



Town of Belmont Full Time Employment Opportunity

SKATING RINK MANAGER

OFFICE OF FACILITIES MANAGEMENT

Non-Union Exempt - Grade 15

\$80,693. Starting salary - Additional \$ commensurate with experience

This position performs responsible supervisory, administrative and hands-on manual duties overseeing the total operation of the Rink, including physical operation, facility and financial management of the Town of Belmont skating rink. Performs all other related work as required.

Complete Job Description available upon request.

Associate's Degree in a technical or business-related field; five years of experience in rink management and business experience; or an equivalent combination of education and experience. Must possess a valid Massachusetts Driver's License with a good driving record.

This is a full-time position, 40 hours per week, including the Town's complete benefit package.

Resumes, Cover letter and Town of Belmont Application accepted at The HR Department, 455 Concord Avenue, Belmont, MA 02478
humanresources@belmont-ma.gov

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.

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
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