

BUFFALO

SEWER AUTHORITY

Notice of Vacancy

Date Posted: August 25, 2026

Title of Position: Preventive Maintenance Coordinator

Number of Vacancies: One (1) Provisional Appointments

Salary Range: \$62,006 - \$74,351

Location: Sewer Maintenance Division

Shift: 7:30am-3:30pm

Employment Type: Full Time

Benefits: Full Benefits, Outlined Below

Job Duties

The Preventive Maintenance Coordinator (Sewer Authority) is responsible for establishing a maintenance schedule of all equipment critical to the wastewater treatment plant operations. An incumbent coordinate, collects and produces preventive maintenance data, analyzes said data to ensure the accuracy of the operation. The Preventive Maintenance Coordinator is involved with maintaining and upgrading the computer system including assisting the Computer Safety Engineer in making certain the Sewer Authority's computer system is online with the wastewater treatment plant system. Immediate supervision is received from the Treatment Plant Superintendent, however, the incumbent exercises independent judgment in the performance of the duties of his/her position.

TYPICAL WORK ACTIVITIES

Establishes preventive maintenance scheduling and tracks preventive maintenance tasks;

- prioritizes preventive maintenance of equipment;
- issues preventive maintenance reports and work orders;
- maintains and updates the preventive maintenance system;

Maintains, updates and modifies as needed the maintenance schedule of equipment critical to plant operations;

- reviews schedules for completeness and accuracy;

Collects and prepares statistical plant information relevant to run times of equipment and work times of employees;

- analyzes data and prepares reports concerning same;

Reviews plant data and issues process and maintenance reports,

- collects preventive maintenance data,

Performs weekly backups of the maintenance program;

- inspects field to prevent the systems? files from overloading, corruption or crashing;
- maintains and upgrades the preventive maintenance computer system as necessary;

Performs duties on computer involving input/output of data;

Performs record-keeping duties involving preventive maintenance tasks;

Assists in interfacing departmental computers with the plant computer system;

Performs related work as required.

MINIMUM QUALIFICATIONS

(A) Bachelor's Degree from an accredited college or university in Business Administration or a closely related field;

OR,

(B) Associates Degree from an accredited college or university in Business Administration or a closely related field and two years of full time experience where work involved the development of a preventive maintenance system for equipment;

OR,

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

Supplemental Information

Good knowledge of office terminology and procedures;

Good knowledge of record-keeping procedures and practices;

Ability to prepare an effective preventive maintenance schedule for the equipment and to prioritize same;

Ability to analyze data and prepare reports;

Ability to perform keyboarding operations involving the input/output of data;

Ability to follow oral and written directions;

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

RESUMES AND/OR LETTERS OF INTEREST MUST BE RECEIVED BEFORE THE CLOSE OF BUSINESS ON September 8, 2026.

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

