



13 August 2024

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

Re: Recommendation of Apprentice Advancement

Mayor and Board Members,

We have one of our apprentices that has completed the requirements for advancement in our Apprenticeship Program. Each apprentice is required to complete a minimum of 1000 hours of On the Job training (OJT) to advance. Apprentices also must complete 144 hours of On the Job learning (OJL) per year. The Apprenticeship Committee for the Water Utility recommends Garrett Redd for advancement.

I request the Board approve the advancement as presented below in accordance with the Apprenticeship Program and City of Greenfield Salary Schedule for Budget Year 2024 as approved by the Common Council 13 December 2023. If approved the salary change would be effective on the start of the pay period beginning **17 August 2024**.

NAME	DATE HIRED	TIME IN SRV.	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
	8/15/2022	2 Years	<b>Plant Operator D / \$ 27.78</b>	<b>Plant Operator C / \$ 29.29</b>

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

Charles Gill  
Manager  
Greenfield Water Utility

cc: Jane Webb, Utility Coordinator  
Lori Elmore, Clerk-Treasurer



**WATER DISTRIBUTION OPERATOR  
WATER TREATMENT PLANT OPERATOR**

**APPRENTICE NAME: Garrett Redd**

**APPRENTICESHIP HOURS SUMMARY**

A. MONITOR & ADJUST PROCESS -----	429 HOURS
B. MAINTENANCE OF FILTRATION EQUIPMENT-----	199 HOURS
C. CONTROLLING/OPERATING MACHINES AND PROCESSES -----	228.5 HOURS
D. ADD CHEMICALS ACCORDING TO PRESCRIBED STANDARDS--	252 HOURS
E. KEEP DAILY LOGS OF PLANT OPERATIONS-----	251.25 HOURS
F. PHYSICAL ROUNDS AND INSPECTIONS -----	316.5 HOURS
G. COLLECT WATER SAMPLES, RUN LABORATORY TESTS-----	238.75 HOURS
H. CRITICAL THINKING AND PROBLEM SOLVING -----	282.75 HOURS
I. DISTRIBUTION OPERATONS -----	394.5 HOURS

PREVIOUS OJT HOURS TOTAL: 2065.75

ACCURED OJT HOURS TOTAL: 3012.25

TOTAL OJT REQUIRED: 6000 HOURS

**APPRENTICESHIP RELATED INSTRUCTION SUMMARY**

**APPRENTICESHIP OJL HOURS SUMMARY**

ONLINE COURSES-----	8 HOURS
HEALTH & SAFETY-----	16 HOURS

PREVIOUS OJL HOURS TOTAL: 267

ACCURED OJL HOURS TOTAL: 291

TOTAL OJL REQUIRED FOR THE PROGRAM: 432.00