

**CITY OF BUFFALO**  
**DEPARTMENT OF**  
**PUBLIC WORKS, PARKS & STREETS**



BYRON W. BROWN  
 MAYOR

STEVEN J. STEPNIAK  
 COMMISSIONER

**CIVIL SERVICE JOB OPENING**

MICHAEL J. FINN, P.E.  
 CITY ENGINEER

May 1, 2017

Title of Position: Maintenance Assistant (Water)  
 Number of Vacancies: Two (2) (Temporary)  
 Salary Range: \$33,389 – \$38,241  
 Location: Division of Water

Duties: Serves as a general handyman performing a variety of duties in such areas as masonry, bricklaying, plumbing, carpentry, electrical, painting, and oiling as directed; Cleans floors, windows, and performs a variety of routine and special custodial and janitorial tasks as directed. Under direction cleans, operates, lubricates and repairs steam and hot water boilers, may mix chemicals for boiler treatment and monitors equipment ensuring chemical feed pumps are supplying the chemicals to the boilers and other equipment; Overhauls and performs maintenance on pumps and other equipment including but not limited to, storage tanks, filters, HVAC systems, and sewer system components as directed. Inspects operating and processing equipment including, bearings, packing, oil levels, gauges, meters, backflow devices, safety equipment, and other equipment as required to operate a water treatment facility. Completes and files written or electronic reports as required. Performs retention basin, lagoon and mix tank cleaning and maintenance, operates and maintains de-chlorination and dewatering equipment including a centrifuge as directed. Operates non CDL required vehicles, pick-up truck or other motorized equipment including but not limited to forklift, lawn tractors, walk behind mowers, and snow removal equipment in in the performance of their duties. Cuts grass, maintains landscaping, performs general grounds keeping plows and shovels snow; Unloads delivered chemicals; Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**Open Competitive**

Applicants must have a High School, GED, or Equivalency Diploma, and meet one of the following:

- (A) Graduation from a trade school in one of the skilled trades;
- or

(B) One year of full time experience in the operation/maintenance of an industrial processing plant; and or Water / Sewer Treatment Facility.

or

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(C) One year of full time experience in performing semi-skilled work in one of the skilled trades;

or

(D) An equivalent combination as defined within the limits of A through C.

**SPECIAL REQUIREMENT**

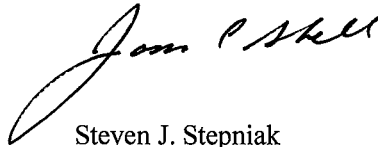
Possession of a current NYS Drivers License which must be presented at time of appointment and maintained during employment.

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

Proof of education must be presented at time of appointment

Interested parties should submit their resume, specifically detailing all relevant experience, to Jason C. Shell, Administrator, 511 City Hall by Friday, May 22, 2017.

SJS/JCS



Steven J. Stepniak  
Commissioner