



Town of Belmont Employment Opportunity

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

Building Maintenance Specialist/Custodian

Facilities Department

Hourly Pay Range: \$21.3262 - \$25.5515

AFSCME GR 5

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

The Town of Belmont seeks qualified applicants for the position of Building Maintenance Specialist/Custodian with the Town's Facilities Department. This position is responsible for performing manual labor that requires a wide-variety of maintenance duties. Executes all work orders requested. Performs basic carpentry work. Performs routine repairs, light construction and preventive maintenance. Performs skilled painting and custodial duties, such as vacuuming, sweeping, washing, moping and cleaning floors and other surfaces. Completes event set-ups as required. Maintains all grounds connected with buildings, including snow removal. Inspects and maintains assigned custodial equipment, tools, and supplies. Responsible for opening and locking buildings and maintaining building security during work hours. Other duties as assigned.

High school diploma or equivalent required, along with three years of related maintenance experience, including custodial experience; or any equivalent combination of education and experience. Requires a valid Massachusetts motor vehicle operator's license.

The pay range is \$21.3262 - \$25.5515. This position works forty (40) hours per week and will occasionally be required to work overtime. This position is eligible for the Town's comprehensive benefits package, including health, dental and life insurance and is in the AFSCME Local 408, State Council 93 Union and is subject to that respective collective bargaining agreement.

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

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