



TOWN OF BELMONT Employment Opportunity

The Town of Belmont is now accepting applications for the Part-Time position of:

ICE RINK ATTENDANT/ZAMBONI DRIVER

BELMONT SPORTS COMPLEX

Pay Range :

OPEN UNTIL FILLED

Responsible for resurfacing the ice depending on rental requirements. Also responsible for maintenance duties such as cleaning bathroom, sweeping, mopping and other tasks as assigned. Work hours and assignments may vary and will include some weekend shifts with a maximum of 40 hours per week.

- Perform general custodial and maintenance duties for daily operations or special events. Includes set up and tear down for special events, locker room, restroom, lobby and hallway cleaning, etc.
- Responsible for ensuring ice rental schedules are followed and daily facility needs are completed. Includes but not limited to, keeping rentals on time, enforcing security and safety policies, equipment is provided and returned to the proper storage space.
- Operates the Zamboni, edger, and other equipment for ice arena operations to maintain a high-quality ice surface.
- Reports accidents, emergencies, scheduling problems and building repair and maintenance needs to the rink Manager.
- Keep all doorways and walkways clear of ice, snow and equipment
- Exercise high standards of customer service and professionalism when handling complaints or enforcing Arena Rules.
- Exercise proper safety precautions in the performance of work, including use of appropriate personal protective equipment, machine guards and safe work procedures.
- Work hours and assignments may vary and will include some weekend shifts with a maximum of 40 hours per week.
- Performs similar or related work as required, or as situation dictates.

Must possess a valid Massachusetts Driver's License with a good driving record. At least 2 years of experience working in an ice rink and operating equipment. OSHA certification preferred. Excellent customer service skills, planning and organizational skills; Must possess good mechanical and manual trade skills.

Submissions, including a Town Application, Cover Letter and Resume, will be reviewed at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov

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.

Some 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.

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