



Town of Belmont

Employment Opportunity

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

Resident Engineer

Community Development Department

Hourly Pay Range: \$31.89 - \$38.21

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 **November 25, 2016**.

The Town of Belmont seeks qualified applicants for the position of Resident Engineer for the Community Development Department. This position schedules, coordinates and supervises all contractors working for the Office of Community Development who perform roadway reconstruction and maintenance and sewer and drain rehabilitation work. Maintains knowledge of all plans and specifications for related construction projects. Inspects contractor performance for quality and conformance to specifications. Verifies quantities of materials upon delivery and after placement. Meets with residents to discuss project details. Works to resolve problems with residents. Coordinates construction activities to minimize disruptions to residents. Maintains daily and weekly logs of contractor and site activities. Performs field surveys to develop location plans. Attends job meetings with contractors and other personnel. Performs layout of roadway limits, curbing, sidewalks and pavement markings. Establishes and verifies elevations and locations for design and constructions. Evaluates existing roadway drainage and run-off patterns and recommends and implements changes as needed. Provides sewer and drain mark-out of mains and sewers. Generates and maintains notes, records and as-built drawings. Other related duties as assigned.

Requires a bachelor's degree in Civil Engineering with three to five years of construction supervision/project management experience (survey and design engineering experience preferable) or any equivalent combination of education, training and experience with provides requisite knowledge, skills and abilities for this job. Position requires possession of a valid Massachusetts driver's license.

The hourly pay range is \$31.89 - \$38.21, with a comprehensive benefits package. This position is required to work 40 hours per week and occasional overtime. Official appointment to this position is contingent upon satisfactory results of a CORI background check and a pre-employment physical and drug screening. This position is in the SEIU Local 888 union.

Cover Letter, Resume and the required Town of Belmont job application will be accepted at the Human Resources Department, 455 Concord Ave, Belmont, MA 02478, or e-mail humanresources@belmont-ma.gov or fax 617-993-2741 by **November 25, 2016**. The Town of Belmont is an Equal Opportunity Employer.



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. Both full-time and part-time positions 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