

Notice of Vacancy

Date Posted:	June 22, 2026
Title of Position:	Laboratory Assistant
Number of Vacancies:	Two (2) Provisional Appointments
Salary Range:	\$24.84 - \$28.26 hourly
Location:	Treatment Plant - Laboratory
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 performs semi-professional laboratory work of a technical nature. Under immediate supervision of the Sanitary Chemist, an incumbent performs work of ordinary difficulty involving responsibility for collecting samples and preparing for and performing simple laboratory tests and analysis. Incumbents use standard laboratory equipment and chemicals. Decisions on methods of work rests with a professional superior although thorough knowledge of the simpler processes involved in the particular field of activity is required.

Typical Work Activities

Performs routine work required in the preparation of glassware, culture media, and solutions required for chemical, physical, and biological examinations;
Collects samples and performs simple tests on sewage, sludge, and other treatment process samples;
Cleans, sterilizes and sets-up glassware, tubes and apparatus for sampling and testing;
Maintains work areas and laboratory storage areas to insure orderliness and safety;
Maintains laboratory equipment and an adequate inventory of chemicals and supplies;
Maintains records of results of various laboratory tests performed;
Assembles data and material for interpretation by superiors;
May assist Chemists with bacteriological, chemical or physical analyses;
May assist Chemists in special studies;
May be required to drive to and from sampling test sites;
Performs related duties as required.

Minimum Qualifications

- (A) Completion of 60 semester credit hours from an accredited college, university or technical institute including or supplemented by a course in either chemistry, biology or microbiology;
or,
(B) Graduation from High School, GED or Equivalency Diploma and one year of full-time experience in laboratory work of a technical nature;
or,
(C) An equivalent combination as defined within the limits of A and B.

EQUIVALENT COMBINATION,

Bachelors or Associates Degree from an accredited college, university or technical institute in Chemistry,

Chemical Technology, or Biology.

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

Good knowledge of laboratory practices, techniques, equipment and terminology as they relate to the tasks performed;

Good knowledge of laboratory safety precautions;

Basic knowledge of the principles and practices of analytical chemistry and microbiology as they related to the tasks performed.

Knowledge of the practices and procedures for the collection of samples of waters and wastes;

Skill in the handling of and operating simple laboratory equipment used in performing laboratory routines;

Ability to comprehend and follow basic technical instructions;

Good hand and eye coordination; accuracy; 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 July 6, 2026.

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