

Notice of Vacancy

Date Posted: August 25, 2026

Title of Position: Treatment Plant Administrator

Number of Vacancies: One (1) Provisional Appointment

Salary Range: \$108,686-\$134,937 Annually

Location: Treatment Plant

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:

Distinguishing Features of the Class

An incumbent to a position in this class directs the Administration functions and Capital Projects Programs at the Sewer Authority's Sewage Treatment Plant. This is highly responsible supervisory work involving carrying out the policies and rules of the Board of the Sewer Authority as they relate to administrative and fiscal matters of Capital Projects at the Sewage Treatment Plant. The treatment Plant Administrator (Sewer Authority) works under the general direction of the General Manager while assisting the Treatment Plant Superintendent on a day-to-day basis in a highly confidential manner but with considerable latitude for independent judgment and decision making. The incumbent has complete responsibility for executing the policies and procedures as they pertain to the development and monitoring of capital projects at the Sewage Treatment plant. Supervision may be exercised over all administrative functions within the Sewage Treatment Plant.

Typical Work Activities:

Assists in the overall responsibility of Plant management, administration and control;

Assists in the preparation of the Operation and Capital Projects Budget relative to the Sewage Treatment Plant;

Monitors the Capital Projects Budget expenditures and the progress of capital projects;

Collaborates with division heads at the Treatment Plant in the development, planning and establishment of programs and activities to capital Projects;

Analyzes and designs sewage treatment plant improvement projects;

Supervises the preparation of statistical information both in the treatment Plant and as required from the Sewer Authority's Annual Report and as requested by other agencies;

Prepares related financial reports and statements;

Assists in seeking grant aid for capital projects at the Treatment Plant;

Performs related duties as required.

Minimum Qualifications:

(A) Master's Degree from an accredited college or university in Engineering and six years of full-time administrative experience, three years of which must have been engineering management;

or

(B) Bachelor's Degree from an accredited college or university in Engineering and eight years of full-time administrative experience, three years of which must have been in engineering management;

or

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

Administrative Experience is defined as responsible direction and control of an identifiable organizational unit or program; in addition to supervision, an administrator is involved in the planning, resource allocation, program evaluation and policy formulation.

Engineering Management is defined as coordinating the activities of people and resources in order to accomplish engineering objectives by practical application of scientific knowledge in the design and construction of projects, programs and the like.

Additional Requirements

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:

Good knowledge of the principles, practices and techniques of sanitary engineering;

Working knowledge of engineering principles relating to the design, construction and operation of sewers and sewage treatment plant facilities;

Working knowledge of the fundamentals of planned development and drafting;

Ability to make difficult technical computations and to compile engineering data;

Skill in the use of engineering field and office instruments;

Ability to get along well with others;

Ability to read and interpret engineering drawings and specifications;

Ability to communicate orally and in writing;

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. ****