



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the **FULL-TIME, TEMPORARY** position of:

SHMEO/Laborer

for the
Department of Public Works
Parks, Cemetery and Recreation Division

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 **April 20, 2016**

The work is performed under the direction of the Parks, Cemetery & Recreation Division Manager. Operates and maintains special and heavy motor equipment, power and hand tools for a variety of department projects and work activities; prepares and maintains various types of sports fields, maintains and improves playing surfaces, maintains irrigation systems, controls for lights, performs landscaping and grounds maintenance activities at fields and parks, measures and lays out sport field boundaries, maintains pool and systems, sets up and breaks down and maintains ice skating rink equipment. Cleans facilities and maintains grounds. Performs and assists in performing burial, interment and disinterment duties. Maintains and improves all cemetery grounds. Follows maintenance and inspection procedures for equipment to ensure proper functioning, preventive maintenance, and safety. Performs minor building repair and maintenance, assists other DPW Divisions and departments as necessary

High school diploma or equivalent with vocational/technical training in special heavy equipment operation and two years of experience in special heavy equipment operation experience or equivalent. Requires Massachusetts Commercial Driver's License with Tank and Airbrake endorsement and Hoisting Engineer's license Class 2B, or the ability to be obtained within 6 months. Certified Pool Operator certification desired.

This is a **NON-BENEFITS-ELIGIBLE** position. This position IS NOT covered under a collective bargaining agreement. This position has an HOURLY RATE of \$20.1561 working 40 hours weekly.

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 **April 20, 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