



## 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 9, 2024

SUBJECT: Creation of one (1) Pump Maintenance Crew Chief position

---

At the June 5, 2024 Board Meeting, the Board approved the creation of eleven (11) Pump Maintenance Worker positions. The creation of the Pump Maintenance Worker positions was a result of my conversations with other Water Authorities and the desire to align the Authority's civil service inventory with the duties and requirements necessary for smooth operation. The next step is the creation of one (1) Pump Maintenance Crew Chief to oversee the Pump Maintenance Workers.

The title of Pump Maintenance Crew Chief will be Salary Grade 17B with a starting salary of \$91,295.36. This position will likely replace the Control Operator Crew Chief; therefore we will be utilizing just one of these two titles. I have requested and received authorization from the Erie County Department of Personnel to add this position to the Authority's inventory.

A resolution to approve the creation of one (1) position of Pump Maintenance Crew Chief has been included for your consideration at the meeting of September 19, 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 one (1) Pump Maintenance Crew Chief Position

**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 one (1) Pump Maintenance Crew Chief Position</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 one (1) Pump Maintenance Crew Chief Position</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>09/09/2024</u> |
|--|--|-------------------------|

**Remarks:** \_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_