

# The South Coast Hot Jobs List

## – December 16, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of December 16, 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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### **Bi-lingual Switchboard Operator – Greater New Bedford Community Health Center**

*Full-Time/em>*

Hours: 40 hours per week – Flexible Hours (Hours of Operation Monday – Friday 7:00am – 7:00pm, and Saturdays 8:00am – 4:30pm).

#### **Duties:**

- Answers telephone and route calls promptly. Does not leave callers on hold and unattended for longer than 20 seconds.
- Determines the priority of each call based on the callers request and perceived demeanor. Routes call to the appropriate department (i.e., Adult Medicine, Pediatrics, Urgent Care, Lab, etc.).
- Takes messages for staff as needed. Ensures staff receives urgent messages within five minutes and routine messages within one business day.
- Notifies supervisor when need arises to vary office hours (leave early or have planned absences) so a substitute can be arranged.
- Calls answering service each morning to open board and if any messages forward to correct departments.
- Ensures the switchboard is turned over to the answering service each evening. Verifies the transfer was done accurately by calling the main number to ensure the answering service picks up.

- Responsible for overhead paging within the Health Center (i.e., announcements of unlocated medical records, meetings, personnel, etc.).

**Qualifications:**

- High School diploma or equivalent. Minimum one year of technical training in relevant field.
- Ability to recognize those patients who are in distress and take appropriate action.
- 2-4 years experience as a receptionist working in a relevant field.
- Strong verbal, organizational and interpersonal skills.
- Bilingual in Spanish/Portuguese preferred.

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

**Customer Service Associate – TileCraft (Fairhaven)**

*Part-Time, \$30,000-\$35,000 a year*

To work with walk-in clients on any of their floorcovering or tile needs. Follow up with proposals and potential leads. Typing up estimates checking email and answering phones on a daily basis. Working with our team on a daily basis must be a people person and very organized and work well with others looking for a team player. Helping to organize our work schedule for our installers. Growth potential as you become more efficient and able to work independently. Looking for select person that may have some floorcovering knowledge background.

**Experience:**

- Customer service: 2 years (Preferred)

**Communication method(s) used:**

- Email
- Phone
- Chat
- In person

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.

### **Driver's Helper – UPS**

UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 – 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday. Workdays can vary (Monday – Friday) or (Tuesday – Saturday) depending on the building needs. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer. UPS does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender

identity or any other characteristic protected by law

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

### **Entry-Level Police Officers – Massachusetts**

Applications, together with the \$100 application fee, must be filed no later than February 5, 2019. An extended deadline of February 19, 2019 is being offered, however, a late fee of \$50 will be required.

**No applications will be accepted after the final February 19, 2019 deadline.**

Exam information is available at [www.newbedford-ma.gov](http://www.newbedford-ma.gov); or the Massachusetts Human Resources Division, [civilservice@state.ma.us](mailto:civilservice@state.ma.us) CivilService@state.ma.us.

To apply for the exam, please visit <http://www.mass.gov/civilservice>.

### **Receptionist/Administrative Assistant – High Point Treatment Center**

Join a dynamic team providing behavioral health services in an High Point outpatient clinic located in Taunton Ma. Responsibilities involve providing oversight to office staff; assist in greeting patients, answering phones, scheduling appointments, verification of insurance eligibility, prior authorizations, data entry , providing front office support, and other administrative tasks. Excellent computer and communication skills needed.

#### **Experience:**

- Receptionist: 2 years (Preferred)
- Customer service: 1 year (Preferred)
- Administrative Assistant: 1 year (Preferred)

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

### **Clinical Care Manager – St. Vincent's Home**

Two full-time positions are available within our Intensive Group Home Program.

#### **Job Description**

These positions will work as part of a team with four other Clinical Care Managers to:

- Provide clinical and care coordination services to youth; provide individual and family therapy; facilitate psychoeducational groups;
- Develop behavior support plans with family and staff;
- Provide ARC-based therapeutic support in the milieu; chair Individual Treatment Plan meetings;
- Participate in after-hours on-call rotation for clinical issues; provide consultation for program staff.

Flexible hours required including one early evening.

#### **Requirements**

- MSW/MA in clinical area with 1 to 2 years of direct clinical experience;
- Independent licensure or license eligible required.
- Valid driver's license is required.

#### **Benefits Include**

- Health and dental insurance
- 10 holidays
- 4 weeks paid time off with 5 weeks paid time off after one year
- 403B with employer match
- Dependent assistance
- Tuition assistance

Supervision for licensure and significant professional development and training opportunities available.

We encourage Spanish and Portuguese speaking individuals to apply. We seek culturally competent, strengths-oriented personnel who possess an understanding of our communities served. St. Vincent's is an AA/EOE and a COA Accredited Agency. Email resume to [khayes@stvincentshome.org](mailto:khayes@stvincentshome.org).

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### **About Us:**

*Saint Vincent's works with children, youth and families to restore relationships and support family permanence. Our staff provides in-home and community-based services, and outpatient behavioral health for children, youth and families. Emphasis is on trauma-informed, family-centered, compassionate care while Working with Children and Families to Preserve Hope.*

Established in 1885 by the Sisters of Mercy and the Roman Catholic Diocese of Fall River as an orphanage, Saint Vincent's is now a multi-service, child- and family-serving behavioral health organization accredited by the Council on Accreditation (COA). Our Mission is Giving Children and Families in Need What They Need Most.

### **Store Clerk – Save-A-Lot**

*Part-time*

#### **Purpose**

The Retail Sales Clerk (PT) reports directly to the store manager and indirectly to the assistant store managers and shift leaders. This position is responsible for duties such as, but not limited to, cashiering, stocking, cleaning and monitoring perishables. The Retail Sales Clerk provides excellent customer service and assists in maintaining excellent daily store conditions. This position accomplishes all job duties in accordance with Save-A-Lot policies, procedures and Best Methods.



## **Job Responsibilities and Accountabilities**

- Operate a cash register efficiently and perform checkout procedures at or above expected performance standards including, but not limited to, minimum transaction time per item rate and accurate handling/counting of cash, EBT, debit cards, credit cards, WIC Vouchers, Gift Cards, coupons and checks. Follow all check-out and cash handling procedures and policies.
- Consistently meet or exceed the company standards involving the handling, stocking, and the maintaining of grocery, frozen, dairy, smoked meat, and all perishable products.
- Assist with unloading delivery trucks. Stock product on platforms, shelving, peg hooks and in baskets or refrigerated cases as needed. Handle power and non-powered equipment and hand tools to move stock as needed after properly trained.
- Retrieve carts from the parking lot.
- Maintain excellent store conditions.
- Maintain a safe and clean working environment. Complete cleaning duties as assigned, including floors, windows, display cases, shelves, register area, backroom, restrooms, parking lot, and other fixtures. Responsible to 5S areas assigned per company guidelines.
- Provide excellent customer service, which includes but not limited to, communicating in a friendly/courteous manner.
- Assist store management in training other store employees.
- Maintain proper rotation for dated and undated products.
- Ensure products have price tags/signs and are displayed per company guidelines.
- Protect company property, funds and merchandise at all times.
- Properly display, trim, package, and fill authorized fresh produce.
- Assist Fresh Meat personnel as needed. Duties may include but are not limited to wrapping packages, using scales to weigh & tag products and stocking meat packages as needed.
- May participate in panel interviewing process, but does not have authority to make hiring decisions.

- Performs other duties, including working in other areas of the store, as assigned.

This is a non-management position. This position does not have the authority to make decisions concerning hiring, firing, demotions, promotions, or otherwise take tangible employment actions.

### **Relevant Experience, Education, Certification, Knowledge, Skills and Abilities**

- Must be 18 years of age
- Proven, efficient retail sales experience; experience in dry grocery, perishable, meat, general grocery, cash management and excellent customer service preferred.
- High School diploma or equivalent preferred.
- Excellent teamwork and problem solving skills.
- Must be able to read, write and speak in English. Demonstrate effective oral and written communication, interpersonal skills.
- Language proficiency in Spanish or other languages are a plus in certain locations.
- Proficiency in basic math skills required, including addition, subtraction, multiplication and division, and basic computer skills.
- Must be dependable and flexible to work scheduled shifts, including a willingness to work in other areas of the store as needed with little or no advance notice.
- Must adhere to safety standards.
- Must possess the following leadership competencies:

### **Physical Requirements**

- Requires the ability to reach, bend, balance, lift and transport various objects weighing 20-50 pounds repeatedly throughout the shift; at times, product weight could be 50-80 pounds.
- Must have the ability to stand, walk and / or move about for extended periods of time.
- Requires the ability to push, pull, grasp, twist and use sawing motions for extended periods of time.

- Regularly works in freezers, coolers, refrigerators, inside and outside of the store in all weather conditions and inside delivery trucks.
- The above statements are intended to describe the general nature of the work performed by the employees assigned to this job.
- All employees must comply with Company policy and applicable laws. The responsibilities, duties and skills required of personnel so classified may vary within each department and/or location.

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

## **Recovery Advocate – Fellowship Health Resources, Inc. (New Bedford)**

*Full-Time*

### **Responsibilities:**

Serves as a member of the Integrated Team/Group Living Environment /Intensive Group Living Environment, responsible for providing young adult to geriatric individuals with person centered, strength-based, time-limited therapeutic supports and clinical interventions that focus on each individual's recovery. Provide assessment of needs, intensive clinical interventions with recovery tools, in a therapeutic setting or supporting individuals living independently in the community to promote stability.

### **Qualifications:**

Bachelor's degree in Human Service field, such as Social Work, Psychology, Rehabilitative Counseling, or closely related discipline required. Five or more years of behavioral health direct care experience can be substituted for Bachelor's degree.

Computer literacy including past experience with keyboarding, email, internet and computerized health record systems is desired. Preference will be given to candidates that may meet the cultural and linguistic needs of the geographic needs and

area. Multilingual candidates are preferred.

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

## **Receptionist – Steward Health Care (Dartmouth)**

*Part-Time*

### **General Summary/Overview:**

- Responsible for all front desk functions including general business office functions, and patient reception/registration.
- May be responsible for telephone triage and scheduling depending upon location.
- Supports the facility's ideology, mission, goals, and objectives.
- Performs in accordance with the facility's policies and procedures. Follows the facility's standards for ethical business conduct.
- Conducts self as a positive role model and team member.
- Recognizes patients' rights and responsibilities and supports them in performance of job duties.
- Participates in facility committees, meetings, in-services, and activities.
- Performs in accordance with the facility's policies and procedures.
- Follows the facility's standards for ethical business conduct. Conducts self as a positive role model and team member.
- Participates in facility committees, meetings, in-services, and activities.

### **Work Schedule:**

Sun. 7:45am – 3:45pm; Thurs. 3:45pm – 7:45pm; and Fri. 4pm – 8pm

### **Principal Duties and Responsibilities:**

1. Registers patients, collects appropriate co-pays, deductibles and other related payments that are due. Adheres to established cash control policies and procedures.

2. As part of the check in process, provides new patients with patient registration form and copies insurance card for file. Registers patients into the computer system. Verifies existing patients' demographics and insurance information at each visit; Checks referrals and POS or paper, obtaining required authorization, eligibility verification and confirmation of registration information.

3. Responsible for preparation of billing packets on a daily basis which includes:

- Assuring that an insurance face sheet is attached to each encounter
- Checking off each encounter against the schedule
- Ensuring that each encounter has been confirmed in the system,
- Tracking and following up on any missing encounters
- Ensuring correct entries on day sheet
- Completion of batch sheet checklist and all items listed on checklist
- Ensuring that each batch is sent to billing by courier
- Any other billing responsibility as designated by manager

4. Schedules appointments accurately and efficiently within established scheduling protocols as appropriate

5. Serves as liaison with centralized Medical Records department as appropriate.

6. Demonstrates courteous, professional, and cooperative behavior towards patients, visitors, coworkers, and providers.

7. Performs duties as a team member, integrating activities with fellow employees and providers

8. Other duties as assigned.

### **Qualifications:**

High school diploma or equivalent. Prior front-desk experience preferably within a medical clinic setting

### **Skills and Abilities Required:**

Experience managing a multi-line phone system, experience with computer systems and the ability to type, strong understanding

of medical terminology, understanding of different insurance plans and referral procedures preferred. Must be flexible, customer / patient focused, possess a positive attitude, strong learning aptitude and the ability to work well both independently and on a team in a fast paced environment. Bilingual communication skills are a plus.

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

### **Customer Service Associate – Zutano Global Inc**

*\$35,000 – \$50,000 a year*

We are looking for a customer service associate to join our team! This is an exciting opportunity for an enthusiastic and self-motivated individual to grow professionally by performing a variety of customer service related roles for a small but growing baby apparel brand. Primary responsibilities will be managing wholesale customer relations and serving as a liaison between sales reps, customers, internal operations and distribution.

#### **Responsibilities**

- Serve as the primary point of contact for wholesale customers and effectively communicate via email and phone about orders, shipments, account standing, and any other issues that arise.
- Serve as the primary point of contact for external sales reps and liaise between reps, customers and operations staff.
- Use internal order management and customer relations software to import and monitor orders, make changes when necessary, allocate inventory, and update customer accounts.
- Communicate with the distribution team to relay special customer requests and ensure timely delivery of orders.
- Analyze inventory quantities and customer history to determine which orders get shipped and when they get shipped. Communicate changes in ship dates or order changes with customers and/or reps.

- Be available to assist other employees in areas outside of primary responsibilities such as shipping, office management, internal operations or marketing.

### **Skills & Qualifications**

- High school diploma required, college degree preferred
- 1+ year of previous customer service experience
- Previous experience in consumer goods preferred
- Strong verbal and written communication skills, keen ability to relate to customers
- Proficiency in Microsoft Excel and other common computer software
- Self motivating, must have initiative to learn and help others even when not given direct instructions
- Willingness to work as part of a small team with an entrepreneurial culture. All team members are flexible and willing to fulfill multiple roles at different times.

### **Experience:**

Customer service: 1 year (Preferred)

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

### **Fruit Expert – Edible Arrangements**

*Part-time*

Fruit Expert Edible Arrangements Dartmouth and Fall River, MA. Want to join a work place that is fun and exciting place to work? Edible Arrangements is looking for new PART TIME Fruit Experts! The Fruit Expert ensures Edible Arrangements service standards are met and surpassed by providing Guests with prompt, quality product selection, purchase, and preparation.

### **Summary of Key Responsibilities**

- Demonstrates a strong understanding of product knowledge and quality standards
- Develops enthusiastically satisfied Guests all of the time
- Welcomes and connects with every Guest to provide excellent

## Guest Service.

- Discover Guest needs and appropriately suggests product with every Guest to enhance service and meet sales goals.
- Uses effective sales approaches
- Effectively converts Guest inquiries into sales
- Builds long-term relationships and builds the trust and loyalty of Guests.
- Maintains Guest Service area and equipment in a clean and appealing manner.
- Demonstrates “just say yes” behavior when taking care of Guest needs
- Manages difficult Guest situations in a calm and professional manner.
- Maintains Quality Store Operations.
- Follows store policies and procedures for operational flow at each station
- Performs cleaning tasks in accordance with the cleaning standards and works as a team player
- Presents oneself professionally and demonstrates clear communication by using FruitExpert skills with all Guests and co-worker interactions.
- Follows standards for merchandising, stocking, rotating and storing all products.
- Financial Contribution
- Follows cash handling and register policies
- Takes responsibility to learn all aspects of the Fruit Expert position
- Learns and performs duties of Guest Service and production
- Learns and demonstrates all performance standards by completing In Store TrainingExperience and utilizes Nspire training on ongoing basis.

## **Qualifications and Skills Required:**

- High School Diploma or equivalent preferred
- Previous experience working in Guest Service or food service establishment preferred \*
- Excellent Guest Service and communication skills



- Demonstrated ability to sell and up-sell products
- Good math and money handling skills
- Enjoys working within a team
- Enjoys working in a fast-paced environment
- Desire for personal and professional growth
- Computer skills including Microsoft software and register skills
- Ability to stand, bend, reach and scoop through-out assigned shift
- We have 2 positions available.
- Our hours are Monday- Friday 8-7, Saturday 8-5, Sunday 10-3
- Must have flexible availability as shifts vary
- Must be available on holidays
- Must have reliable transportation
- Must be able to go between both stores in Fall River and Dartmouth,MA

**Experience:**

- Guest Services: 1 year (Preferred)
- Food Service: 1 year (Preferred)

**Education:**

- High school or equivalent (Preferred)

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

**Store Associate – Payless ShoeSource**

*Part-time*

**Job Description:**

Payless ShoeSource has immediate part-time openings for enthusiastic Retail Store Associates seeking fun, flexible opportunities in a family footwear setting.

Part-time Store Associates enjoy flexible work schedules, working up to 20 hours per week while earning great discounts on our affordable On Trend products.

Our teams are friendly, outgoing, and create a fun shopping experience for each customer who walks through the door – which helps us sell lots of shoes! They also keep our stores looking great and stock our shelves with today's latest trends.

**Payless offers:**

- An inspiring, innovative atmosphere that's as fast-paced as it is fun
- Opportunities to learn and grow your career through defined career planning
- The chance to earn reward and recognition through hard work and dedication
- Great discounts on our On-Trend products for the entire family
- An inclusive environment that embraces and celebrates diversity

**Why Payless?**

Payless has a simple mission: To be the Go To, Get More, Pay Less shoe store for our customers. Since 1956, Payless has offered a wide range of fashionable shoes and accessory items at affordable prices for every member of the family. When you work at Payless, you'll find your fit – not only in the perfect pair of shoes, but in your career, too!

**Qualifications**

- Associates must be at least 17 years old with a high school diploma or GED
- Previous retail experience is desired, but not a requirement
- You must have a passion for selling shoes and for meeting our customers' needs
- Proven teamwork and verbal communication skills are critical to this role
- Basic math skills are required
- Ability to lift goods weighing up to 40 pounds a distance of several feet

## **Equal Employment Opportunity**

Payless ShoeSource is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, color, creed, religion, national origin, ancestry, citizenship, age, sex, pregnancy, sexual orientation, marital status, disability, veteran status, or any other characteristic protected by federal, state or local laws.

## **E-Verify**

Payless ShoeSource is enrolled in the E-verify program in certain states. This program allows an employer to electronically confirm an employee's eligibility to work in the United States after completion of Form I-9. Please refer to the below website and the E-Verification and right to Work Posters for additional information

**APPLY ONLINE OR IN-PERSON!**

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

## **Retail Beauty Sales – Macy's (Dartmouth)**

*Seasonal, Part-Time, Temporary*

### **Job Overview:**

The Seasonal Cosmetics/Fragrances Associate is responsible for providing professional service to customers by selling and demonstrating cosmetics and fragrances, as well as contributing to the success of the department. The associate is also responsible for fulfillment and performing other duties as necessary.

In order to present our customers with the best holiday shopping experience, many of our Seasonal associates arrive prior to store opening and remain after closing to ensure we are ready to make Macy's magic. Seasonal associates will have the opportunity to work a flexible schedule on a temporary basis, which may include early mornings, evenings, weekends

and busy events such as the day after Thanksgiving and the day after Christmas. And don't forget – just in time for holiday shopping, you will receive an employee discount of up to 20% starting your first day!

Any schedule hours listed in the job posting title are subject to change based on business needs. All holiday associates may be required to work hours other than those stated in the job posting title on weekends, or on key holiday events such as the Friday after Thanksgiving.

**Essential Functions:**

- Be proficient in POS and MPOS systems including Search and Send, My Client and More@ Macy's tablet app
- Proactive in assisting customers who are using devices to shop and compare, whether Macy's devices or their own
- Assist customers in all aspects of total store fulfillment and have the ability to satisfy the needs of our digital and physical customers by making appropriate partnerships when necessary.
- Provide an exceptional customer experience by ensuring the customer is always the priority
- Acknowledge customers in a friendly and helpful manner within 30 seconds of their entry into the area
- Handle all returns courteously and professionally
- Sell cosmetics and related merchandise according to customer service techniques and professional selling skills
- Determine customer needs based on personal features and other customer preference related factors
- Explain and demonstrate use of cosmetics through actual application
- Use clientele program to maintain customer profile and contact information to increase personal sales
- Be knowledgeable of and perform sales support functions related to POS procedures
- Alert Cosmetics Counter Manager or Cosmetics Sales Manager of inventory and other inaccuracies

- Attend product training classes and seminars and participate in pre-selling drives to maximize sales
- Ensure proper presentation, organization, storing, and replenishment of stock
- Ensure timely processing of new receipts, damages, testers, and return to vendors (RTVs)
- Ensure work area is free from hazards and work in a safe manner
- Adhere to Asset Protection and inventory control and compliance procedures
- Be in compliance with all hygiene standards
- Perform other duties as necessary
- Follows shortage programs and procedures
- Perform these functions in an efficient manner, as directed by the Supervisor
- Regular, dependable attendance and punctuality

**Education/Experience:**

High School degree or equivalent.

Previous selling experience is desired, preferably in cosmetics.

**Communication Skills:**

Excellent written and verbal communication skills.

Ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**Mathematical Skills:**

Basic math functions such as addition, subtraction, multiplication, and division.

Able to use a calculator.

**Reasoning Ability:**

Self-starter, able to work independently and as part of a team and must have good time management skills.

**Physical Demands:**

- This position involves constant moving and standing.
- Involves standing for at least two consecutive hours.
- Involves lifting at least 30 lbs.
- May occasionally involve reaching, stooping, kneeling, crouching, and climbing ladders.
- May involve reaching above eye level.
- Involves close vision, color vision, depth perception, and focus adjustment.

#### **Other Skills:**

- Superior organizational and time management skills.
- Must be able to multi-task in a fast-paced environment during constant periods of high volume.
- Must be able to build relationships and influence others.
- Must possess a thirst for knowledge.
- Must be flexible in regards to hours worked.
- Ability to collaborate and function as a member of a team.
- Must possess a strong sense of urgency.
- Should be comfortable with the use of computers and frequent use of RF equipment.

#### **Work Hours:**

Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays based on department and store/company needs.

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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

#### **Driver – LL Medical Transportation (Dartmouth)**

*Part-time*

Looking for early morning driver to do route in tiverton,

Middle town, Portsmouth, Newport, Must have good driving record, be able to pass drug test to start will be 12\$ once you get all testing done you will get 13\$ must have no limitations

**Experience:**

- Para transit: 3 years (Preferred)
- Driving: 5 years (Required)

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

**Style Advisor – Justice (N. Dartmouth)**

*Part-time*

Justice is a world-class specialty retailer that builds an exciting and powerful connection with our customer through well-defined fashion brands. We believe we are creating one of the best work experiences in retail. Justice is a place where people can do great work and live great lives! Each area in our company plays an important role in the delivery of quality products for tweens (7 thru 14 years of age).

**What you'll do:**

The Style Advisor (SA) demonstrates selling behaviors consistent with the current selling model and happily engages both mom and girl to create a positive customer experience. Demonstrates company values by working cooperatively with others. Approaches work with positive intent and has the ability to properly communicate and interact with associates and customers. Completes tasks as assigned.

**Are you Justice material? We hope so. Here's what we look for:**

- 16 years of age in the US; 18 years of age in Canada
- Ability to perform duties as described
- Ability to communicate and interact effectively with customers and associates at all times
- Ability to work various hours/days of the week
- Ability to move throughout the store continually for periods

of up to 8 hours with fifteen minute breaks and meal periods, as required by state law

- Ability to read documents and computer screens, and write and count in order to accurately complete company documentation and tasks
- Ability to operate cash register by depressing keys and remembering keying sequences and policies
- Ability to reach for, push, pull and/or move merchandise throughout the store generally weighing 0-50 pounds

**What we value – we are:**

- Focused: as the premier tween specialist, we put our customer first in everything we do!
- Driven: we set goals, have high standards, and achieve results!
- Creative: our girl is all about what's new and what's hot. We encourage innovation and support creativity because that's what she expects from us.
- Ethical: simply put, our girl and her mom expect us to always do the right thing!
- Balanced: everyone needs to be rejuvenated – we want you to enjoy life, have fun, and take care of you!

**Position Requirements:**

- At least 16 years of age in US; At least 18 years of age in Canada
- Ability to relate to customers of all ages & backgrounds
- Ability to follow directions & work productively with others

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

**Sales Associate – Spencer Gifts (Dartmouth)**

The Sales Associate is responsible for maintaining Guest Services as per Company Standard. The Sales Associate will support the Store Management Team by generating sales, conducting housekeeping, merchandising, signing, pricing, POS operations and loss prevention in adherence to all Company



policies and procedures. The minimum age requirement for a Sales Associate is between 17 or 18 depending on the location. The physical demands of the job require climbing ladders, lifting up to 50 pounds and may require 8 hours of standing/walking.

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

## **Store Employee – 7-Eleven (Fairhaven)**

### **Overview**

Franchisees typically rely on Sales Associates to provide outstanding service, maintain a clean, customer friendly environment, stock and merchandise products, and operate the register. Franchisees expect store employees to demonstrate reliability, honesty, and greet customers with a smile.

### **What might you do?**

- Provide prompt, efficient and courteous customer service
- Drive sales through effective communication with customers
- Maintain a clean, customer friendly environment in your franchisee's store
- Ring sales and maintain cash control
- Perform all regular cleaning activities, and other tasks included in your job assignments
- Forecast, order and stock merchandise (with appropriate training)
- Check in merchandise deliveries from vendors

### **Responsibilities**

While physical requirements for store employees may change depending on your franchisee, the position typically requires constant standing, bending, reaching, frequent lifting of 1-5 lbs, and occasional lifting of up to 40 -50 lbs.

### **Qualifications**

You acknowledge and understand that this position is for a potential employment opportunity at a 7-Eleven convenience

store operated by an independent contractor franchisee of 7-Eleven, Inc., and is not for a potential employment opportunity at 7-Eleven, Inc. The information you provide will be provided directly to the franchisee. You must communicate directly with the franchisee who will conduct the entire hiring process. The franchisee is solely responsible for all hiring decisions and other employment matters and may contact you to request additional information or conduct an interview. 7-Eleven Franchisees are Independent Contractors who are solely responsible to control the manner and means of the day to day operation of their stores. As such, each Franchisee solely controls all aspects of his or her employment practices.

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

### **Sales Associate – Party City (Dartmouth)**

#### **KNOWLEDGE SKILLS & ABILITIES:**

- Excellent verbal and written communication skills
- Good planning and organizational skills
- Ability to multi-task
- Creative thinking
- Ability to maintain composure under pressure
- Ability to lead, delegate and motivate staff

#### **PHYSICAL REQUIREMENTS**

- Lift, push, pull 25 lbs
- Frequent kneeling, bending and stooping
- Climb ladders

#### **JOB SUMMARY:**

- Delivers exceptional customer service through personal contact with customers
- Interacts with and assists customers
- Answers the telephone and rings on register
- Processes balloon orders

- Handles Personalization Studio orders
- Assists in receiving and stocking procedures
- Unloads merchandise from trucks
- Checks in shipments
- Stages merchandise for the sales floor
- Packs out merchandise
- Top and down stocks merchandise
- Assists in merchandising procedures
- Responsible for maintaining assigned sections in store as determined by the General Manager
- Sets and maintains merchandise presentation planner (MPP)
- Sets and maintains plan-o-grams
- Flexes and fills seasonal aisles
- Ensures proper labeling and signing
- Sets and maintains ad in-stock
- Executes corporate directed price changes and clearance markdowns
- Assists in ensuring data integrity
- Assists with seasonal packaway
- Performs other duties as needed

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

## **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. EE0

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

## **Waste Reduction Assistant – Greater New Bedford Regional Refuse Management**

### **JOB DESCRIPTION**

*Position:* Waste Reduction Assistant

*Classification:* Non-Exempt

*Reports To:* Waste Reduction Coordinator

*Salary:* \$13.00 per hour (part-time; approximately 15 (not to exceed 19) hours per week; no benefits

### **Essential Job Functions:**

- Assist Waste Reduction Coordinator and Assistant Waste Reduction Coordinator on waste reduction efforts in New Bedford & Dartmouth.
- Responsibilities include answering incoming phone calls, returning phone calls from voicemail messages, educating the general public in person, distributing flyers, posting on social media, data entry in Excel, and assisting in the office.
- Has frequent contact with residents.
- Occasionally delivers recycling carts and bins to City buildings and businesses using a District pick-up truck and helps with errands.

- Assist with office work (e.g. copying and mailings).
- Work on special projects relating to waste reduction programs.
- Works flexible hours including some weekends.

### **Job Knowledge/ Skills**

- Personal commitment to waste reduction
- Knowledge of New Bedford and Dartmouth waste reduction programs.
- Ability to communicate effectively orally and in writing.
- Ability to maintain accurate records; attention to detail is important.
- Skilled in operation of computer (including Microsoft Office software and performing Internet searches), telephone, photocopier, and fax machine.
- Proficiency or ability to become proficient in the use social media including Facebook, Twitter, and Instagram.
- Must possess a valid Massachusetts motor vehicle operator's license and have a good driving record.
- Must have neat handwriting.

### **Required Level of Education and Experience**

- High school diploma. At least one year experience in an office setting and experience speaking with the public is desirable.
- Knowledge of Spanish or Portuguese is desirable.

### **Physical and Mental Demands:**

- Occasionally moves items weighing up to 30 pounds from one location to another; Frequently moves about outside over uneven terrain (sometimes in adverse weather), inside District buildings, and to and from events, meetings, appointments, neighborhoods and facilities in different locations;
- Frequently must be able to remain seated in an office or stand or walk for up to 3 hours; Must be able to listen to and clearly communicate verbally and in writing with employees and the public; Must have eyesight and hearing at or correctable to normal ranges; Ability to operate a keyboard at an efficient speed.

**How to apply:**

Applicants must submit a completed, signed application to be considered. Employment Application.

Submit the application, along with any other supporting information (such as a resume) to:

*Greater New Bedford Regional Refuse Management District  
300 Samuel Barnett Blvd  
New Bedford, MA 02745*

or by email to: [lferreira@gnbrmdistrict.org](mailto:lferreira@gnbrmdistrict.org)

**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

### **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:

<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.

## **Pipefitter – City of New Bedford's Department of Public Infrastructure**

**PAY: \$15.46hr – \$20.92hr**

Fabricates and installs all related piping as pertaining to water distribution and sewage collection systems. Cuts, bends, threads, assembles and joins water piping and fitting made of copper, brass, lead, cast iron, steel, plastic or other composition; threads pipe using threading machine; cuts pipe using pipe saw, joins piping and fixtures by means of threaded, caulked, wiped, bell and spigot, soldered, brazed or cemented joints; installs and checks valves, hydrants and other wastewater and water system accessories. Installs manholes, catch basins, shoots grade utilizing pipe lasers and

related survey tools to establish a grade. Subject to call 7 days per week, 24 hours per day for emergency work, to fill in on emergency watch, holidays, sickness and vacations.

Vocational or high school graduate or GED equivalent. Experience in excavation and pipe installation preferred. Possession of a D-1 certification and knowledge of collection systems preferred. 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. This position is deemed essential personnel and must report for duty during emergency situations.

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. EE0

### **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.

### **Associate City Solicitor – City of New Bedford**

**PAY: \$70,599 – \$88,257**

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel. Conducts factual investigations and develops legal recommendations based on information obtained in investigations.

A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. 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. EE0

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A Juris Doctorate degree from an accredited law school. At least 5 years of relevant legal, litigation, or municipal law work experience. License to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. 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

**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

## **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.

## **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

## **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

**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](#).

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