

Notice of Vacancy

Date Posted: August 27, 2026

Title of Position: Senior Instrument Technician

Number of Vacancies: One (1) Temporary Appointment

Salary Range: \$72,313 - \$88,816

Location: Treatment Plant / Maintenance Division

Shift: 7:30am-3:30pm

Employment Type: Full Time

Benefits: Full Benefits, Outlined Below

Job Duties

This is a highly skilled position involved in installing, repairing, maintaining and adjusting instruments used to measure and control variables in the Wastewater Treatment Plant and sub-stations. The Senior Instrument Technician is responsible for providing technical maintenance and administrative support for real-time process control computer systems utilized in the treatment plant. The incumbent diagnoses and corrects computer hardware and software problems which includes creating and modifying hard copy reports, color cathode-ray tube graphics, sewage plant process control diagrams, energy management control programs and maintenance scheduling programs. The Senior Instrument Technician assists staff in usage, training and maintenance of direct digital and analog control systems. The incumbent exercises considerable leeway for the use of independent actions/judgment in carrying out technical details. Incumbent provides supervision, guidance, and assistance to Instrument Technicians. Supervision shall be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES

Installs, repairs, maintains and adjusts indication, recording, telemonitoring, and controlling instruments used to measure and control variables such as flows, temperature, pressure, motion, forces and chemical addition using tools and precision instruments;

Disassembles malfunctioning instruments and examines and tests mechanisms and circuitry for defects;

Troubleshoots equipment in or out of control systems and replaces or repairs defective parts;

Reassembles instruments and tests assembly for conformance with specifications using instruments such as potentiometer, resistance bridge, manometer and pressure gauge;

Inspects instruments periodically and makes minor calibration adjustments to assure functioning within specified standards;

Performs preventive maintenance of computer equipment and peripheral equipment including but not limited to analog to digital converters, digital to analog converters, magnetic tape transport, card reader, system printers, input/output teletype, CRT monitor and mass memory disc, modems, servers, cabling, CD-roms;

Maintains computer software including creating/modifying written documentation related to programs, control loops and operational and maintenance aspects of computers:

- creates/modifies color graphic displays, logs, sequence control loops, preventive maintenance programs, files and data base.

Diagnoses computer hardware problems and isolating to major component level using established diagnostic programs or test programs;

Trains operational and maintenance personnel in the proper use of input and output devices associated with digital control systems;

Maintains computer hard copy material;
Detects and makes repairs to any type of instrumentation or controls including hydraulics, pneumatics, electrical, electro-mechanical systems and electronic systems;
Modifies and creates operational procedures for each function and devices associated with the system; Assists consulting engineers and departmental personnel in evaluating existing and anticipated related needs;
Prepares annual budget for area of responsibility;
Prepares various reports and maintains records relative to work performed, materials used and man hours expended;
Supervises and trains the development of Instrument Technicians;
Performs related duties as required.

MINIMUM QUALIFICATIONS

Promotional

Continuous and permanent status in the Buffalo Sewer Authority as an Instrument Technician one year.

Open Competitive

(A) Bachelor's Degree from an accredited college or university in mechanical, electrical or electronic technology and one year of qualifying experience*;

OR,

(B) Associates Degree from an accredited college, university or technical institute in mechanical, electrical or electronic technology and three years of qualifying experience*;

OR,

(C) Graduation from High School, GED or equivalency diploma with coursework in mechanical, electrical or electronic technology and five years of qualifying experience*;

OR

(D) An equivalent combination of the foregoing as defined within the limits of A, B, and C.

***QUALIFYING EXPERIENCE**

Must be full-time paid experience in one of the following areas:

1. Maintenance, repair, or installation of electronic or industrial equipment or systems;

OR,

2. Diagnosing and correcting hardware and software problems associated with real-time processing computers.

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

Supplemental Information

Thorough knowledge of the techniques, materials and tools used in repairing, adjusting and testing of various electrical and non-electrical precision instruments;

Skill in the use of voltmeters, ammeters, wattmeter's, galvanometers, signal generators, oscilloscopes, potentiometers, resistance bridges and other precision recording and indicating instruments;

Ability to understand and interpret technical manuals, including drawings, specifications, lay-outs, blueprints and schematics;

Ability to understand and interpret written and oral instructions;

Ability to get along well with others;

Thorough knowledge of utilization and potential of real-time electronic computer processing including magnetic tape, disc, cathode ray tubes, analog to digital converters and other analog input/output devices;

Good knowledge of software facilities such as data communications, memory mapping, data base management and system documentation;

Working knowledge of industrial instrumentation equipment and concepts;

Ability to prepare and give reports both orally and in writing;

Ability to isolate hardware problems through the use of software;

Ability to prepare computer and computer peripheral equipment operational manuals;

Ability to understand the basic sewage treatment principles as they relate to computer controlled equipment;

Ability to perform the operational functions associated with computers including card punches, card readers, teletypes, data modems and mag-tape drives;
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 9, 2026.

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