



# Now Hiring!!

NOVEMBER 16- 30, 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 JOB\*\*\*\*\*

### Railcar Cleaner 903767

The position of Railcar Cleaner is responsible for all aspects of railcar cleaning and the inspection, care and maintenance of equipment used in the cleaning process. The person must be able to make safe confined space entries wearing protective equipment to clean the interior of tank and hopper cars. Inspect clean railcar interiors for compliance with customer, FRA, AAR and Tactical Cleaning requirements and complete cleaning checklists as required.

#### **Job Responsibilities**

- Use of water to clean out the interior of rail or tank cars
- Maintain a natural flow of work to ensure efficiency
- Good communication with fellow co-workers and management
- Follow all FRA/ AAR safety regulations and procedures
- Knowledge and utilization on disposal of materials according to EPA requirements
- Proper maintenance and cleaning of all equipment including sprayers, nozzles, hoses, catch basins, etc

#### **Knowledge, Skills and Requirements**

- Must meet drug and alcohol compliance rules
- Must pass a fitness test and respiratory wellness test
- To be trained on: MSHA 8 hr. Qualification, Confined Space, and Hazmat Handling
- Work in hot and cold environment, and in exposure to the weather; work safely around heavy equipment and on top of, under and inside railcars, as well as around railroad tracks.

**Email Resume: [ddurant@oedworks.com](mailto:ddurant@oedworks.com)**

[www.oedworks.com](http://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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## MARYLAND WORKFORCE EXCHANGE (MWE)



### Apply for a Job in MWE via Job Number Search

You've found a job you are interested in applying for and have a MWE Job Order #, so what's the next step? From your MWE dashboard, click the **Job Search** button under the Job Seeker Services Section. Next, click the **Job Search Number** button, enter the MWE Job Order # provided and click **search**. Select the desired position to view the *Job Summary* section. This section contains details about the job, such as address, date of posting, and positions available. There are also summary icons that display basic details, such as salary, access to public transportation, minimum experience, and education level.

View the full job description and if you meet the minimum requirements and you are interested in applying, click the **How to Apply for this Job** button near the bottom of the screen. This page lists the application methods you may choose from. Click the **Apply via Resume** button.

Next, select your resume you previously uploaded in your MWE profile, from the drop-down list. You also have the option to create a new resume or change information on your selected resume before sending it to the employer.

When employers create job postings, they can specify what information is required when you apply for the job. This section displays the information required by this employer for you to apply. Items that have a green checkmark in the required field is information you have already provided. Items that are marked with a red X require you to add the information. Click the **Edit** link to add information for these sections. All items in this section must display green check marks before you can apply for this job.

You can attach a cover letter to your job application from the drop-down list, or click the **Create Cover Letter** link to create a new cover letter. Attaching a cover letter is optional.

After you have provided all of the required information, click the **checkbox** to acknowledge that you are providing your contact information to the employer posting this job. Then click the **Submit Application** button to finish applying for this job. You will receive a summary of the information that was sent to the Employer.

Visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov> to apply for open positions today!



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## BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Deputy Director</b>	Bachelor's degree in any related field. Master's degree preferred. At least 12 years related progressively responsible experience. Track record of delivering superior results, commanding respect, and assuming leadership roles. Demonstrated ability to build and maintain relationships with junior and senior, for-profit and nonprofit, and from diverse backgrounds.	Email resume to: <a href="mailto:cbuckley@oedworks.com">cbuckley@oedworks.com</a>
<b>Staff Accountant</b>	Bachelor's degree in accounting. 2-3 years of accounting and book keeping experience. Knowledge of computers using financial software and developing spreadsheets. Must have experience in A/P, A/R, Bank reconciliation and G/L. Demonstrated knowledge of database management. Ability to prepare budgets and other financial reports.	Email resume to: <a href="mailto:cbuckley@oedworks.com">cbuckley@oedworks.com</a>

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.*

## CONSTRUCTION

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Concrete Form Carpenter- 905443</b>	Must have previous experience on a construction site as a concrete carpenter and be able to lift at least 50lbs. Baltimore City residency and previous experience required. Valid driver's license and vehicle required for long term projects not located in Baltimore City; Must pass background check to gain access to military bases.	Apply on MWE or email resume to: <a href="mailto:schooljobs@oedworks.com">schooljobs@oedworks.com</a>
<b>Electricians- 878289</b>	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: <a href="mailto:schooljobs@oedworks.com">schooljobs@oedworks.com</a>

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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<b>Equipment Operator-</b> 905450	Must have previous experience with skid-steer loader and excavator. Baltimore City residency and previous experience required. Valid driver's license and vehicle required for long term projects not located in Baltimore City; Must pass background check.	Apply on MWE or email resume to: <a href="mailto:schooljobs@oedworks.com">schooljobs@oedworks.com</a>
<b>Laborer-</b> 905455	HS Diploma/ GED and previous concrete experience required. Must pass an alcohol/drug test and national criminal background check. Baltimore city residency required.	Apply on MWE or email resume to: <a href="mailto:schooljobs@oedworks.com">schooljobs@oedworks.com</a>
<b>Public Works Inspector III</b>	HS Diploma/GED and 5 - 10 years' experience required; Must have construction training with inspection certifications and efficient in blueprint reading, math and safety training	Email resume to: <a href="mailto:cjefferson@oedworks.com">cjefferson@oedworks.com</a>
<b>Roof Laborer-</b> 893866	HS Diploma/ GED and previous experience required. Must pass an alcohol/drug test and national criminal background check. Baltimore city residency required.	Apply on MWE or email resume to: <a href="mailto:schooljobs@oedworks.com">schooljobs@oedworks.com</a>

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## HEALTHCARE

Position/ MWE Job Order #	Requirements	How to Apply
<b>Community Health Worker-</b> 894010	HS diploma/GED required. 1 year of work or volunteer experience in a social community or health care related discipline required. Nursing Assistant, Medical Assistant or Outreach Worker experience required. Familiarity with Baltimore resources related to health and social stabilization strongly preferred.	Apply on MWE or email resume to: <a href="mailto:clester@oedworks.com">clester@oedworks.com</a>
<b>Medical Assistant/CNA</b>	Must be an MA & Licensed CNA with 12+ months working as a Medical Assistant in a Family Practice or Pediatric office/clinic.	Apply on MWE or email resume to: <a href="mailto:jcbrown@oedworks.com">jcbrown@oedworks.com</a>

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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## HOSPITALITY

Position/ MWE Job Order #	Requirements	How to Apply
<b>Banquet Server- 904084</b>	HS Diploma or equivalent preferred; Previous waitress, waiter or banquet server experience MUST provide uniform which consists of a white tuxedo shirt, black bow tie, black pants, black socks and black slip-resistant shoes.	Apply on MWE
<b>CDL A Truck Driver- 886192</b>	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
<b>Concierge- 8968619</b>	Will be responsible for closely monitoring foot traffic coming and going on the property to which they are assigned. HSD/GED and previous experience preferred.	Apply on MWE
<b>Cook- 904086</b>	HS Diploma or equivalent preferred. Previous Short-Order Cook or Line Cook experience. Ability to follow directions. Excellent customer service skills. MUST provide uniform which consists of a white cook's uniform and hat and black slip-resistant shoes.	Apply on MWE
<b>Drivers- 899712</b>	Drivers must be 21 years of age or older, have the ability to lift and carry full boxes of groceries weighing 50+ pounds, navigate from stop to stop & enter key sequences on a phone/mobile unit.	Apply on MWE
<b>Guest Services Coordinator- 902147</b>	Must be 21 years of age or older, 6 previous experience providing exceptional customer service.	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.

## HUMAN SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
<b>Clinical Social Worker-892876</b>	Master Level degree in Clinical Social work required. Must be a licensed Clinical Social Worker in the state of Maryland. Experience with varying populations/Bilingual preferred.	Apply on MWE

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## MANUFACTURING

<b>Position/ MWE Job Order #</b>	<b>Requirements</b>	<b>How to Apply</b>
<b>Dry End Technician -903755</b>	Must have knowledge of all tasks at the wet end operation. Ability to walk up and down line and stairways to quickly and effectively respond to normal and unforeseen conditions. Ability to lift and carry up to 50 lbs. Drug and background screening.	Apply on MWE
<b>Production Worker- 879685</b>	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
<b>Saw Operator- 898627</b>	HS diploma or GED with at least 2 years of experience in construction or mechanics. Must possess attention to detail and knowledge of machines and tools including their design, set up, repair and maintenance. Must have control precision to quickly and repeatedly adjust controls of machine to exact positions.	Apply on MWE or email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Service &amp; Maintenance Manager - 889954</b>	Must have 5-7 years of exp. in performing preventative maintenance at customers' requests, 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
<b>Warehouse Associate- 899695</b>	Must have wiliness to work -Four -10 hour shifts and at least 18 years Old. Must be able to work in a refrigerator or freezer environment and work in receiving/stocking areas.	Apply on MWE
<b>Wet End Technician -903755</b>	Must have good visual acuity for depth & height perception as well as good manual dexterity/eye coordination. Ability to lift & carry up to 50 lbs. Ability to operate a lift truck. Ability to stand for 8 to 12 hours. Keep area clean with attention to detail and safety. Drug and background screening.	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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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>
Auditor I	\$47,603 - \$57,857/yr.	12/20/18
Auditor III	\$73,868- \$118,085/yr.	12/20/18
Construction Electrical Inspector I	\$43,856- \$53,134/yr.	Continuous
Engineer I	\$64,505 - \$103,208/yr.	12/12/18
Environmental Sanitarian I	\$43,856 - \$53,134/yr.	Continuous
Front Office Support Specialist I	\$28,000-\$30,000/yr.	11/28/18
Heavy Equipment Operator II	\$38,340- \$43,088/yr.	12/18/18
Permits & Records Technician I	\$33,048- \$38,876/yr.	12/18/18

#### Non-Civil Service

##### Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Director & Chief Human Capital Officer	Commensurate of Experience	Continuous
Director of Civil Rights& Wage Enforcement	Commensurate of Experience	Continuous
Director of Communications	Commensurate of Experience	Continuous
Executive Assistant to the Senior Director of Public Affairs	Commensurate of Experience	Continuous
Executive Director & General Manager Charm- TV	Commensurate of Experience	Continuous
General Magistrates	\$59,956/yr.	Continuous
Grant Services Specialist	\$47,000/yr.	Continuous
Park Steward	\$15.00/hr.	12/19/18
Principal Program Assessment Analyst	\$68,582 - \$109,554/yr.	11/28/18



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Office Assistant III	8507	Full-time, Regular with Benefits, Starts at \$33,321
Program Advocate	8509	Temporary with Benefits, \$35,299-\$61,501
Program Supervisor	8510	Temporary with Benefits, \$37,399-\$65,785

**TOP 10 MOST COMMON MISTAKES MADE DURING A JOB INTERVIEW**

01. Badmouthing previous employers
02. Inadequate research about a potential employer
03. Being unprepared with your answers
04. Not paying attention
05. Talking too much
06. Checking your phone or watch during the interview
07. Lacking humor, warmth or personality
08. Bringing in a drink with you
09. Arriving late or too early
10. Dressing inappropriately





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Baltimore City Government Employment 911	Government	<a href="http://www.baltimorecity.gov">www.baltimorecity.gov</a>
Federal Government	Government	<a href="http://www.employment911.com">www.employment911.com</a>
Maryland Workforce Exchange	Government	<a href="http://www.usajobs.gov">www.usajobs.gov</a>
Mayor's Office of Employment Development	Government	<a href="https://mwejobs.maryland.gov">https://mwejobs.maryland.gov</a>
SummerJobs.com	Government	<a href="http://www.oedworks.com">www.oedworks.com</a>
Maryland non-profits	Government	<a href="http://www.summerjobs.com">www.summerjobs.com</a>
Maryland Government	Government	<a href="http://www.marylandnonprofits.org">www.marylandnonprofits.org</a>
BestJobsUSA.com	Private Sector	<a href="http://www.maryland.gov">www.maryland.gov</a>
Career	Private Sector	<a href="http://www.bestjobsusa.com">www.bestjobsusa.com</a>
Career Board	Private Sector	<a href="http://www.career.com">www.career.com</a>
Career Site	Private Sector	<a href="http://www.careerboard.com">www.careerboard.com</a>
Employment Guide	Private Sector	<a href="http://www.careersite.com">www.careersite.com</a>
Groove Job	Private Sector	<a href="http://www.employmentguide.com">www.employmentguide.com</a>
Indeed	Private Sector	<a href="http://www.groovejob.com">www.groovejob.com</a>
Job.com	Private Sector	<a href="http://www.indeed.com">www.indeed.com</a>
Jobing	Private Sector	<a href="http://www.job.com">www.job.com</a>
Jobs	Private Sector	<a href="http://www.jobing.com">www.jobing.com</a>
Monster	Private Sector	<a href="http://www.job.net">www.job.net</a>
My next Move	Private Sector	<a href="http://www.monster.com">www.monster.com</a>
Nation Job	Private Sector	<a href="http://www.mynextmove.org">www.mynextmove.org</a>
Net-Temps	Private Sector	<a href="http://www.nationjob.com">www.nationjob.com</a>
Snag A Job	Private Sector	<a href="http://www.net-temp.com">www.net-temp.com</a>
Sologig.com	Private Sector	<a href="http://www.snagajob.com">www.snagajob.com</a>
The Ladders.com	Private Sector	<a href="http://www.sologig.com">www.sologig.com</a>
Baltimore Help Wanted	Private Sector	<a href="http://www.TheLadders.com">www.TheLadders.com</a>
Career Builder	Private Sector	<a href="http://www.baltimorehelpwanted.com">www.baltimorehelpwanted.com</a>
Vault	Private Sector	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>
	Private Sector	<a href="http://www.vault.com">www.vault.com</a>

**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.**