

Notice of Vacancy

Date Posted:	April 27, 2026
Title of Position:	Director of Laboratory
Number of Vacancies:	One (1) Anticipated Provisional Appointment
Salary Range:	\$90,373 - \$112,405 Annually
Location:	Treatment Plant – Wastewater Division
Shift:	7:30am – 3:30pm
Employment Type:	Full Time
Benefits:	Full Benefits, Outlined Below

DISTINGUISHING FEATURES OF THE CLASS

An incumbent to a position in this class is responsible for the conduct and management of a wastewater laboratory. The Director of Laboratory supervises and coordinates the work of a staff consisting of Chemists and Laboratory Assistants who are primarily engaged in the analyses of wastewaters and sewage process samples. Work includes the coordination of the laboratory and industrial waste sampling and analytical programs. Immediate supervision is received from the Treatment Plant Superintendent. Supervision is exercised over a staff of chemists, technical assistants and other personnel assigned.

TYPICAL WORK ACTIVITIES

- Directs and supervises all laboratory functions and personnel involving chemical and bacteriological analysis of daily plant samples, industrial wastes, chemical materials purchased on specifications and special studies;
- Supervises the collection, preparation, and calculation of analytical data;
- Determines and recommends programs to meet waste or treatment problems and conditions;
- Recommends process changes based on daily laboratory data;
- Conducts and/or directs investigations and special studies of wastes;
- Authorizes purchases for laboratory supplies and services;
- Conducts the laboratory's Safety Program through the Chemical Hygiene Plan;
- Reviews discharge permits;
- Reviews and evaluates all permit compliance inspections and monitoring reports;
- Reviews non-compliance and permit violation reports;
- Prepares detailed and complex reports on laboratory and plant operation data for government agencies;
- Prepares work assignments for personnel and evaluates employee performance;
- Monitors time and attendance of employees;
- Provides technical services and/or advises the Treatment Plant Superintendent regarding the laboratory;
- Prepares the annual budget;
- Performs related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of analytical chemistry as it relates to sewage and wastewater treatment;

Thorough knowledge of current laboratory procedures, techniques, and equipment used in the sampling and analysis of sewage and wastewater;
Good knowledge of identifying industrial wastes and reviewing results of chemical analyses;
Basic knowledge of the activated sludge treatment process and the effects of industrial wastes;
Administrative supervision;
Ability to organize and interpret data including basic statistical analyses;
Ability to plan work programs and supervise the work of a professional staff;
Ability to write clear, concise, accurate and detailed reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Promotional

Continuous and permanent status in the **Buffalo Sewer Authority** as an **Associate Chemist** for **three years**.

Open Competitive

A) Masters Degree from an accredited college or university in **Chemistry or Biology** and **five years** of full time experience in analytical work in the field of **chemistry or biology**; **three years** of which must have been in a **supervisory capacity**;

Or

B) Bachelors Degree from an accredited college or university in **Chemistry or Biology** and **seven years** of full time experience in analytical work in the field of **chemistry or biology**; **three years** of which must have been in a supervisory capacity;

Or

C) An equivalent combination as defined within the limits of A and B.

Special Requirement for both Promotional and Open Competitive

1. Possession of a current New York State Driver's License **that must be presented at time of appointment** and maintained during employment.
1. Applicants must obtain a Certificate issued by the New York State Department of Health as Laboratory Director of an Environmental Laboratory for the category of Non-Potable Water **that must be presented within one year of appointment**.

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 May 8, 2026.

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