



Town of Belmont

Employment Opportunity

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

Supervisor of Contracts Management

for the Town's Facilities Department

Salary Range: \$75,479 - \$91,331

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 4, 2016**.

The purpose of this position is to manage, administer and supervise the operations of outside vendors providing contracted services to the Town's Facilities Department. This position is responsible for managing outside vendors that provide preventative maintenance services as well as vendors that perform construction, renovation or repairs projects. This position will also assist in the development and implementation of capital projects.

Primary functions also include monitoring energy consumption and making recommendations for energy efficiency projects, including managing implementation of measures funded through Green Communities program. This position also assists in the coordination of snow removal efforts from Town and School buildings.

Bachelor's degree in Construction, Architecture, Engineering or a related field with five years of progressively responsible building and facilities management, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Position requires possession of a Class D motor vehicle operator's license; Construction Supervisor's License strongly desirable. Experience with Building Management Systems (BMS) and Energy Management Systems (EMS) strongly desirable.

This is a 40 hour per week position with a salary range of \$75,479 to \$91,331. The Town of Belmont offers a comprehensive benefits package.

Cover letter, resume and required Town of Belmont job application may be mailed, emailed or faxed to the Town of Belmont Human Resources Department, 455 Concord Avenue, Belmont, MA 02478; humanresources@belmont-ma.gov; fax 617-993-2741 by the closing date of **October 4, 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. All full-time and part-time positions will 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