

Notice of Vacancy

Date Posted:	February 24, 2026
Title of Position:	Safety Officer
Number of Vacancies:	One (1) Provisional Appointments
Salary Range:	\$74,600-\$91,451 annually
Location:	Treatment Plant
Shift:	7:30am-3:30pm
Employment Type:	Full Time
Benefits:	Full Benefits, Outlined Below

Job Duties:

Distinguishing Features of the Class

The Safety Officer is responsible for planning, establishing and administering all programs promoting safety and health for employees and supervisors. Incumbents prepare guidelines for employees and supervisors concerning avoidance of dangerous work habits as well as preparing safety and training manuals and conducting training classes. S/he will also assist in administering a Claims Program. Supervision is received from a higher ranking official in the department, however, the incumbent exercises independent judgment in carrying out specific functions. Supervision may be exercised over personnel assigned.

Typical Work Activities:

Observes employees at work to determine compliance with safety precautions and safety equipment used;

- institutes safety standards to be observed by all employees;
- reviews reports to determine employee attitude toward compliance with regulations;

Interviews supervisors and employees to obtain facts about work practices and accidents;

Works with management to develop and implement training programs in compliance with mandated health and safety regulations;

Conducts safety meetings for Labor and Management staff;

Conducts training for employees and supervisors advising them on safety practices and procedures pertaining to work habits;

- plans and schedules training sessions gearing toward reducing on-the-job accidents and eliminating health hazards;

Prepares safety and training manuals;

Inspects all first aid kits, fire extinguishers and other equipment making certain they conform to safety standards and are in good working condition, where applicable;

Confers with the Occupational, Safety and Health Commission relative to new guidelines pertaining to safety, health and security of the plant;

- disseminates these guidelines to all employees and supervisors;

Maintains chemical bulk permits and meeting of requirements;

Oversees disposal of hazardous wastes such as spent lubricants and chemicals, as well as, fluorescent bulbs in accordance with all regulations;

Receives and investigates complaints from employees regarding safety and health hazards;

- confers with supervisors concerning said complaints and recommends corrective action;
- Investigates and reviews accident reports with employee, citing ways accidents could be avoided in the future;
- Works with management to administer a Claims Program including the investigation, processing and resolution of claims such as workers compensation, employee claims, tenant claims, etc.
- Maintains records and reports concerning problems or complaints in the area of health, safety and security;
- Conducts security checks in and around buildings and grounds;
- makes recommendations to improve security at the workplace;
- Performs related duties as required.

Minimum Qualifications:

(A) Bachelor's Degree from an accredited college or university and three years of full-time experience in the development, administration or instruction of a safety program;

OR

(B) Associate's Degree from an accredited college, university or technical institute and five years of full-time experience in the development, administration or instruction of a safety program;

OR

(C) Graduation from High School, GED or Equivalency Diploma and seven years of full-time experience in the development, administration or instruction of a safety program;

OR

(D) An equivalent combination as defined within the limits of (A) thru (C).

SPECIAL REQUIREMENT

Possession of a current NYS Driver's License at time of appointment and maintained during employment.

NOTE: Verifiable part-time experience will be pro-rated to meet full-time experience requirements.

Proof of education must be presented at time of appointment.

Supplemental Information:

Thorough knowledge of safety precautions and health hazards including accident prevention and control;
Ability to reason clearly and use good judgment to determine the proper course of action in areas of public safety, security of grounds and safety hazards;

Ability to understand and interpret the provisions and guidelines of the Occupational and Safety Health Act;

Ability to develop and conduct training and safety programs;

Ability to maintain accurate records and prepare written reports;

Ability to establish effective working relationships with supervisors and employees;

Physical condition commensurate with the demands of the position.

Additional Requirement

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. Initial residency waivers may be available for hard-to-fill positions to allow candidates time to establish residency within the City of Buffalo.

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 March 9, 2026.

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