



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 Assistant Pump Mechanic Crew Chief

The Authority's Pump Mechanics play a crucial role in the Authority's success. They are tasked with the repair and maintenance of the pumps, building systems, and other types of mechanical equipment at the Authority's treatment plants and pump stations. It is vital that they have the support and structure needed to fulfill their duties. The Authority must ensure that all departments are equipped with the resources needed to promote a positive workflow. In an effort to provide the necessary support, I recommend creating one (1) position of Assistant Pump Mechanic Crew Chief to assist the Pump Mechanic Crew Chief in their daily tasks.

I am recommending the title of Assistant Pump Mechanic Crew Chief be placed at Salary Grade 28 with a starting salary of \$77,498.72. I have requested and received authorization from the Erie County Department of Personnel to add one position of Assistant Pump Mechanic Crew Chief to the Authority's inventory.

A resolution to approve the creation of one (1) position of Assistant Pump Mechanic Crew Chief 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: 09/10/25

Remarks: _____

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