



27 February 2024

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

Re: Recommendation of advancement to Journey Worker

Mayor and Board Members,

Mr. Curtis Dyer has successfully completed his final milestone of our Water Utility Apprenticeship Program.

Between July 2021 and February 2024, a total of 6000 hours of On-The-Job Training (OJT) was completed by this apprenticeship employee. In tracking this OJT time, each hour of his workday was listed in one of nine categories that carry various time requirements. Some are less than 50- hours while others are over 1,000 hours for the entire program. These weekly training logs are submitted to his immediate supervisor for review and if approved they are then entered into our computer tracking system.

The OJT hours are separate from the On-The-Job-Learning (OJL) annual requirements of 144 hours. These hours are offered by several of our utility's vendors, the Greenfield Fire Department, the Indiana Rural Water Association, the American Water Work Association, and others. The entire program requires the completion of 432 hours of OJL to be eligible to be designated a Journey Worker. Mr. Dyer obtained his DSL license in February 2023 to complete his final requirement to become a Journey Worker Distribution Operator.


As part of the program requirements, the apprentice worker also passed a skills test witnessed by their immediate supervisor. This skills test was approved by the apprentice review committee, and Utility Manager. These skills tests are associated with an apprentice's knowledge and experience level, providing proof that they are retaining the proper work habits shown on the job by more experienced Water Distribution and Filtration Operators.

6000-Hour Apprenticeship Wage Progression Final Apprenticeship totals

NAME	OJT HOURS	OJL HOURS
Curtis Dyer	6008.55	474.9

It is my recommendation to promote Mr. Dyer to the position of **Distribution Operator** at the hourly rate of **\$33.87** effective **02 March 2024**. I would like to officially recognize this professional as a Journey Worker Distribution Operator. I welcome any questions the Board may have on this promotion.

Respectfully Submitted,


Charles Gill
Water Utility Manager

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