](#).

05. Financial Center Operations Manager – Bank of America (New Bedford/Fall River)

Financial center operations managers (FCOMs) play a critical leadership role in the financial center and are required to exercise discretion and independent judgment, as necessary. They are accountable for the operations of the financial center with oversight of functions that service the teller line, day-to-day policy and procedure adherence, and improvement of financial center performance. FCOMs also assume leadership responsibility for the financial center in the financial center manager's (FCM) absence and ensure that the FCM's directives are implemented. For full job details and application process [here](#).

06. Hair Stylist – The Boston Land Company (New Bedford)

We are seeking a diverse hair stylist for an elderly and disabled housing community located in downtown New Bedford. This is a part time position and you may schedule all appointments according to yours and the residents schedules. Please submit resume and license information. For full job details and application process [here](#).

07. Truck Driver – Purity Linen Services (New Bedford)

We are looking for a responsible delivery driver to deliver and pick up linen in a timely manner to our customers while safely operating their truck and demonstrating great customer service. Full details and application process [here](#).

08. Morning/Day Crew – McDonalds (New Bedford)

It's time you worked for someone who will give you the tools to learn, grow and be what you want to be – both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. For full job details and application process [here](#).

09. Server and Cashier – All Friends Smokehouse (Westport)

Job duties include wine/beer service (opening bottles of wine a must), accurately taking orders and entering into POS,

cashing out guest checks, answering phones, communicating with owner and kitchen staff, Must have 2+ years of casual dining serving experience. For full job details and application process: [here](#).

10. Seasonal CSA – Lowe’s (N Dartmouth)

Responsible for assisting customers with all of their shopping needs including assisting customers in the selection, demonstration, preparation and loading of merchandise. Also responsible for responding to customer inquiries throughout their shopping experience including promoting customer loyalty plans and/or extended protection/replacement plans where appropriate. For full job details and application process [here](#).

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Help Wanted: New Bedford Cable Access Videographer Floater

NEW BEDFORD CABLE ACCESS
VIDEOGRAPHER FLOATER
\$13.00/HOUR NO BENEFITS (VARIABLE TIME)

The Videographer Floater is called on as-needed basis for

assistance with overall operations. Assists Videographers in shooting, editing and airing various programs on the government and educational access channels. Demonstrates knowledge of equipment and responsibilities will result in more detailed assignments, as well as an increase in assignments.

Some experience in shooting and editing video, and/or enrollment in an Associate's Degree program for broadcasting, TV production, mass communications, media, etc. preferred. Candidates must have a willingness to learn overall television production skills. Candidates also must have a flexible schedule as nights, weekends and holidays will be required. Candidates should also have knowledge of proper video equipment handling and maintenance including trouble shooting a plus.

Mandatory CORI (Criminal Offender Record Investigation) background checks 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

**Mayor Mitchell announces
search process for next New**

Bedford Chief of Police

Mayor Jon Mitchell today laid out his plans to conduct an internal search for the City's next Chief of Police and has assembled a screening committee to assist with the search process. Police officers with the New Bedford Police Department who have attained the rank of Captain or Lieutenant are eligible to apply for the position of Chief.

The Chief of Police is responsible for the overall planning, administration and operation of the New Bedford Police Department. The Chief is appointed by and reports to the Mayor of the City of New Bedford.

Mayor Mitchell has assembled a small committee to interview the candidates and ultimately recommend to him two candidates who would make an excellent Chief of Police. The screening committee members bring a breadth of perspective and have a shared ability to recognize leadership ability.

"New Bedford deserves a police chief who, like former Chief David Provencher, has the leadership and technical skills that will command the respect of the department and the community alike, and will enable our officers to keep our neighborhoods safe. We have assembled a committee of individuals with diverse perspectives and familiarity with the department that will help me make the make this important decision," New Bedford Mayor Jon Mitchell.

The New Bedford Police Chief Screening Committee Members include:

- Loretta Bourque, Founding Member of the Cove Street Neighborhood Association
- Edmund F. Craig, Jr., Commissioner of the New Bedford Licensing Board and Retired New Bedford Police Lieutenant
- David Donahue, Retired Special Agent for the FBI
- Brian K. Gomes, At- Large City Councilor

- Kevin Hegarty, Retired New Bedford Police Deputy Chief
- David Lizotte, Acting New Bedford Police Chief
- Maria Rosario, Executive Director of Northstar Learning Centers
- Dr. Bruce Rose, President of the New Bedford Chapter of the NAACP

The City of New Bedford Director of Personnel will officially post the position and begin accepting applications, resumes and letters of intent from candidates for a two-week period, beginning on February 29th and ending on March 11th at 4:00PM. Employment applications may be downloaded from the City of New Bedford website at <http://www.newbedford-ma.gov/personnel/> .

The South Coast Hot Jobs List – 18 February 2016



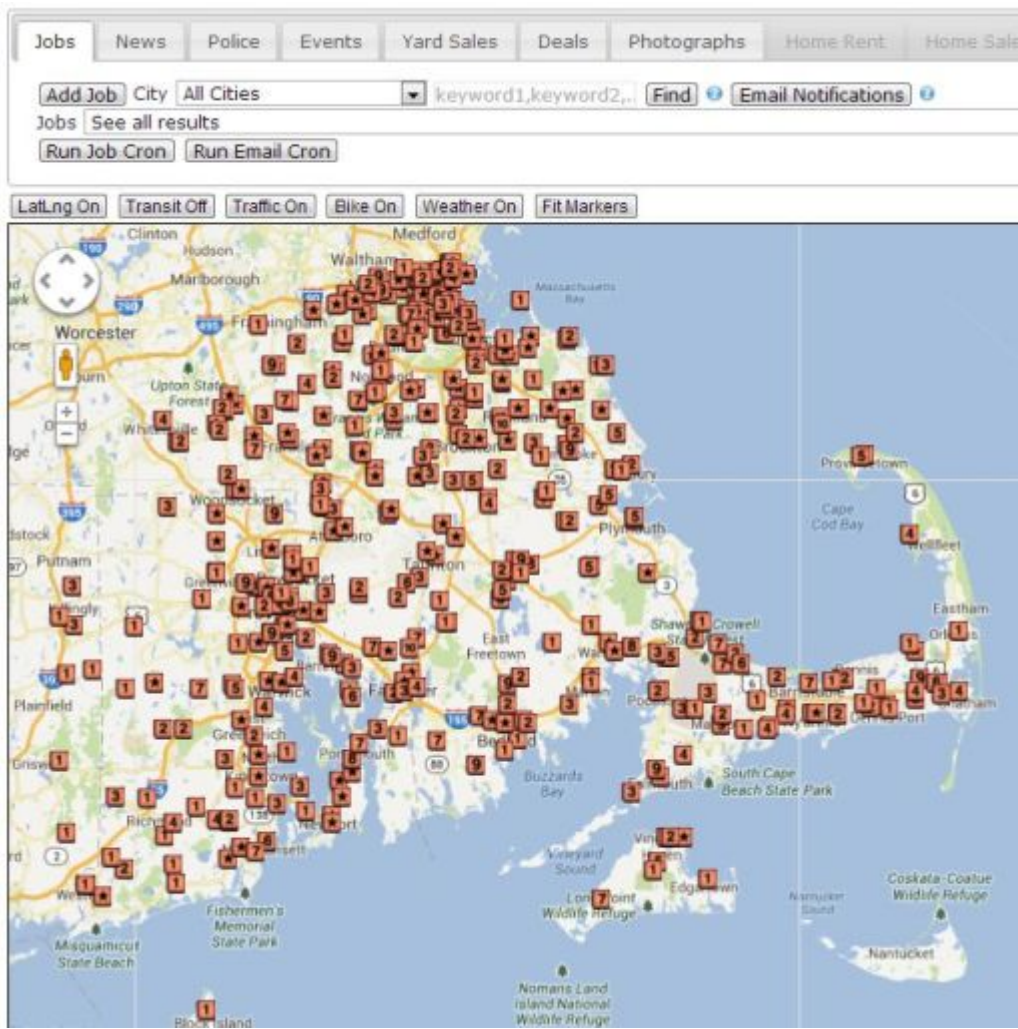
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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of February 18, 2016.

01. Clerk\Cashier – CVS (Westport)

To ensure customer satisfaction by handling each customer with the eye’s, hi’s and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority. Must be at least 16 years of age. Full job description can be found: **here**.

02. Cook/Prep Cook – European Cafe (New Bedford)

Looking for energetic, outgoing, teamwork orientated applicants with open availability and 1-2 years experience. Applicants must be able to work in a fast pace environment and short order experience is a MUST! Must be capable of learning and using a computerized system to understand orders. Reading, writing, basic math and verbal communication skills required. Responsibilities may vary according to level of experience. Weekend/holiday availability a MUST. Candidates must submit resume to include contact information. Failure to submit resume will result in automatic disqualification. No Phone calls! Full details and application process: [here](#).

03. Crew – McDonalds (New Bedford)

This is it! It's time you worked for someone who will give you the tools to learn, grow and be what you want to be – both personally and professionally. We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. We offer flexible schedules and the opportunity to advance within our restaurants. Full details and application process [here](#).

04. Dental Assistant – Dental Dreams (New Bedford)

Work under the general supervision and guidance of a dentist, provide chair side assistance to the Dentist during dental examinations and treatment, charting during dental examination, take and process X-rays, sterilize and maintain instruments, as well as the Sterilization Area, set up and break down operatories, assist with supply inventory and ordering, maintain a clean and professional office environment, assist with presenting and/or explaining treatment plans, maintain a high level of customer service at all times, work as part of a team with emphasis on communication. For full job details and application process [here](#).

05. Wireless Sales Representative – Wireless Store, Inc. (New

Bedford)

Our best Retail Sales Associates are passionate about our technology and they get a kick out of sharing their knowledge and enthusiasm with others. In this role, your ability to help customers stay better connected by matching them with the right products and services, will translate into financial rewards and real career momentum. If you're motivated by being a member of a high performing team, will thrive in a fast-paced environment, and can handle all kinds of customers with ease, this might be the role for you. We think you'll enjoy the camaraderie of being part of a hard-working sales team. For full job details and application process [here](#).

06. Brand Associate – Old Navy (North Dartmouth Mall)

As a Brand Associate your passion for apparel and fashion trends will enable you to drive sales and create a great experience for our customers. Your dedication to providing a neat, clean, organized and safe shopping environment for our customers and team is an important part of creating this experience. As a Brand Associate, you deliver on the customer experience through the 3 Old Navy Standards: Ready, Urgent and Approachable. Your enthusiasm and ability to deliver on these standards will help you grow your career with the Brand. For full job details and application process [here](#).

07. Customer Service Associate – Panera Bread (North Dartmouth)

Our customer associates know what our customer wants and deliver it – fast, accurate and with friendly service. We hear and sense customer needs and keep our manager and fellow team members informed. We take pride in every aspect of our work and perform it with energy and enthusiasm. We are strong team players, with a commitment to continuous learning, who provide quality service and products to our customers through true craftsmanship. Full details and application process [here](#).

08. Restaurant Team Member – CHIPOTLE (North Dartmouth)

Our Crew members take pride in preparing and serving

Chipotle's delicious food. They know that in order to do this right, they need a clean and organized work area. By consistently following the proper recipes and procedures, and adhering to Chipotle's high standards regarding food preparation, cleaning and sanitation, teamwork and customer service, they help to ensure that the Chipotle customer experience is always the best it can be. Crew members get to learn about and work at a variety of stations: Tortilla, Salsa, Prep, Grill, Expo, and Take-Out. In each area they're greeting and interacting with Chipotle's customers directly, making their meals, while portioning out the ingredients to our standards. Crew members' responsibilities require them to be on their feet working while clocked in, unless on break. If they are not busy, they are expected to take on tasks they see that need to get done, and pitch in to help their teammates. For full job details and application process [here](#).

09. Veterinary Technician/Receptionist – Anchor Animal Hospital (Dartmouth)

F/T General Practice Veterinary Technician positions for busy five doctor small animal and pocket pet general practice. Experience preferred. Certified Veterinary Technician status a plus! Flexible schedule, which includes, days, nights, and weekends. We are open 7-days a week. Candidates will be required to rotate weekend shifts. Morning shift begins at 7:30am. Candidate should be fluent in venipuncture, laboratory, radiology, and assist in medical, surgical, and diagnostic procedures. Generous F/T benefit package available after completing 90-days of employment, which includes Vacation, Bereavement, Dental, Sick time, Health Insurance, Life and Short Term Disability, Rabies vaccination and titers, Uniforms, Flexible Spending, Pet Discount, and Continuing Education. 401K and Profit Sharing available after completion of first year. For full job details and application process: [here](#).

10. Retail Sales Associate – Cumberland Farms (Marion)

Ensuring that every customer receives outstanding service by providing a friendly environment which includes greeting and acknowledging customers, maintaining outstanding standards, product knowledge and all other components of customer service, interacting with customers to provide information and assistance in response to inquiries about products and services, maintaining a clean, customer friendly store environment, performing regular cleaning activities, accurately and efficiently completing sales transactions and maintaining proper accountability at the cash register. For full job details and application process [here](#).

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

City of New Bedford seeks Senior Program Manager in the Health Department (\$41,382 – \$50,476)

POSITION: SENIOR PROGRAM MANAGER (Fiscal Operations)

LEVEL: M-1 \$41,382 – \$50,476

DEPARTMENT: HEALTH

FUNCTION: Oversees and manages fiscal and accounting systems, and contracts and permits for field and facility use. Performs a variety of routine and complex technical work to provide efficient and effective assistance to management in the administration of City government.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Health.

SUPERVISION EXERCISED: Supervises staff as designated by the Director of Health.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Provides high-level fiscal and administrative coordination and leadership for the department's grant programs including the Southeastern Health Initiative for Transformation (SHIFT) project, to decrease preventable risk factors and illness, improve chronic disease management, and reduce disparities in chronic disease.

- Oversees and performs all accounting functions; maintains internal controls and safeguards for revenue, expenditures and budgets; presents financial reports in an accurate and timely manner; and with Director, manages annual budgeting and planning process.

- Monitors revenues and expenditures in assigned area; assists in the preparation of quarterly and annual budgets.

- Maintains system for receipts, expenditures and reports. Provides supervisor with periodic and as-needed budgetary reports.

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and assignments; reviews progress and directs changes as needed.

- Assures that assigned areas of responsibility are performed in accordance with department Standard Operating Procedures.

- Analyzes data to provide insight to program successes and

complications. Understands and provides strategies to successfully reach underserved populations.

- Ability to operate independently and work with partner organizations as needed. Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to the New Bedford Health Department and City of New Bedford policy. Makes and recommends management and personnel decisions for, including, but not limited to promotion, transfer and assignment of staff, and imposition of discipline.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from a college or university with a Bachelor's degree in public administration, business management, finance, or a closely related field, and one year supervisory experience preferred; or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities: Knowledge of accounting systems and process, knowledge of managing budget development and analysis, strong analytic and problem solving skills, and experience in grants management as it relates to compliance and reporting of government, corporate and foundation grants a plus.

Excellent interpersonal and team building skills; ability to establish and maintain effective working relationships with employees, supervisors, departments, officials and the public; ability to communicate effectively verbally and in writing. Extensive computer experience including Exce and Word. Munis experience preferred.

SPECIAL REQUIREMENTS: 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.

TOOLS AND EQUIPMENT USED: General office equipment such as a personal computer, calculator, copy and, fax machines, printers, scanner and multi-line phone system.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Administrative work is performed in an office environment. Occasional information gathering and with potential exposure to infectious and contagious diseases. Interacts frequently with the general public, health care providers, medical institutions, members of the building community, environmental scientists, other municipal employees and officials, and local, State and Federal governmental agencies and organizations. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others.

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.
