



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the Temporary position of:

SUMMER ENVIRONMENTAL HEALTH INTERN

for the

HEALTH DEPARTMENT

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the **June 6, 2016**

The Town of Belmont's Health Department is seeking a **Summer Environmental Health Intern** to assist staff in routine community complaint and nuisance investigations for rodents, trash, yard waste, wildlife, etc.; assist staff in sanitary code and food code inspections; research and develop information to create, organize, and implement a community sanitation education program; that includes but is not limited to the development of a website questionnaire for residents to file individual nuisance complaints; development of a protocol for response to nuisance complaints. This position will require regular interaction with Town residents and other members of the public.

Must have a BS in Environmental Health or Public Health or equivalent. Excellent interpersonal skills and a valid MA Driver's license. Proficiency in MS Office applications; interest and experience in environmental health and vector control preferred.

This is a NON-BENEFITS-ELIGIBLE position. This position is not covered under a collective bargaining agreement. This position has an hourly rate of \$25.00 working 20 hours weekly, beginning July 1, 2016, and ending August 30, 2016.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of June 6, 2016.



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov