



## Town of Belmont Employment Opportunity

### PARKING CONTROL/CROSSING OFFICER

### POLICE DEPARTMENT/ TRAFFIC BUREAU

### \$23.77 STARTING HOURLY

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

The successful candidate will enforce the parking rules and regulations of the Town of Belmont as well as assist in crossing students at designated crossing areas. The work is performed under the direction of the Officer in Charge of the Traffic Bureau. The workday will be split between the morning and afternoon school crossings and enforcing parking regulations on Town streets.

Communicates with the public and business owners regarding parking problems while maintaining a professional manner at all times. Keeps accurate records. Prepares parking tickets and creates record of actions taken and fine imposed; maintains provided assigned uniform in clean and neat condition. Ensures safety of school children crossing intersections; directs traffic to keep it moving.

High school diploma or equivalent with six months of customer service or related experience, and a valid Massachusetts driver's license. Must be amenable to working in all outdoor weather conditions.

This is a 35 hour per week, fully benefitted position. The hourly pay is \$23.77

Resumes and the required Town of Belmont Application accepted at the Human Resources Department, 455 Concord Ave, Belmont, MA 02478, or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax 617-993-2741



## Application Process

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto: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](mailto:humanresources@belmont-ma.gov)