

# The South Coast Hot Jobs List – September 17, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 17, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Bookseller – Barnes & Noble**

### **Job Description**

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

### **Essential Functions**

- Provide world-class customer service by delivering the four core service principles: put the book in the customer's hand, offer to order, offer the Member program, and fast cashiering.
- Greet and establish rapport with customers, engaging them in conversations about all our products and services.
- Ask questions to identify customer needs, providing recommendations using your product knowledge to connect our customer with the right solutions.
- Share technical knowledge and enthusiasm about all our digital products and services, providing a personalized experience to multiple customers at the same time.
- Respond to customer's concerns and questions, and wrap up the sale.
- Communicate specific product needs to managers to ensure your store is stocked appropriately with in demand titles and customer requests.

- Ensure that products are put on the selling floor when received, identifying, organizing, shelving, and zoning in accordance with Integrated Store Operations (ISO), Visual Merchandising Standards (VMS), and shelving guidelines.
- Recover the selling floor during each shift, including but not necessarily limited to gathering and picking up items, straightening bookcases, maintaining tables in the Cafe, helping to maintain restroom cleanliness, and performing other store housekeeping tasks as required.
- Assist in any area of the store when necessary; including but not limited to receiving, cashwrap, Cafe, and specialty areas.
- Protect company assets by adhering to all inventory and loss prevention standards, properly completing weekly cycle counts and inventories.
- Help orient new booksellers, ensuring a smooth acclimation to the store and our bookselling culture.
- Act with integrity and trust, promoting our bookselling culture and core values.

### **Qualifications**

- As a bookseller, you sell, sharing your technical and product knowledge with customers and other booksellers, contributing to the overall success of your store.
- You relate easily to others, building rapport and collaborative relationships with the store team and customers.
- You are able to speak with all customers, are a good listener and enjoy working with people.
- You are comfortable in a changing environment, with multitasking, and with learning new systems and processes.
- You comply at all times with the Standards, Policies, and Code of Business Conduct and Ethics set out in the Bookseller Handbook.
- You spend the majority of your time on the selling floor, which requires physical activity, including maneuvering around the store, prolonged standing, repetitive bending, climbing, and lifting.

- Our stores are open daily, which requires early morning, evening, weekend, and holiday availability.
- You should be capable of using a computer and cash register.

Interested and want to know more? Full details and how to apply: [HERE](#).

## **Bartender – Fay’s Restaurant**

### *Part-time*

Fay’s Restaurant is located in Dartmouth, MA. We are looking for bartenders who can work hard, keep smiling, and be a team player. A bartender is responsible for enhancing customer relationships and supporting our culture of no customer should be a one-time customer.

### **Position Requirements:**

- Able to communicate (speak, read, and write) in English.
- Must meet local, legal minimum age requirement to serve alcoholic beverages.
- Ability to work in a high-volume, fast-paced work environment.
- Able to remain standing and active for an 8-12 hour shift.
- Able to move items up to 30 lbs. for distances of up to 25 feet
- Able to hear, understand, and respond to team member and guest requests in a loud environment.
- Skill and coordination at using hands to write, pour and carry several drinks, plates, and bowls at the same time.

### **Your Responsibilities:**

Primary responsibilities include but are not limited to the following:

- Understand our customer service focused culture and do whatever it takes to create a positive and memorable guest experience
- Make food and drink recommendations to guests and answers

all menu and service-related questions.

- Follow company policy in handling guest allergies/intolerances, ensuring our guests receive 'safe' meals
- Ensure guest satisfaction
- Comply with all state and federal liquor laws by requesting that guests present a valid form of ID when ordering alcohol and adheres to alcohol awareness procedures for preventing guest intoxication
- Inspects all areas of the bar, cleans as needed, and reports any unsafe conditions to maintain safety and sanitation standards
- Assist other team members by helping out as needed to aid in the service of guests.
- Effectively handle guests' complaints and resolve issues to ensure overall guest satisfaction.
- Arrive to work on time, well-groomed and in the proper work attire, and ready to work.
- Demonstrate a helpful, positive attitude at all times to guests and team members.
- Complete all assigned tasks and duties assigned by managers/supervisors.
- Follow proper cash handling procedures

Interested and want to know more? Full details and how to apply: [HERE](#).

## **Retail Sales Associate – Cumberland Farms**

### **Description:**

Whether you are looking for an incredible full-time career, or a great part-time job, the Customer Service Associate is the backbone of our company. As a Customer Service Associate, you are more than a clerk you are the face of Cumberland Farms to our customers.

### **Duties include but are not limited to:**

- 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 including, but not limited to, cleaning floors, glass doors, counter surfaces, and restrooms, emptying all interior and exterior trash cans, rotating and straightening merchandise and cleaning beverage and food service equipment.
- Replenishing products and supplies to ensure product availability.
- Accurately and efficiently completing sales transactions and maintaining proper accountability at the cash register.
- Maintaining an awareness of all product knowledge information, merchandise promotions, and advertisements.

**Requirements:**

- Flexible availability, including evenings and weekends.
- Ability to multi-task, prioritize and order tasks in a fast paced environment.
- Ability to work as part of a team as well as independently (comfortable with being alone in the store as it is likely you will be working by yourself for parts of your shift).
- Flexibility and cooperation with the Store Manager's needs that may change on a daily basis to maintain the proper functioning of the store.
- Retail or food service experience preferred

Interested and want to know more? Full details and how to apply: [HERE](#).

**Library Assistant – UMass Dartmouth**

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

- Provides informational and technical assistance in the Learning Commons and Scholarly Commons; supervises student workers; monitors the operation of equipment and supplies; responsible for the Library Learning Commons in the evenings. Primary responsibility may lie within a single department or division. Due to the interoperability of library systems and patron service needs, individuals may be cross-training in multiple departments.
- Follows the University's best practices to build and/or support student academic success and retention, and assist in meeting strategic objectives for persistence and timely graduation of all the student population.

### **DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:**

- Supervises and shares in the daily operation of the of the Learning Commons desk for evening and weekend coverage.
- Aids library users in providing information concerning materials, library rules and procedures, and library facilities; suggests and explains the proper methods of locating and using materials to facilitate patrons' use of the library.
- Provides informational and directional assistance to patrons related to the University Library and services.
- Assists patrons with software, technical, and printing questions including instruction in the operation of computers, printer, and/or other equipment.
- Assists with printer maintenance including paper and toner replacement.
- Troubleshoots technical issues and when not resolved reports or logs them promptly.
- Adjusts functional work schedules of student assistants to maintain efficient workflow and adequate service coverage.
- Assumes responsibility for the operation of the library facility in absence of the supervisor.
- Arranges for coverage of service points as required for student coverage.

- Shares in the training and daily supervision of student employees.
- May evaluate student employee performance and productivity, recommends disciplinary action as necessary.
- Assists with Library headcount statistics.
- Reports safety, security, and maintenance problems to ensure that facilities, equipment, and furnishings are properly maintained.

Interested and want to know more? Full details and how to apply: [HERE](#).

### **Pipefitter – City of New Bedford**

**PAY: \$13.78hr – \$19.91hr**

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.

Taps water mains 4" to 48" in size with a small tapping 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 system and collection system. Installs water meters, operates gate valves and service shutoffs.

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.

Reads water meters and checks for over and under registration when necessary. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment. May work with private contractors to help them avoid hitting utilities during construction and excavation.

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. Must be knowledgeable in the proper use of various pipes in a sewer system. Must possess general masonry skills and have a general knowledge of low pressure systems. Ability to obtain a distribution and/or collection system certification.

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

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

### **Sanitarian – City of New Bedford**

**PAY: \$15.42/hr – \$23.00/hr**

Administers, educates and performs work developing programs and procedures of environmental sanitation, health and hygiene. Conducts inspections of facilities to ensure compliance with State and local health regulations including prevention of childhood lead poisoning; inspects dwellings used for human habitation; collects food samples and performs swab tests in order to determine the wholesomeness of food in



regard to its preparation, storage, handling, serving, transportation, etc. Initiates litigation and provides testimony to ensure abatement of public health violations and enforcement of State and local regulations under the jurisdiction of the New Bedford Board of Health as well as City ordinances as designated.

Bachelor's Degree in Environmental Health, Public Health, Laboratory Science or closely related field is preferred or an Associate's Degree in a closely related field; minimum two years of full-time technical or professional experience in food service sanitation, a building trade, environmental sanitation, pest control or other related public health field.

Possession of a valid Massachusetts driver's license and good driving record. Operates motor vehicle on a regular basis. Criminal Offender Record Information (CORI) check mandatory per MGL Chapter 6 Sec. 172C.

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

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

**PAY: \$12.43hr – \$17.42hr**

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as

required. Moves and sets up furniture and equipment.

High school graduate or GED equivalent preferred; any combination of experience and training that demonstrates the knowledge and experience to perform the work. Working knowledge of equipment, materials and supplies used in building and grounds maintenance and minor repairs; some knowledge of first aid and applicable safety precautions; skill in operation of listed tools and equipment; ability to work independently and complete daily activities according to work schedule; ability to lift heavy objects, and walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must possess an elevator operator license from the Commonwealth of Massachusetts or have the ability to obtain one within six months of the date of employment. 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

### **Fuel Truck Driver – Brodeur & Sons, Inc.**

Brodeur & Sons, Inc., is currently seeking a fuel truck driver with a CDL/Hazmat license.

If you are a hard worker with dedication to superior customer service. Please email our office at [phbrodeur@aol.com](mailto:phbrodeur@aol.com), to an

arrange an interview, please include current contact information, you may also stop by our office at 525 Church Street, New Bedford

We are a family owned and operated company started in 1929.

**JOB DESCRIPTION:**

- Deliver heating fuel to customer
- Completing all necessary paperwork
- Ability to work Monday through Friday

**THE QUALIFICATIONS:**

- You enjoy working with people
- You have excellent communication skills
- You have a valid driver's license with no DUI convictions or license suspensions within 5 years
- Are able to pass a drug test
- OSHA 10 is a plus

**THE BENEFITS:**

- Pension Plan with company match
- Disability insurance
- Paid holidays and vacations
- Uniforms
- Year-round work
- Health Insurance



### **Stock Clerk Job – BJ’s Wholesale Club, Inc.**

On our Team, everyone plays a critical role. Your Mission (and Ours) is to serve and inspire athletes and outdoor enthusiasts to achieve their personal best through the relentless improvement of everything we do.

#### **Cashier Duties:**

- Create a world-class customer experience through front-end customer engagement and point-of-sale interaction
  - \_ Cash register ringing & general cash handling
- Uphold company standards for merchandise presentation of the best apparel and equipment brands in sporting goods
- Promote company programs including warranty sales, Scorecard

(loyalty program), private-label credit cards, and other seasonal promotions

– As business needs arise, other tasks may become necessary

**Success Profile:**

\_ Flexible Availability – Including Nights, Weekends, and/or Holidays

\_ Accurate and comfortable with math and currency

– 1-2 years of Retail Cashier and/or Retail Sales experience preferred

Click [HERE](#) to review our Rewards & Benefits Information

Depending on position, candidates seeking employment with DICK’S Sporting Goods, Field & Stream, or Golf Galaxy should be prepared to successfully complete a pre-employment background check prior to beginning employment.

DICK’S Sporting Goods is an Equal Opportunity Employer.

Interested and want to know more? Full details and how to apply: [HERE](#).

**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.



**Driver/Delivery Technician – Enos Home Oxygen & Medical Supply, Inc. (New Bedford)**

Delivery, set-up, and pick up of DME equipment. Supplemental oxygen products and supplies to home care patients within a prescribed and assigned geographical area. Loads the equipment, oxygen systems, and related supplies on to a

delivery vehicle...Want to apply? Full details and application process: [HERE](#).

### **Freight/Receiving – The Home Depot (Dartmouth)**

Associates in Freight/Receiving positions ensure the store is stocked and ready for business every day. They load and unload trucks, move material from the receiving area throughout the store, may operate forklifts and may perform critical functions for maintaining proper on-hands and pricing for our customers. Direct customer interaction is frequently required for some positions and excellent customer service skills are required. The Freight/Receiving positions may include Freight Team Associate, Freight Team Lead, Receiving Associate and Receiving Support. Interested and want to know more? Full details and how to apply: [HERE](#).



### **Physical Therapist – Community Nurse Home Care (New Bedford)**

Supports the philosophy of the organization. Adheres to personnel policies. Performs a comprehensive physical therapy assessment including evaluation of patient's level of function. Develops a treatment plan including goals & actions appropriate to physical therapy deficits. Provides services in

accordance with the plan of treatment. Refers patients to physical therapy assistant as appropriated and supervises physical therapy assistant according to agency policy and APTA guidelines...Want to apply? Full details and application process: **HERE**.



#### **Arborist – City of New Bedford (New Bedford)**

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant; plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs...Want to apply? Full details and application process: **HERE**.

#### **Meat Cutters – Trucchi's Supermarkets (New Bedford)**

Your Hometown Store since 1928... Independent, family-owned and operating six conveniently located stores across southeastern Massachusetts employing over 900 people. Our Commitment to You: QUALITY, VALUE, and SERVICE at the Lowest Possible Prices. Yeah, we've got heart! 2941 Acushnet Avenue, New



Bedford or call (508) 998-7500) Want to apply? Full details and application process: **HERE**.

### **Package Handlers (Part-Time) – UPS (Dartmouth)**

UPS Part-Time Package Handlers play a crucial role in the success of UPS in a warehouse environment, whether they're sorting packages, loading trucks or unloading trucks. No matter your role, you'll work closely with your team to ensure all the work behind the scenes is done safely and successfully. As a result, you're ensuring our customers receive their packages on time, directly impacting the bottom line on a global scale. As a bonus, the variety of shifts available (mostly Monday through Friday, Tuesday through Saturday or Sunday through Thursday, among others depending on location) will allow you to enjoy a healthy work-life balance and get your degree in your free time. Interested and want to know more? Full details and how to apply" **HERE**.

### **Maintenance Person – City of New Bedford**

**PAY: \$13.39 – \$19.12**

#### **FACILITIES AND FLEET MAINTENANCE**

Performs complex maintenance of City buildings and property and provides assistance to Carpenters, Electricians, Plumbers, & Masons and other skilled tradespersons. Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skills in the following areas: carpentry, painting, plastering, demolition and other trades. Performs such duties as repairing roofs, doors, windows, locks, furniture, cabinets, shelves, stairs, flooring and fencing.

Subject to call for emergency work during any given twenty-four hour (24) hour period, such as any emergency the Director feels would impair the safety of the general public, such as ice or snowstorms.

Graduation from a high school or GED equivalent. Two (2) years of paid prior experience in related building trades 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

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

### **Shipping Clerk – Brahmin (Fairhaven)**

Brahmin Leather Works is seeking a Shipping Clerk in our Warehouse. Under the direction of the Shipping Supervisor this position is responsible for picking, packing, scanning and shipping product to customers. The position requires knowledge in the operation of the postage and UPS systems. Want to apply? Full details and application process: **[HERE](#)**.

### **Assistant Rural Carrier – USPS (Fall River)**

\$17.40 per hour paid bi-weekly. Loads packages in delivery sequence in vehicle. Delivers packages to customers along a prescribed route. Sorts mail in delivery sequence for the assigned route. Receives and signs for accountable mail. Loads mail and packages in vehicle. Delivers mail and packages to customers along a prescribed route or as an auxiliary assistant by a vehicle; collects monies and receipts for accountable mail; picks up mail from customers' roadside boxes. Want to apply? Full details and application process: **[HERE](#)**.

### **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

### **Commissioner of Public Infrastructure – City of New Bedford**

**PAY: \$98,031 – \$122,548**

Oversees department operations and manages staff. Adopts rules and regulations for use of the City's wastewater collection system, and water distribution and treatment systems.

Bachelor's Degree in Civil Engineering or a related discipline. At least ten years of Civil Engineering, Water or Wastewater work experience or experience in a related field. Any equivalent combination of education and experience may be

substituted.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO New Bedford has a residency requirement.

New Bedford has a residency requirement.

### **General Labor – South Coast Picture Framing (New Bedford)**

The person will be required to assemble picture frames, cut mats on a mat cutter, use a laser engraver. You must be able to multitask, show attention to detail, and be energetic. experience not necessary. Full-time. Salary: \$30,000.00 to \$35,000.00 /year. Want to apply? Full details and application process: **HERE**.

### **Receiving Teller I – Part-time (Fall River)**

Responsible for receiving payments and maintaining accurate account of balances and payments at the College in the area of Fiscal Services in Students Accounts. Receives cash, checks and credit card payments for tuition and fees, application, registration, and parking fines. Issues receipts for payments. Receives and inputs payments in Banner and reconcile cashier sessions; retrieve information from files, answer questions regarding student account balances, refunds and other college information. Refers inquiries to appropriate parties for action. Want to apply? Full details and application process: **HERE**.

### **Child & Family Services – Emergency Services Clinical Therapist**

*Full-time, Part-time*

We are looking for Masters level full-time, part-time or per diem employees for our Emergency Service Program . Emergency

Services is an exciting and challenging program. These are great positions for recent Masters level graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st, 2nd Shift and 3rd shifts; Per diem shifts (weekends preferred)

### **Qualifications**

- \* Masters degree in social work, psychology or related field
- \* Must be licensed or license eligible
- \* Experience with computers, specifically electronic health records systems
- \* Ability to work a flexible schedule including weekends

Full description and how to apply here.

## **City of New Bedford is hiring for a Watchperson**

### **LIBRARY WATCHPERSON**

**PAY: \$13.44-\$16.61**

Provides security services on library premises in collaboration with library staff and the New Bedford Police Department. Patrols the interior and exterior public areas of the library to maintain orderly atmosphere conducive to a pleasant library experience. Responds to staff calls for assistance and initiates calls for assistance to the New Bedford Police and Fire Departments as needed. Understands and enforces library policies and procedures fairly, consistently and appropriately.

Treats all library customers with courtesy and respect and shows sensitivity to customers with special needs or problems. Documents incidents and submits reports as needed. Assists in emergency situations. Surveys facility for problems of security and hazardous conditions and reports them to the Library Director. Monitors and reviews video surveillance

system as needed. Performs other duties as assigned.

High school diploma or GED equivalent required. Undergraduate coursework in criminal justice strongly preferred. Minimum of two years experience in security, public safety or law enforcement with significant public contact strongly preferred. Must have a positive customer service attitude, professional demeanor and the ability to be friendly, courteous and tactful with a diverse population. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

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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### **Animal Control Officer – City of New Bedford**

**PAY:** \$16.89hr – \$25.86hr

#### **POLICE DEPARTMENT**

Investigate reported animal bites. Respond to calls concerning unleashed/unlicensed animals, dead animals, nuisance complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140.

Assess injured animals. Provide emergency care and transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

The availability of the Animal Control Officer is 24 hours a

day to include emergencies, nights, weekends and holidays. Must possess a telephone.

High school graduate or GED equivalent; five years' paid experience working with animals or related field preferred; or any equivalent combination of education and experience.

Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Portuguese/Spanish speaking preferred.

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

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

**New Bedford has a residency requirement.**

### **Police Cadet – City of New Bedford**

**PAY:** \$11.00hr-\$13.09hr

Assists Police Officers with administrative duties.

Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes, and performs similar duties of an administrative rather than an enforcement types.

Shall not carry arms, nor shall he/she have any power of arrest other than that of an ordinary citizen.

Must be a New Bedford resident for the duration of employment. Cadet must be (eighteen) 18 years old. Employment is terminated on the Cadet's 25th birthday.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record.

Must be willing to work nights, weekends and holidays.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO

**New Bedford has a residency requirement.**

**Laborer – Town of Dartmouth**

laborer\_ext\_april\_2017

**Fleet Maintenance Supervisor (Dartmouth, MA)**

fleet\_maint\_supervisor\_7\_2017



**Project Coordinator (Engineering Division) – City of New Bedford (New Bedford)**

Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment



facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling... Want to apply? Full details and application process: **HERE**.

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