



## TOWN OF UPTON, MASSACHUSETTS

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### OFFICE OF THE TOWN MANAGER

#### **Department of Public Works Department Specialist – Full Time**

The town of Upton seeks to fill the full-time position of department specialist to provide administrative support to the Director in the areas of accounts payable, permitting, procurement, contract management, reporting, and customer service in all areas of public works, including roads, snow and ice operations, parks, forestry, cemeteries, facilities, and water and wastewater operations. Also provides administrative support for water and wastewater account management and billing.

The minimum qualifications are an associate degree, preferably in secretarial coursework, with 18 months of related experience in office administration or any equivalent combination. Proven aptitude with Microsoft-related programs is required. Starting Salary: \$20.72-\$23.39/hour DOE.

A town [application](#) form (required) must be submitted to [jobs@uptonma.gov](mailto:jobs@uptonma.gov)

Position open until filled; interviews commence as applications are received.

The Town of Upton is an Equal Opportunity Employer/AA.

**HUMAN RESOURCES DIRECTOR**  
Sandra J. Hakala

**TOWN MANAGER**  
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