

Notice of Vacancy

Date Posted: August 26, 2026
Title of Position: Carpenter
Salary Range: \$28.54 - \$33.13
Location: Treatment Plant / Maintenance Division
Shift: 7:30am-3:30pm
Employment Type: Full Time
Benefits: Full Benefits, Outlined Below

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

Job Duties:

An incumbent to a position in this class works as a Carpenter at the skilled craft worker level. The work involves responsibility for efficient and workmanlike performance of a variety of carpentry and miscellaneous building repairs and maintenance tasks requiring a good knowledge of the trade. General instructions are received regarding what tasks to perform permitting considerable leeway for planning the details of each assignment. Immediate supervision may be exercised assigned employees.

Typical Work Activities:

Repairs cabinets, desks, chairs, tables and other office furniture;
Repairs doors, window frames, floors, stair rails, machinery guards;
Constructs and installs cabinets, bookcases, shelves, closets, platforms, posts, bulletin boards, benches, chutes and swings;
Plans, designs, constructs and orders materials for new construction such as storage sheds, divider walls, garage and main door;
Replaces window glass and cords;
Makes and repairs screens;
Sands and refinishes floors, desks, woodwork, chairs and tables;
Builds forms for concrete work;
Operates woodworking machinery such as lather, planer, drum and belt, sander, borer, rip, cross cut, bond, jig saw and morticus;
Repairs and installs locks, lock cylinders and related door hardware;
Requisitions the necessary materials and supplies as needed;
Drives to and from work sites and vendor locations;
Performs related work as required.
In addition, employees working for the Board of Education will be required to perform the following:
Receives, reviews, assigns, monitors and processes work orders as required;
Verifies and processes employee daily records including time cards, travel logs, accident/compensation reports, personnel evaluation reports and other records and reports as required;
Consults with custodial engineers, administrators or vendors on required maintenance or repair activities needed in buildings or on equipment;
Consults with architects, inspections and engineering staff in the preparation of construction documents;

Minimum Qualifications:**CANDIDATES MUST MEET ONE OF THE FOLLOWING**

(A) Successful Completion of an Apprenticeship Program for Carpenter (4 years) and one year of full time experience as a Carpenter at the skilled craft worker (journeyman) level
Certificate of Completion must be presented at time of filing application.

OR

(B) FIVE YEARS of full-time verifiable experience as a Carpenter, one year of which must have been at the skilled craft worker (Journeyman) level.

Candidates who qualify under this provision must present at time of application an affidavit(s) from an employer(s) verifying the above work experience including the one year at the skilled craft worker level. This affidavit must include dates of employment and duties performed.

SPECIAL REQUIREMENT

Possession of a current NYS Driver's License which must be presented at time of appointment.

SKILLED CRAFT WORKER LEVEL is defined as work being performed independently; assisting or helping a Carpenter is not considered to be skilled craft worker level.

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

All candidates must present at time of filing application either the Certificate of Completion of an Apprenticeship Program OR the required affidavit(s) from an employer(s).

Supplemental Information

Thorough knowledge of the materials, practices, tools, terminology and accident precautions of the trade;

Ability to work from plans and specifications and to follow rough sketches;

Ability to follow oral and written instructions;

Ability to operate woodworking equipment;

Ability to rig and work from scaffolds;

Ability to layout work for self and others,;

Ability to get along well with others;

Good motor, hand and eye coordination; Manual Dexterity;

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

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