



March 25, 2025

Mayor Guy Titus
Board of Public Works and Safety
10 South State Street
Greenfield, IN 46140

Re: Apprenticeship Advancement – Kevin Davis

Mayor and Board Members,

Kevin Davis has successfully completed another training period of our Wastewater Utility Apprenticeship/Training Program. Upon approval of the Board of Public Works and Safety, he will be eligible for the 4000-hour salary and position advancement as approved and listed in our Apprenticeship Program. Kevin is now eligible for the Apprentice Operator V title and wage progression as detailed below.

2025 Apprenticeship Positions and Pay Rates			
Position		Hours	Rate
Operations Assistant/Field Technician		N/A	\$ 22.00
Apprentice Operator I		0	\$ 26.00
Apprentice Operator II		1000	\$ 27.57
Apprentice Operator III		2000	\$ 29.16
Apprentice Operator IV		3000	\$ 30.77
Apprentice Operator V		4000	\$ 32.35
Apprentice Operator VI		5000	\$ 33.93
Operator with Certification		6000	\$ 35.52

At this time, in accordance with the Wastewater Utility's Apprenticeship standards and the 2025 salary ordinance of the City of Greenfield, I am requesting that Kevin Davis' title be updated to Apprentice Operator V at an hourly pay rate of \$32.35 effective with the pay period starting March 15, 2025. Please let me know if there are any questions regarding this request.

Best Regards,

Nicholas Dezelan, CHMM, ASP
Wastewater Utility Manager

cc: Mitch Ripley – Human Resources Director
Lori Elmore – Clerk Treasurer
Jane Webb – Utility Coordinator

Wastewater Utility
809 South State Street: Greenfield, Indiana 46140
wwtp@greenfieldin.org
Phone 317-477-4360 Fax 317-477-4361

PROFICIENT
NOT PROFICIENT



APPRENTICE PROGRAM
SKILLS TEST 4

NAME: KEVIN DAVIS

• MAINTENANCE

X	
X	
X	
X	
X	

- Know how to mark location of dig site and call in underground locates properly , per IUPPS (call before you dig)
- Know how to change or check starters on lift stations
- Know how to change hose on reel and rotate debris body hose Vector
- Know how to perform construction inspections: laterals and main lines
- Describe the basic safety for traffic control flagging operations

• OPERATIONS

X	
X	
X	
X	
X	

- Know how to raise, rebuild or set manholes
- Know how to locate sewer laterals & mains, using locating equipment
- Know how to measure flow and record storm event levels in manholes
- Know how to set-up and operate air monitor in manholes & wet wells
- Know how to backfill sewer and storm ditch

Comments

OVERALL SKILLS TEST DETERMINATION

PROFICIENT

NOT PROFICIENT

Scott East

SUPERVISOR

3/14/25

DATE

[Signature]

MANAGER

3/17/25

DATE

Scott McHale

COMMITTEE MEMBER

3-14-2025

DATE

[Signature]

COMMITTEE MEMBER

3-14-2025

DATE

SUPERVISOR COMMENTS:
