

EMPLOYMENT OPPORTUNITIES – Last Update 2/2/12

Reading is an Equal Opportunity Employer M/F

Position, Division, Department

Part-time Wiring Inspector, Inspections Division, Community Services Department
Substitute Crossing Guard, Police Department

To Apply for a Position:

Applications are available in the Human Resources Office, 2nd Floor, Town Hall, 16 Lowell Street, Reading, MA from 7:30 a.m. to 5:30 p.m. Monday, Wednesday, Thursday and until 7:00 p.m. on Tuesdays, or may be downloaded from the web site. Submit your application or resume to the Human Resources Office or send your resume by e-mail, as a Word document or PDF, to personnel@ci.reading.ma.us. If you have any questions, e-mail or call the Human Resources Office at 781-942-9033.

COMMUNITY SERVICES DEPARTMENT

Wiring Inspector (PT)

Duties: Employee will perform a variety of routine and complex technical work inspecting buildings to insure that the State Electrical and other related codes and standards are met.

Qualifications: Four years of experience as a licensed electrician and thorough knowledge of State Electrical codes.

Hourly rate: \$24.32.

Hours: 16 hours per week

FIRE DEPARTMENT

Firefighter

Firefighter positions are filled through Civil Service Examinations scheduled by the Commonwealth of Massachusetts Human Resources Division and an interview process with the Town. Call Customer Service at the Human Resources Division at (617) 727-3777 or toll free at 1-800-392-6178, or check the website at www.mass.gov/hrd for an examination schedule.

POLICE DEPARTMENT

Police Officer

Police Officer positions are filled through Civil Service Examinations scheduled by the Commonwealth of Massachusetts Human Resources Division and an interview process with the Town. Call Customer Service at the Human Resources Division at (617) 727-3777 or toll free at 1-800-392-6178, or check the website at www.mass.gov/hrd for an examination schedule.

Substitute Crossing Guard

Duties: Employee is responsible for directing pedestrian traffic at street crossing locations in school areas.

Qualifications: Must have the ability to deal effectively and courteously with people of all ages and to act promptly and effectively in emergency situations. Must provide own transportation to and from school crossing post. Satisfactory completion of a Criminal Offender Record Information (CORI) is required.

Hours: 7:30 a.m. – 8:30 a.m. and 2:30 p.m. – 3:30 p.m. Hours may vary slightly depending on school assignment.

Salary: \$13.11 per hour.

Any questions contact Safety Officer Michael Lee at 781-942-6775 or mlee@ci.reading.ma.us

Applications are also available at the Police Station, 15 Union St.