



TOWNSEND HIGHWAY DEPARTMENT

177 Main Street, Townsend, MA

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James A. Smith
Highway Superintendent

TOWN OF TOWNSEND HIGHWAY DEPARTMENT EMPLOYMENT OPPORTUNITY

The Highway Department is seeking a part-time Department Assistant, to assist the Highway Superintendent with administrative responsibilities for the Highway Department. Salary range is \$16.92-\$17.77, depending upon experience. This is a Union position and subject to collective bargaining agreements.

Minimum qualifications: High School diploma or equivalent supplemented by business office related procedures/training courses; previous municipal or Highway/DPW experience is a plus. Applicant must be skilled in computer operations including Microsoft Office; ability to deal with the public, attention to detail, ability to work under pressure and meet time-sensitive deadlines.

Applications may be obtained at either www.townsend.ma.us or via email jsmith@townsend.ma.us or in person at the Highway Department located at 177 Main Street between the hours of 7:00AM and 3:30PM. Applications will be accepted until such time as the position is filled. Townsend is an EEO/AA.