

HELP WANTED: City of New Bedford hiring for Dispatcher, Water Treatment Plant Operator, and Special Motor Equip. Operator positions

Dispatcher

PAY: \$18.18hr – \$21.84hr

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.

Special Motor Equip. Operator

PAY: \$19.26hr – \$21.84hr

Operates hoisting equipment which requires a special license from the Massachusetts Department of Public Safety.

Maintains equipment being used, keeping equipment operating properly such as checking and changing all fluids when necessary. Checks batteries and tires, changes filters, and performs all other related maintenance. Keeps equipment clean at all times. May perform the duties of a Motor Equipment Operator. These duties and responsibilities are required on a daily basis.

Possession of a valid Massachusetts Class 2BCDL and Class 2B Hoisting License issued by the Massachusetts Department of Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the operation of any assigned equipment and at least two years of experience in the operation and maintenance of specified heavy equipment.

This position is deemed essential personnel and must report for duty during emergency situations.

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Water Treatment Plant Operator

\$17.42hr – \$24.18hr

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 preferred or ability to obtain one within eighteen months from date of hire. 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.

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