

# Help Wanted: City of New Bedford hiring for Multiple Positions

**CITY OF NEW BEDFORD**

**HEAD TREE PLANTER TEMP/VT \$14.26hr – \$20.79hr**

**PUBLIC INFRASTRUCTURE**

This is a temporary, grant-funded position for the purpose of planting and maintaining trees. This position is supervisory and is responsible for maintaining logs and recordkeeping for the Greening the Gateway State grant, Ensures compliance with the State's grant regulations and coordinates various aspects of this grant. An individual in this position would perform a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of public grounds, especially as it pertains to the planting and maintenance of trees, shrubs and plants.

Employs the use of computer programs to track, log and report on areas of tree planting in eligible census tracts. Accurately records data and makes associated computations as necessary, as well as maintaining operation logs. Prepares and submits monthly progress report for tree planting and maintenance. Must be able to work in all weather conditions to perform tasks related to maintenance of city-owned grounds, including but not limited to Parks, Cemeteries, and Public Places as well as private property. This may include planting trees, bushes, pruning trees, watering and maintaining trees, and grass cutting. Adheres to specific weekly schedule of responsibilities including general and preventative maintenance. Exhibits good attitude expected of employees in a health-related field. Assumes responsibility for maintaining the plant in a clean and orderly fashion.

Graduation from high school education or GED equivalent. Experience with Microsoft products and computer systems necessary. Must have a telephone and own transportation. Must have a valid Massachusetts driver's license and good driving record. Operates 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

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**CITY OF NEW BEDFORD**

**PROGRAM AIDE (ELDER PROGRAMS) VT \$10.00 /hr**

**COMMUNITY SERVICES Council on Aging Division**

Responsible for effectively coordinating program activities at assigned site(s) according to the objectives, policies, procedures and standards of Center programs. The Program Aide is an integral part of team that delivers senior services, including communication, planning and evaluation of programs.

Observes and assists with planning/implementation of daily program activities. Interacts with patrons, encourages and supports their participation in program activities. Performs duties as required, including, but not limited to introducing programs, serving refreshments and shopping for snacks/supplies. Maintains good working relationships with other program staff, support personnel, volunteers and instructors at all Sites. Act as liaison for visitors, special events and changes in schedule, space or daily program activities.

Support and monitor the work of volunteers, ensuring activities are focused on assisting and working on behalf of the patrons. Documents and maintains all reports of daily,

weekly and monthly attendance. Provides weekly and/or daily (as applicable) verbal reports to the assigned supervisor alerting him/her to activities, progress, problems and concerns.

High school diploma/GED required. Knowledge and experience working with older adults. Spanish speaking preferred. Must be resourceful, creative and motivating with the ability to forge positive relationships with the public and staff. Competent user of Microsoft Office Outlook, Word and other computer programs as required. Ability to listen and communicate effectively with a variety of people from varying backgrounds. Reliable, willing to take initiative and work independently. Ability to travel to and from all City Program Sites. Possession of a valid Massachusetts driver's license with good driving record. Operates motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 section 172C.

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**CITY OF NEW BEDFORD**

**TREE PLANTER TEMP/VT \$12.74hr – \$17.88hr**

**PUBLIC INFRASTRUCTURE**

This is a temporary, grant-funded position for the purpose of planting and maintaining trees. An individual in this position would perform a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of public grounds, especially as it pertains to the planting and maintenance of trees, shrubs and plants.

Must be able to work in all weather conditions to perform

tasks related to maintenance of city-owned grounds, including but not limited to Parks, Cemeteries, and Public Places as well as private property. This may include planting trees, bushes, pruning trees, watering and maintaining trees, and grass cutting.

Accurately records data and makes associated computations as necessary, as well as maintains operation logs. Adheres to specific weekly schedule of responsibilities including general and preventative maintenance. Exhibits good attitude expected of employees in a public field. Must have a telephone and own transportation.

Graduation from high school education or GED equivalent. Previous landscaping experience preferred. Must have a valid Massachusetts driver's license. Operates 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

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**CITY OF NEW BEDFORD****HEAD WATER TREATMENT PLANT OPERATOR \$52,139 – \$63,602****PUBLIC INFRASTRUCTURE**

Supervises and supports Water Treatment Plant Operators to ensure they are providing safe drinking water for the City. Substitutes for Assistant Superintendent of Water as required in all aspects of the water supply and treatment process. Assists in matters involving supervision, scheduling, technical problems and reports, buildings and grounds, watershed preservation and upkeep, pond management, reservoir

facilities, maintenance, performance reviews, training programs, tours, public relations, safety and housekeeping.

Ensures that chemical and fuel inventories are adequate at all times; establishes daily workloads, assigns work and ensures quality control. Establishes repair priorities and ensures faithful adherence to the Preventative Maintenance Program. Reviews pond elevations and ground inspections and takes any necessary action. Prepares the annual Watershed Condition Report for the Department.

Keeps Chemist informed of all process changes without delay, as well as assisting with required data needed for laboratory reports. Oversees the Preventive Maintenance Program for the Water Treatment Plant and High Hill Reservoir; plans and assigns maintenance tasks, and works with staff to perform maintenance. Maintains facility heating systems, chemical feed systems, treatment basin equipment and High Hill Reservoir treatment facility. Oversees maintenance of City-owned watershed lands and an eight mile transmission main pipeline; plans and assigns maintenance tasks, and sometimes works with staff to perform maintenance.

High school graduate or GED equivalent. Four years of experience in a water treatment facility. Possession of, or ability to obtain, a Grade IV Certification from the Commonwealth of Massachusetts Board of Certification of Operators of Drinking Water Supply Facilities within the time-frame designated by the rules and regulations of said Board. Criminal Offender Record investigation (CORI) background check mandatory.

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