



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: September 10, 2025

SUBJECT: Creation of one (1) position of Training and Safety Coordinator (ECWA)

As you are aware, the creation and implementation of training programs for the diverse departments of the Authority is critical to the success of the Authority and its employees. It is imperative that employees are provided with the tools needed to successfully carry out their roles. In an effort to provide the Authority the valuable tools, I propose the establishment of one (1) position for a Training and Safety Coordinator (ECWA) to design and manage the comprehensive training programs needed by the Authority and, if required, to assist the Coordinator of Employee Relations with the Authority's safety initiatives.

I am recommending the title of Training and Safety Coordinator (ECWA) be placed at Salary Grade 19E with a starting salary of \$100,555.52. I have requested and received authorization from the Erie County Department of Personnel to add one position of Training and Safety Coordinator (ECWA) to the Authority's inventory.

A resolution to approve the creation of one (1) position of Training and Safety Coordinator (ECWA) has been included for your consideration at the meeting of September 18, 2025.

Thank you for your consideration in this matter.

TDM:alh

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one:

Other: _____

Action Requested:

Choose one:

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer _____ Date: _____

Chief Operating Officer _____ Date: _____

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: _____

Director of Administration _____ Date: _____

Director of Distribution _____ Date: _____

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: _____

General Counsel (Legal) _____ Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____  Date: 09/10/2025

Remarks: _____

Resolution Date: _____ **Item No:** _____