

## *Notice of Vacancy*

<b>Date Posted:</b>	March 31, 2026
<b>Title of Position:</b>	Millwright Helper
<b>Number of Vacancies:</b>	Four (4) Provisional Appointments
<b>Salary Range:</b>	\$24.84 -\$28.26 Hourly
<b>Location:</b>	Treatment Plant (Maintenance)
<b>Shift:</b>	7:30am-3:30pm
<b>Employment Type:</b>	Full Time
<b>Benefits:</b>	Full Benefits, Outlined Below

---

### **Job Duties:**

Millwright Helper performs semi-skilled work in connection with the upkeep and repair of machines and equipment. This is semi-skilled manual labor work involving the maintenance and upkeep of plant equipment. Work is performed under immediate supervision of a Millwright and directions are received as the work progresses. Incumbents have no supervisory responsibilities.

### **Typical Work Activities:**

Assists in installing, dismantling, and moving machines, conveyors and other equipment;  
Assists in the layout and set-up of machines and mechanical equipment;  
Assists in keeping machines and equipment in operating order;  
Operates hoists, trucks and other equipment used in the performance of plant maintenance tasks;  
Performs related duties as required.

### **Minimum Qualifications:**

#### **Promotional**

Applicants must have continuous and permanent status as a Laborer II for two years in the non-competitive class in the Buffalo Sewer Authority.

All applicants must have one year of full-time experience in the upkeep and repair of machines and equipment.

#### **Open Competitive**

One year of full-time experience in the upkeep and repair of machines and equipment

#### **Both Open Competitive and Promotional**

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

### **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](mailto:BSA_HR@buffalosewer.org)

---

**RESUMES AND/OR LETTERS OF INTEREST MUST BE RECEIVED BEFORE THE CLOSE OF BUSINESS ON April 13, 2026.**

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ON A ROLLING BASIS. THIS POSITION WILL REMAIN OPEN UNTIL FILLED**

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

cc: CSEA Local 815