



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

Driver

for the Town of Belmont's Council on Aging

Starting hourly rate \$17.31

40 hours per week, Monday – Friday

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **October 28, 2016.**

The Driver will transport elders to various destinations and appointments using the Council on Aging bus. The work is performed under the direction of the Transportation Coordinator and the Council on Aging Director. Assists passengers by opening doors and offering physical assistance as appropriate. Collects donations. Maintains daily records of mileage and gasoline usage, cleanliness of the vehicle. Observes and adheres to the Council on Aging driving policy. Maintains professional manner at all times. Some Saturday and evening overtime available as needed.

High school diploma or equivalent with an excellent driving record; knowledge of Belmont locations as well as existing social services helpful or equivalent combination of education and experience. Requires a Massachusetts Class C Commercial Driver's License with a Passenger Endorsement. Must be CPR and First Aid trained.

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 **October 28, 2016**.

EEO



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