



Now Hiring!!

OCTOBER 5 - 19, 2018

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All applicants must register with the Maryland Workforce Exchange. For a detailed description of each job listed and for additional job listings, please reference the number next to the position and visit the Maryland Workforce Exchange (MWE) at: <https://mwejobs.maryland.gov>. If you do not have access to a computer or email, stop by a One-Stop Career Center as listed in this publication.

*****FEATURED EVENT*****



UtiliQuest is searching for career-focused, motivated individuals to locate & mark underground utilities in **Maryland!**

Information & Recruitment Session

Wednesday, October 10, 2018 – 10 am SHARP!

Northwest Career Center- Mondawmin Mall

2401 Liberty Heights Ave, Baltimore, MD 21215

To RSVP to attend the event, please send your resume with contact information to rworen@oedworks.com. Please state that you are registering for the UtiliQuest Information Session on October 10, 2018. Please come dressed for an interview and bring a photo ID, social security card and resume.

Prior to attending the event, you must:

1. Go to www.utilitquest.com/ to apply online.
2. You may be selected to take our online basic skills test.



www.oedworks.com



Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners



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410-732-2661

Workforce Reception Center

(By referral only)

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Baltimore, MD 21218
Phone (410) 396-6580

Visit one of our Satellite Employment Centers!

Bon Secours Community Works

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Baltimore, MD 21212
410-532-7117

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MARYLAND WORKFORCE EXCHANGE (MWE)



How Do Employers Find You in MWE?

You must complete a résumé – This allows system-registered employers to search for, view, and maintain your résumé as part of their account information in Virtual OneStop.

Employers may choose the following résumé search options to find you:

- **Quick Search** – uses multiple-combination criteria such as your desired work location, occupation, and salary; keywords found in your résumé's title or employment history section; minimal education requirements; or the résumé posting date.
- **Advanced (Résumé Ranking) Search** – offers various search criteria for employers to choose from, such as occupational experience, driver's license info, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching résumés, in ranked order, for the employer to review.
- **Résumé Search by Skills** – employers search for individuals whose job skills match a required job skill set by a pre-determined match ratio (usually 70%, 50%, or 25%).
- **Résumé Search by Job Order Criteria** – employers may find candidates using requirements from one of their job orders, such as desired work location, occupation, salary, and work experience.

Note: To get employers' attention, create résumé titles that reflect your desired occupation, because employers can, and frequently do, use keyword searches.

- To create a résumé, click **Résumé Builder** from the Quick Menu.
- To review résumé writing tips, click **Job Seeker Services ▶ 10 Steps**.

Note: Make sure that you complete the 2nd résumé step for "Employer Searchable Items" so employers can find you when searching by those items. If you use a Quick creation method, those items are not captured.

Visit the **Maryland Workforce Exchange (MWE)** at: <https://mwejobs.maryland.gov> to create your individual account today!



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BUSINESS SERVICES

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Position/ MWE Job Order #	Requirements	How to Apply
Director of Housing Counseling- 884669	Minimum two years contract administration experience with knowledge of federal, state and local funding requirements. Excellent written, verbal and organizational skills. Must be computer savvy and experienced in a variety of software applications including Microsoft Office. 3 years HUD approved counseling agency management or supervision experience.	Apply on MWE
Homeownership Program Manager- 874806	Bachelor's degree with four (4) years or more of experience in homeownership, credit, and/or financial counseling; mortgage lending, processing or underwriting; housing counseling certification desired. AA degree with seven (7) or more years' experience in the aforementioned areas. Must have valid state driver's license.	Email resume and cover letter to: bmore@oedworks.com
Financial Services Clerk- 887251	High school graduate, ability to work independently, experience with cash handling, good attendance, detail oriented. Drug Free Workplace- Applicants required to complete a pre-employment screening. \$13+ based on experience.	Apply on MWE
Sales Associate- 883132	HS Diploma/GED; 2 years related experience. Must meet the physical requirements of the job including, but not limited to, the ability to walk and/or travel door-to-door for considerable distances in all types of weather conditions. Where applicable, obtain and maintain any credentials and/or licenses necessary to sell and/or design alarm systems as required by law. Must be able to work nights and weekends, variable schedules as necessary.	Apply on MWE

To view full job descriptions and to apply online for immediate consideration, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> OR Email your resume including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*



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CONSTRUCTION

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Concrete Restoration Project Manager- 888049	Previous experience in title or hands-on construction experience in the restoration field required. Position has room for advancement. The position will be based in the DC Metro area. Bachelor's degree with project management courses, 7 years in the restoration field, 10 years in commercial construction. Proficient knowledge of Bluebeam, Scheduling Software and Advanced Microsoft skills. Able to lift 50 to 100 pounds.	Apply on MWE
Construction Project Manager- 885592	Bachelor's degree/ LEED AP preferred and minimum of 5 years related experience. Must have with experience in Healthcare renovation projects. Must have experience in managing \$500K to \$10M building projects. Located in Columbia, MD.	Email resume and cover letter to: ddurant@oedworks.com
Electricians- 878289	Must have completed state recognized Electrical program or 8 years of Commercial Electrical Experience. Baltimore city residency required. Applicants without the required experience and residency will be ruled ineligible for this position.	Apply on MWE or email resume to: schooljobs@oedworks.com
Roof Laborer	HS Diploma/ GED and previous experience required. Must pass an alcohol/drug test and national criminal background check. Baltimore city residency required.	Email resume to: schooljobs@oedworks.com
Telecommunication Technicians	Minimum of 5 years of experience in structured cabling for voice, video, data and fiber required. Baltimore city residency required. Applicants without the required experience and residency will be ruled ineligible for this position. Must have the ability to lift up to 50 lbs. and work on ladders and crawl spaces.	Email resume to: schooljobs@oedworks.com

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HOSPITALITY

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
CDL A Truck Driver- 886192	Class A CDL driver must have 24 months of experience, and possess a current TWIC card. A current DOT physical card, and will be required to do a pre-employment drug test.	Apply on MWE
CDL- B Drivers - 888963	Must have at least 12 months of Commercial OTR experience (with references). Must provide a 3- year driving record (non-certified 3- yfear is acceptable) and know how to operate a manual transmission.	Apply on MWE
Delivery Drivers – 885135	Must be able to lift up to 50 pounds, be 18 years of age, have a current valid driver's license, clean driving record, able to pass a drug screening and able to use a hand-held scanner. One full-time driver and two part-time drivers. Monday to Thursday, 9 am to 5 pm, with lighter delivery load on Friday. Applicants required to complete a pre-employment screening.	Email resume to: rworen@oedworks.com
Meat Cutter- 884130	HS Diploma and 1 year of previous experience required. Must be able to work in refrigerated coolers and cutting rooms and be able to endure working under temperature extremes in frozen food storage boxes up to 10 minutes at a time. Lifting 25 lbs. or more; using a ladder; physical mobility and agility. Located in Baltimore County.	Email resume to: rworen@oedworks.com

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (*if provided*), at: <https://mwejobs.maryland.gov> **OR** Email your resume including the position and MWE Job Order # in the subject line (*if provided*). *Job Orders may close without notice.*

HUMAN SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Family Support Worker	HS Diploma and 1 yr of previous experience in human services required; CNA/GNA, Phlebotomy, or MA certification preferred. Must pass background check and drug screening.	Email resume to: jcbrown@oedworks.com

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (*if provided*), at: <https://mwejobs.maryland.gov> **OR** Email your resume including the position and MWE Job Order # in the subject line (*if provided*). *Job Orders may close without notice.*

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MANUFACTURING

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Chemical Warehouse Specialist- 868508	HS Diploma/GED with demonstrated ability to read, write and perform basic computer skills. Forklift experience and certification required. Ability to lift up to 50 lbs. Ability to determine proper dilutions of products. Must be able to pass the physical exam for forklift operators and respiration fit testing. Drug screening required. Must possess own vehicle transportation to get to first shift starting time of 7 am.	Apply on MWE
Field Service Technician- 890007	AA/Technical Degree/BS or BA in Engineering or related exp. 3 yrs Chemical handling exp/mechanical assembly & repair. 3 yrs of exp in related technical/service field – eg. Water treatment. Able to work independently with great customer service skills. Valid Driver's license, and able to lift 50 lbs. and able to stand for 6 hours continuously.	Apply on MWE
Fill Room Operator- 887784	HS diploma/GED, at least 18 years of age, able to lift up to 100 lbs. Exp. using mechanical automation and/or plant machinery equipment. Experience using large heavy-duty construction equipment or tools. Class A or B CDL or the ability to obtain. Above-average computer skills with ability to perform accurate data entry. Regular, predictable attendance.	Apply on MWE
Production Worker- 879685	Must be 18 years of age or older. Must have reliable transportation and willing to submit to a drug screen and background check. Must be able to read and comprehend English 6 months of prior experience in food and beverage manufacturing. Prior experience working in a cold environment preferred.	Apply on MWE
Service & Maintenance Manager - 889954	Must have 5-7 years of exp. in performing preventative maintenance at customers' requests or per manufacturer's recommendations, creating quotes for proposed work. Must have a strong mechanical & electrical aptitude & experience in welding. Knowledge of Microsoft Word, Outlook, and Excel with the ability to use and create spreadsheets required.	Apply on MWE
Sheet Forming Operator I- 880823	HS Diploma or GED required. Must have 1 yr. of previous experience with operating thermoforming, die cutting, hand tools, saws, and other equipment in the sheet department.	Apply on MWE

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> **OR** Email your resume including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*



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EXPLORE EMPLOYMENT OPPORTUNITIES WITH THE CITY OF BALTIMORE

Baltimore City Civil Service & Non-Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the online eRecruit system with Baltimore City's Department of Human Resources Agency. Click the link below to review additional opportunities!

<https://www.governmentjobs.com/careers/baltimorecity>

Civil Service

Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Accounting Systems Analyst I	\$43,856- \$53,134/yr.	10/18/18
Community Health Nurse Supervisor I	\$69,834-\$79,604/yr.	10/18/18
Construction Electrical Inspector I	\$43,856- \$53,134/yr.	Continuous
Engineer I	\$64,505 - \$103,208/yr.	12/12/18
Environmental Health Supervisor	\$65,505-103,208/yr.	10/16/18
Health Program Administrator II	\$64,505-\$103,208/yr.	10/18/18
Heavy Equipment Operator II	\$38,340- \$43,088/yr.	12/18/18
License Inspector II (Collections)	\$36,397-\$43,285/yr.	10/18/18
Liquor Board Inspector I	\$35,169-\$41,599/yr.	10/12/18
Traffic Signal Installer I	\$31,488-\$36,312/yr.	10/15/18

Non-Civil Service

Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Baltimore City Health Commissioner	Commensurate of Experience	10/31/18
Community Aide, Delinquent Account	\$11.04 - \$16.97/hr.	Continuous
Data Analyst, Crime Strategies Unit	\$60,655/yr.	10/19/18
Director & Chief Human Capital Officer	Commensurate of Experience	Continuous
Director of Civil Rights& Wage Enforcement	Commensurate of Experience	Continuous
Executive Director & General Manager Charm- TV	Commensurate of Experience	Continuous
Grant Services Specialist	\$47,000/yr.	Continuous



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MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED)



The following opportunities are available with the Mayor's Office of Employment Development. **For more information and instructions on how to apply please visit www.oedworks.com**

<u>JOB TITLE</u>	<u>POSTING #</u>	<u>STATUS</u>
Career Navigator	8506	Full-Time, Regular with Benefits, Starts at \$35,299
Intake Specialist/ Office Assistant I	8503	Full-time, Regular with Benefits, Starts at \$25,363
Maintenance Mechanic	8504	Full-time, Regular with Benefits, Starts at \$33,321.36
Motor Vehicle Driver II	8505	Full-time, Regular with Benefits, Starts at \$35,000
Office Assistant III	8507	Full-time, Regular with Benefits, Starts at \$33,321

JOB INTERVIEW TIPS YOU'VE NEVER HEARD BEFORE



GO BEYOND THE HOMEPAGE

Research the company's earnings calls, quarterly reports & blog posts. Cite them during your interviews to show you really did your homework.



USE GOOGLE ALERTS

Keep up with company news without searching for it. Type the company name into Google Alerts (google.com/alerts) & get updates to your inbox.



AIM FOR 10:30 AM TUESDAY

Catch your interviewer in the best mental state. Research shows it's best to avoid bookends: Mondays, Fridays & anything around lunchtime.



CRAFT YOUR STORY STATEMENT

When asked "walk me through your resume," don't just list industry experience. Share your childhood inspirations & deepest passions.



WEAR A FASHION STATEMENT

Wear clothing to spark a conversation: a lapel pin, exotic bracelet, or quirky tie that connects to your culture, upbringing, or past adventures.



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UPCOMING MOED RECRUITMENT EVENTS

OCTOBER 2018

UtiliQuest Recruitment: Wednesday, October 10, 2018 10am

Northwest Career Center-Mondawmin Mall- 2401 Liberty Heights Ave, Baltimore, MD 21215
To RSVP, please send your resume with contact information to rworen@oedworks.com.
Prior to attending the event, you must: Go to www.utilitquest.com/ to apply online. You may be selected to take our online basic skills test.

Allied Deccan, Inc. Job Fair: Thursday, October 11, 2018 9am-12pm

Eastside Career Center- 3001 East Madison Street Baltimore, MD 21205
Construction Laborers, Movers, Maintenance Workers & Warehouse Workers
Valid Driver's License and personal vehicle required
RSVP Your attendance to Mrs. Moore-Durant (410) 396-9030

TheraCare I.E.P. Aide & School Aide Recruitment: Friday, October 12, 2018 10am

Eastside Career Center- 3001 East Madison Street Baltimore, MD 21205
High school graduate or GED & minimum of one (1) year recent experience
Qualified Candidates please arrive 9:45 a.m.
RSVP Your attendance to Mrs. Moore-Durant (410) 396-9030

Humanim/Moveable Feast Culinary Training Information Session: Monday, October 22, 2018 10- 11am

Eastside Career Center- 3001 East Madison Street Baltimore, MD 21205
High school graduate or GED; Priority consideration for experienced food service candidates.
Interested Candidates please arrive 9:45 a.m.
RSVP Your attendance to Mrs. Moore-Durant (410) 396-9030

Manufacturing & Warehouse Career Fair 2018: Friday, October 26, 2018 10am - 1pm

Employment Connection Center 1410 Bush Street, Baltimore, Maryland 21230
Representatives from Domino Sugar, Southwest Airlines, Up to Date Laundry and more will be in attendance.
Must register at location prior to event

****Please come dressed for an interview and bring a photo ID, social security card and resume.***



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Baltimore City Community College	Education	www.bccc.edu
Baltimore City Government Employment 911	Government	www.baltimorecity.gov
Federal Government	Government	www.usajobs.gov
Maryland Workforce Exchange	Government	https://mwejobs.maryland.gov
Mayor's Office of Employment Development	Government	www.oedworks.com
SummerJobs.com	Government	www.summerjobs.com
Maryland non-profits	Government	www.marylandnonprofits.org
Maryland Government	Government	www.maryland.gov
BestJobsUSA.com	Private Sector	www.bestjobsusa.com
Career	Private Sector	www.career.com
Career Board	Private Sector	www.careerboard.com
Career Site	Private Sector	www.careersite.com
Employment Guide	Private Sector	www.employmentguide.com
Groove Job	Private Sector	www.groovejob.com
Indeed	Private Sector	www.indeed.com
Job.com	Private Sector	www.job.com
Jobing	Private Sector	www.jobing.com
Jobs	Private Sector	www.job.net
Monster	Private Sector	www.monster.com
My next Move	Private Sector	www.mynextmove.org
Nation Job	Private Sector	www.nationjob.com
Net-Temps	Private Sector	www.net-temp.com
Snag A Job	Private Sector	www.snagajob.com
Sologig.com	Private Sector	www.sologig.com
The Ladders.com	Private Sector	www.TheLadders.com
Baltimore Help Wanted	Private Sector	www.baltimorehelpwanted.com
Career Builder	Private Sector	www.careerbuilder.com
Vault	Private Sector	www.vault.com

All applicants must register with the Maryland Workforce Exchange. For a detailed description of each job listed and for additional job listings, visit the Maryland Workforce Exchange (MWE) at: <https://mwejobs.maryland.gov>. Please reference the number next to the position. If you do not have access to a computer or email, stop by a One-Stop Career Center as listed in this publication.