

BUFFALO

SEWER AUTHORITY

Notice of Vacancy

Date Posted: August 26, 2026

Title of Position: Laborer I

Salary Range: \$22.71 - \$25.13

Location: Treatment Plant / Sewer 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:

This is an entry-level position where incumbents perform routine unskilled manual work. At times, the duties of this position may allow a Laborer I to work independently, however, the completed work is inspected by the immediate supervisor. Incumbents receive immediate direction from a supervisor and many of the duties are repetitive in nature. A Laborer I has no supervisory responsibilities.

Typical Work Activities:

Incumbents will be required to perform any tasks of an unskilled nature as deemed necessary by departments/divisions/agencies in city service:

May perform routine building cleaning duties including but not limited to the following:

- sweeping, mopping, polishing and washing of floors, walls and windows;
- may clean and disinfect lavatories and replenish supplies;

May perform a variety of routine and special custodial and janitorial tasks;

May perform minor maintenance and repair work on buildings and equipment;

May clean ash tunnels and hoppers;

- removes ashes from ash pits;
- keeps boiler hoppers supplied with coal;
- may fire low pressure boilers;

May assist in the maintenance of city parks, playgrounds and greenhouses;

May mow lawns and trim shrubbery;

- gathers rubbish and keeps grounds in neat and orderly condition;
- may shovel snow;

May maintain watch over buildings and property;

-makes periodic rounds inside and outside of buildings, checking all entrances, windows, doors, lights, restrooms, fire hazards, stair wells, etc.;

May safeguard vehicles and contents when held in auto pound;

May tend lift bridges notifying of approaching waterway traffic, which involves the operation of traffic signals and barriers to hold approaching vehicles and pedestrians;

May descend into sewer via manhole and assists in general maintenance and cleaning;

May operate a passenger or freight elevator;

May answer inquiries regarding offices and personnel;

- may direct visitors to points of interest;
- May service automotive equipment by gassing, oiling and checking tires and checking various fluid levels in city owned vehicles;
- May maintain gas pump area to insure cleanliness and safety;
- May be required to work in stockroom issuing materials and supplies;
- may, under direction, requisition supplies;
- May receive, accept and sign for all deliveries;
- checks incoming orders against items listed on requisitions/invoices counting, grading or weighing the articles;
- May assist in the unloading and loading of materials;
- May assist in placing materials and supplies in bins/on shelves in various stockrooms;

Laborer I #9621 (Cont'd),
Typical Work Activities continued

- May render first aid in the treatment of minor injuries and ailments;
- May perform a variety of laboring duties in the maintenance or repair of city streets, curbs and sidewalks;
- May be required to operate a light pick-up truck, automobile or other light motorized equipment;
- pickup/deliver various parts, materials and supplies, invoices and other forms to any city garages, repair shops, parts stores, etc.;
- Performs general labor and custodial work in and around city owned buildings including the removal of trash from buildings or apartments;
- May be required to prepare various reports as requested;
- May be required to maintain various records;
- Performs general building and grounds cleaning tasks as required.

Minimum Qualifications:

Ability to learn the practices and procedures involved in the areas of unskilled labor such as maintenance or guarding of buildings, grounds, streets, bridges, restrooms, parks, or playgrounds.

SPECIAL REQUIREMENT

Possession of a current NYS Driver's License may be required for employment in certain departments.

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.

Supplemental Information:

- Ability to follow oral and written instructions;
- Ability to use common hand tools;
- Ability to learn techniques and procedures used in building cleaning and maintenance;
- Ability to report incidents accurately; Ability to prepare simple reports;
- Ability to learn the operation of freight or passenger elevator;
- Ability to think and act quickly;
- Ability to get along well with others;
- Willingness to perform routine custodial and janitorial tasks;
- Willingness to work under all weather conditions;
- Mechanical aptitude;
- Physical endurance;
- Strength; Agility;
- Physical condition commensurate with the demands of the position.

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. ****