



Town of Belmont Employment Opportunity

PROJECT MANAGER

FACILITIES DEPARTMENT

Grade 18

NON-UNION - Exempt - Full Time - 40 Hours

COMPLETE BENEFIT PACKAGE - \$100,000.00

An exciting opportunity to join a fast-paced department servicing the residents of Belmont by managing and coordinating Town Capital Improvement and Building Projects, reporting to the Facilities Director.

- Assist the Director in the development of plans and budgets, contribute to all phases of the budget process.
- Manage contracts, quality of deliverables, and payments, while adhering to project schedule.
- Ensure compliance, quality, safety of projects.
- Attends meetings related to renovations - possibly after regular hours.
- Complete job description available upon request.

Bachelor's Degree in engineering, architecture or a related field, and five (5) years of increasingly responsible construction and building systems experience, including two (2) years of field experience as a facility construction project manager; or any equivalent combination of education and experience. Experience as a Registered Architect or Professional Engineer preferred, or Licensed in Construction Supervision.

Full Time, 40 hours weekly, eligible for complete Town benefit package!

For review of your submission, please submit a Town of Belmont application form, found here:

<https://www.belmont-ma.gov/human-resources/pages/job-openings> resume and cover letter to the Town's Human Resources Department, 455 Concord Ave, Belmont, MA 02478 or fax 617-993-2741, or e-mail to humanresources@belmont-ma.gov



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.

Some full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. All 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.

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](mailto:humanresources@belmont-ma.gov)