



Town of Belmont

Employment Opportunity

Belmont Municipal Light Department (Belmont Light) is accepting applications for the full-time position of:

Director of Engineering and Operations **BELMONT LIGHT DEPARTMENT** **Salary Range: \$118,877.03-\$156,318.78**

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **September 25, 2020**

Belmont Municipal Light Department (Belmont Light) is accepting applications for the full-time position of Director of Engineering and Operations to perform responsible supervisory and managerial work to assist the General Manager and the Assistant General Manager in the day-to-day operations of the utility.

Responsibilities include:

- Oversees the Engineering Department, Meter Department, and Field/Line Department.
- Develops operations plans for day-to-day utility activities and assigns work activities to Electrical Engineers, Operations Manager and Line Supervisor to fulfill said plans.
- Helps to prepare, review, and approve Annual Budgets, Action Plans, and policy recommendations to ensure a constant and continuous supply of electrical service on a fiscally sound basis.
- Reviews work product and performance of direct reports and provides feedback on performance and suggestions for improvements.
- Provides back up for the Operations Manager and Line Supervisor, in their absence.
- Assists in providing leadership, motivation, and direction to staff by determining work priorities and assignments, coordinating staff activities, and establishing operating procedures.
- Supervises service restoration activities during regular hours, inclement weather events as well as during off-hour periods (participates in a required on-call rotation with other individuals of the engineering and operations team).
- Performs special projects and related responsibilities as initiated and requested.
- Performs other related duties as required, directed or as the situation dictates.

Desired candidates will have a bachelor's degree in electrical engineering, business/public administration, or related field, plus eight years of related experience, with a strong preference for experience with the supervision of represented, as well as non-represented personnel in an electric utility environment. Different combinations of education, training, and experience will be evaluated on a case by case basis.

This is a 40 hour per week position with a base salary range of \$118,877.03 - \$156,318.78. The Town of Belmont offers a complete comprehensive benefits package.

Resumes, with the required Town of Belmont application accepted at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax (617) 993-2741 by the closing date of **September 25, 2020**.

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. 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