



**CITY OF WALTHAM
MASSACHUSETTS**

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
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Kristin Murphy
Human Resources Director
Workers' Compensation Agent

**Building & Grounds Supervisor(s) Temp. PT
Recreation Dept.
City of Waltham**

Job Responsibilities: The purpose of this position is to perform the duties involved in the protection of patrons and properties located on the grounds of the Veterans Memorial Athletic Complex on Forest Street. Work is performed under the supervision of full-time Recreation Department personnel, reporting directly to the Assistant Director of Parks and Recreation. Supervises the general public, students, athletic team participants, and spectators using the field house building and athletic fields. Assists staff with enforcement of rules and regulations governing use of facilities. Monitors schedule of field permits issued. Promotes and ensures proper use of facilities assigned to groups. Monitors events and patrols facilities to ensure appropriate behavior and respect for facilities and users. Assists with general operations of facilities and performs limited maintenance duties as needed. Minimal paperwork required, reporting numbers of users/groups and schedules. Other Job Functions: Responsible for opening, locking and securing site, including alarming security system for building and securing vehicle access gate to parking lots. Full job description available through the Human Resources Dept.

Qualifications: High School Diploma. Must be 18 yrs or older. Prior work related experiences with the general public population. Valid Massachusetts' driver's license. Ability to respond to the general public's inquiries, interacting effectively and diplomatically. Knowledge of safety standards and emergency procedures. Must obtain and keep current certifications in first aid and CPR. Knowledge of security equipment alarm system. Patrolling methods and techniques to be coordinated with supervisor. Knowledge of effective methods of handling youth behavior problems and/or disregards for following rules and regulations. Ability to communicate effectively with patrons, colleagues and supervisor. Must have a dependable work history. Subject to passing CORI (Criminal Offenders Record Information) and Background Check. Must successfully pass a pre-employment physical with drug, alcohol and lift test.

Rate of pay: \$14 hr. No benefits

Hours: Varied work hours, including weekends beginning a.s.a.p. through Nov. 30, 2021

Deadline to apply: Open until filled

Qualified candidates should submit a City of Waltham application, resume and cover letter to:

**City of Waltham
Human Resources Dept.
119 School St.
Waltham, MA. 02451
781-314-3355
Fax 781-314-3358
mgullotti@city.waltham.ma.us
Req 2021-54**