

Notice of Vacancy

Date Posted: October 28, 2025

Title of Position: Associate Engineer

Number of Vacancies: One (1) Provisional Appointment

Salary Range: \$87,864-\$108,664 Annually

Location: 1038 City Hall, Administration (Engineering)

Employment Type: Full Time

Benefits: Full Benefits, Outlined Below

Job Duties:

Distinguishing Features of the Class

The Associate Engineer performs highly difficult professional engineering work involving the full range of professional activity in coordinating and directing a major phase of an engineering program including the planning, design, construction supervision, maintenance and technical review and evaluation of streets, structures, public improvements, inspection services and related structures and equipment. Incumbents are required to exercise a high degree of professional judgment in developing and carrying out engineering projects and activities of considerable variety and scope. They supervise subordinate engineering and technical staff, plans, directs and reviews major projects and serves as head of an engineering design, planning or construction section. Work requires initiative and resourcefulness in training, planning and laying out work assignments for and reviewing and revising the work of the subordinate engineering and technical staff. The Associate Engineer formulates and develops plans, projects and recommendations that require a major policy determination from a higher level administrative engineering position and assures work is performed in compliance with said policies, procedures and program objectives.

Typical Work Activities:

Coordinates the activities of a major phase of an engineering program;

Plans, assigns and supervises the engineering and technical staff in various phases of the program/project;

Reviews designs, plans and specifications for quality, effectiveness, technical accuracy and compliance with department standards and policies;

Participates in the development, evaluation, implementation and revising maintenance and engineering policies, procedures and standards;

Personally prepares specifications for complex projects, parts of projects or an unusual engineering activity which would require a more comprehensive and extensive knowledge of engineering principles;

Reviews inspection reports to monitor inspection and construction, identify problems and conduct field inspections to resolve problems;

Supervises the preparation and analysis of a wide variety of engineering statistics, data, designs, charts, records and reports;

-Submits reports as requested;

Acts as advisor to engineering and technical staff;

Performs related duties as required.

Minimum Qualifications**Promotional**

(A) Continuous and permanent status as a Senior Engineer for one year and possession a current Professional Engineer's License issued by the State of New York that must be presented at time of filing application and be maintained for duration of employment.

OR,

(B) Continuous and permanent status as a Senior Engineer for three years and possession of a Master's or Bachelor's Degree from an accredited college or university in Engineering or a closely related Engineering field, that must be presented at time of filing application.

Open Competitive

(A) Possession of a current Professional Engineer's License issued by the State of New York that must be presented at time of filing application and maintained for duration of employment.

OR

(B) Master's Degree from an accredited college or university in Engineering or a closely related Engineering field and two years of full-time engineering experience*;

OR,

(C) Bachelor's Degree from an accredited college or university in Engineering, Engineering Technology or a closely related Engineering field and three years of full-time engineering experience*;

Approved Areas of Engineering Experience:

Design, construction, investigation, inspection, analysis, development, maintenance or operation of engineering programs or projects in areas of:

- 1.) civil engineering
- 2.) sewers, water mains, streets
- 3.) related structures/areas

Additional Requirements

All employees of the Buffalo Sewer Authority must be able to prove continued residency within the City of Buffalo for the duration of their employment.

Supplemental Information

Comprehensive knowledge of the principles and practices of civil engineering;

Thorough knowledge of engineering economics and research;

Thorough knowledge of the principles of construction, maintenance, and design of sewers, water mains, streets and related structures;

Good knowledge of applicable codes, laws, rules, regulations and policies governing or impacting on civil engineering design and construction;

Administrative supervision;

Ability to prepare complex plans, designs, specifications and narrative technical material;

Ability to plan, schedule, coordinate and evaluate design, construction and maintenance programs;

Ability to establish project and work priorities;

Ability to express engineering concepts and decisions in drawings, designs, specifications and verbally;

Ability to establish effective working relationships with others;

Physical condition commensurate with the demands of the position.

Why the Buffalo Sewer Authority is a Great Place to Work:

Working at the Buffalo Sewer Authority is more than just a job, it is your path to a career. Most all positions at the BSA promote into other positions, providing you with a career path for advancement and growth.

The Buffalo Sewer Authority also provides an exceptional, second-to-none, benefits package to meet the diverse and changing needs of our employees, which includes:

- Generous family healthcare at little or no cost to you, including:
 - Medical, Vision and Dental Coverages
- Life Insurance (basic and supplemental)
- Tuition reimbursement for continuing certifications, licensures and college courses
- Membership into the New York State retirement and pension system
- 457b – New York State Deferred Compensation Plan
- Substantial leave time, including:
 - Vacation, personal leave and sick leave days
- 14 paid holidays annually
- Employee Assistance Program for employees and family members

How to Apply:

All applicants must apply in writing for the above position and specifically detail all experience and qualifications related to the position. The resume/letter of interest is to be submitted to:

Crystalee Lozada, Human Resources
Buffalo Sewer Authority
1038 City Hall
Buffalo, NY 14202

Or via email to: BSA_HR@buffalosewer.org

**RESUMES AND/OR LETTERS OF INTEREST MUST BE RECEIVED BEFORE THE CLOSE OF BUSINESS
ON November 14, 2025.**

****Employment with Buffalo Sewer will adhere to the rules and regulations of New York State Civil Service Law. ****