



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: May 24, 2024

SUBJECT: Creation of Water Meter Repair Worker I and Water Meter Repair Worker II positions

Currently the Meter Shop consists of one Meter Shop Crew Chief, two Senior Meter Service Workers and nine Meter Service Workers. The Meter Shop general duties include testing, reading, recording, replacing, calibrating, servicing, and repairing both residential and commercial meters. They also investigate complaints of high bills, low pressure, and reports of unusual circumstances related to meters.

The current position of Meter Service Worker is classified as a competitive position with Civil Service. In an effort to create a tiered and balanced structure within the Authority's Meter Department, I see the value in having Water Meter Repair Worker I and Water Meter Repair Worker II positions to assist in the many current and future needs of the Authority. I have requested Civil Service create these positions with either non-competitive or PJC status in order to attract future employees who possess the skills and experience required to meet the needs of the Authority. With those thoughts in mind, I respectfully request the Board's consideration to create eight (8) Water Meter Repair Worker I titles and six (6) Water Meter Repair Worker II titles for its civil service inventory.

The title of Water Meter Repair Worker I is Salary Grade 4A with a starting salary of \$56,388.80 and the title of Water Meter Repair Worker II will be Salary Grade 4C with a starting salary of \$59,352.80. I have requested and received authorization from the Erie County Department of Personnel to add these positions to the Authority's inventory.

A resolution creating the said positions has been included for your consideration at the meeting of June 5, 2024. Thank you for your consideration in this matter.

TDM/alh

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** _____
Project Description: Creation of six (6) Water Meter Repair Worker II positions

Item Description:

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input checked="" type="checkbox"/> Other <u>Creation of six (6) Water Meter Repair Worker II positions</u> | | | |

Action Requested:

- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input checked="" type="checkbox"/> Other <u>Creation of six (6) Water Meter Repair Worker II positions</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|-------|-------------|
| <input type="checkbox"/> Other (if Applicable) | _____ | Date: _____ |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input type="checkbox"/> Chief Financial Officer | _____ | Date: _____ |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>05/24/2024</u> |
|--|--|-------------------------|

Remarks: _____

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