



TOWN OF WESTBOROUGH MASSACHUSETTS

HUMAN RESOURCES

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EMPLOYMENT OPPORTUNITY ASSISTANT TOWN ENGINEER DEPARTMENT OF PUBLIC WORKS

Updated August, 2026 to include hiring bonus & FY27 salary range

The Town of Westborough seeks applications from energetic, team-oriented individuals for the full-time position of Assistant Town Engineer. Essential functions of the position include formal review of project plans and specifications, preparation of documents for competitive bidding, and development of engineering estimates associated with roadway improvements, water and sewer system design and maintenance, and stormwater management. The desired candidate will be a problem solver who offers innovative ideas and is an effective communicator.

Applicants shall possess a Bachelor's degree in engineering and at least five (5) years of work experience in the design of and/or construction of public works projects. Registration as a Massachusetts Professional Engineer or Massachusetts Professional Land Surveyor required. Must have a valid driver's license.

The salary range for the position is \$88,234 - \$114,903 annually, DOQ and includes a \$4,000 signing bonus available to fully qualified candidates. To apply, send resume and cover letter in a single PDF via email, with subject line: *Assistant Town Engineer Applicant* to: jobs@westboroughma.gov. The position will remain open until filled. This posting is not meant to be inclusive of all job duties or qualification requirements; please visit our [Human Resources website](#) for a complete job description.

The Town of Westborough is an equal opportunity employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community, and all are encouraged to apply.

Posting Updated 08/31/2026



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Job Title: Assistant Town Engineer	Reports To: Town Engineer
Department: Public Works	Job Code: 9
Location: Public Works, 131 Oak Street	Hours per week: 40
Revised:	FLSA Status: Exempt

SUMMARY: Performs professional work in the performance of engineering operations and furnishing technical assistance to Town Engineer. Oversees the division in the absence of the Town Engineer. Performs professional work in the role of Senior Civil Engineer. The primary role of this position is to act in the capacity of the Project Engineer for projects placed under the direction of the Town Engineer. Exercises independent judgment with complete responsibility for planning and carrying out assigned projects by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepares contracts, request for service proposals, specifications, plans and any other survey or design service necessary for the successful completion of the assigned projects which may include roadway reconstruction, highway, drainage, sewer, water, site design, traffic studies and analysis.

Provides engineering to the Town Engineer in conducting field surveys and in preparing plans, specifications for water, sewer, drains, streets and sidewalks.

Prepares documents for competitive bidding for Engineering Division; evaluates bids and recommends contract awards; provides or oversees field supervision of construction; prepares progress payments; maintains project cost control; insures satisfactory project completion.

Identifies the need for and coordinates the preparation of the plans and other documents required where land taking or easements are necessary in connection with construction projects.

Assists the Town Engineer in furnishing layouts, estimates and engineering data to various Town agencies in connection with Town Meeting warrant articles and for Federal and State grant applications.

Responsible for maintaining a set of road, water, sanitary sewers and storm drainage system maps.

Provides advice and assistance to the Town Engineer in furnishing technical assistance to the DPW and Planning Board.

Supervisory Responsibilities: Assists in supervising three employees in the Engineering Division and is fully responsible in the absence of the Town Engineer. Assists in carrying out supervisory responsibilities in accordance with the organizations policies and applicable laws. Assists in interviewing, hiring and training employees; planning, assigning and directing work; addressing complaints and solving problems.

Education and/or Experience: Bachelor's degree in Engineering from a four (4) year college and at least five (5) years of work experience in the design of and/or construction of public works projects, preferably in the municipal field.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of GIS Mapping software; CADD Design software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Registration as a Massachusetts Professional Civil Engineer or Massachusetts Professional Land Surveyor required. Must have a valid Massachusetts driver's license.

Other Skills and Abilities: Ability to establish and maintain good rapport with public, other departments, contractor personnel and industry professionals. Ability to analyze and identify problems, determine causes, develop workable solutions, and present recommendations accurately and clearly. Ability to speak effectively and to prepare concise, readily understood reports on technical matters. Ability to exercise good judgment in evaluation of alternate solutions to technical/economic problems, plans and to make sound decisions. Ability to be innovative in the application of engineering principles to the design, construction, and maintenance to obtain economically acceptable solutions on public works projects.

Working knowledge of the principles and practices of Civil Engineering and land surveying techniques and related engineering record requirements and computation practices. Working knowledge of public works projects, construction practices, industry standards, legal requirements and practices of public bidding. Considerable skill in the operation of surveying instruments, use of computers and calculators and in drafting techniques and procedures.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places and vibration.

The noise level in the work environment is usually moderate.

Prepared By: John Walden, DPW Manager	Date: 12/08/2011
Approved by Personnel Board	Date: 6/13/2012
Recommended by Town Manager	Date: 7/17/2012
Approved by Board of Selectmen	Date: 3/12/2013