

Notice of Vacancy

Date Posted: August 25, 2026

Title of Position: Head Millwright

Number of Vacancies: One (1) Permanent Appointments

Salary Range: \$29.96 -\$34.96 Hourly

Location: Treatment Plant (Maintenance)

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

A position in this class involves supervision- of Journeyman Millwrights in the installation, repair and maintenance of machines and mechanical equipment in a large plant. Incumbents plan individual assignments and review the performance of the more skilled jobs. Work is performed under the general direction of a higher-ranking supervisor with considerable leeway for the exercise of independent judgment in planning procedures and scheduling of work assignment. Immediate supervision is exercised over skilled journeymen and personnel assigned.

TYPICAL WORK ACTIVITIES

Directs and participates in the inspection, adjustment, repair and replacement of worn, broken or defective parts for heavy machinery and mechanical equipment, machines, new parts for such equipment when necessary, and restores same to service,

Directs and participates in the installation and placing in operation of all -types of machinery and equipment such as pumps, blowers, compressors, fans, conveyors, bucket elevators, chemical dosage equipment and hydraulic and mechanical valves, racks, ash transport equipment, piping, aeration tanks, and-other related- equipment.

Plans procedures and schedules all work involved in making repairs to equipment and correlates activity with plant processes.

Fabricates new equipment and parts from plans, blueprints, manuals, sketches, or oral instructions.

Performs burning and brazing operations in connection with duties performed.

- uses it, welding processes including equipment and safety procedures.

Inputs work requests and work orders on computer.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS. ABILITIES AND PERSONAL CHARACTERISTICS

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

Good knowledge of the layout and process of the wastewater plant.

Ability to lead and supervise others in the work of the trade.
Ability to plan, lay out and direct the activities of the trade.
Ability to work from plans, blueprints, and manuals and to follow oral and written instruction and directions.
Ability to get along well with others; Manual dexterity; Good judgment.
Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Promotional

(A) Continuous and permanent status in the competitive class service as a Millwright for one year.

OR

(B) Continuous and permanent status in the non-competitive class service as a Millwright for two years.

Open Competitive

Graduation from High School, GED or Equivalency Diploma and four years of full-time experience as a Millwright, including experience in related mechanical trades.

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

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

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

cc: CSEA Local 815