



## 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 15, 2024

SUBJECT: Creation of Pump Maintenance Worker positions

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During recent discussion with other Water Authorities, it has come to my attention that the position of Pump Maintenance Worker would be beneficial to have in the Authority's civil service inventory. This non-competitive position is currently being used by Onondaga County Water Authority with great success. The duties and requirements of this title are more aligned with the numerous daily tasks necessary for a smooth operation. Therefore, I respectfully request the Board's approval to create eleven (11) Pump Maintenance Worker titles for its civil service inventory.

The title of Pump Maintenance Worker is Salary Grade 6B with a starting salary of \$63,315.20. 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 position has been included for your consideration at the meeting of May 23, 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 eleven (11) Pump Maintenance Worker 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 eleven (11) Pump Maintenance Worker 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 eleven (11) Pump Maintenance Worker 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>05/15/2024</u> |
|--|--|-------------------------|

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

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