13 June 2023

Mayor Chuck Fewell

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 Mr. 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 2023 as approved by the Common Council 26 October 2022. If approved the salary change would be effective on the start of the pay period beginning **24 June 2023**.

NAME DATE TIME IN CURRENT PROPOSED

 HIRED SRV. TITLE/SALARY TITLE/SALARY

Garrett Redd 8/15/2022 10 mo. **Plant Operator F / $ 22.97 Plant Operator E / $ 25.14**

This Apprentice’s employment history and education training credits were evaluated for transfer into the Water Utility Apprenticeship Program. I welcome any questions the Board may have on this request.

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 --------------------------------------------- 118 HOURS

B. MAINTENANCE OF FILTRATION EQUIPMENT-------------------------- 25 HOURS

C. CONTROLLING/OPERATING MACHINES AND PROCESSES -------- 61 HOURS

D. ADD CHEMICALS ACCORDING TO PRESCRIBED STANDARDS-- 73 HOURS

E. KEEP DAILY LOGS OF PLANT OPERATIONS---------------------------- 61.5 HOURS

F. PHYSICAL ROUNDS AND INSPECTIONS ---------------------------------- 68 HOURS

G. COLLECT WATER SAMPLES, RUN LABORATORY TESTS---------- 58 HOURS

H. CRITICAL THINKING AND PROBLEM SOLVING ---------------------- 29.5 HOURS

I. DISTRIBUTION OPERATONS ------------------------------------------------- 92.5 HOURS

 PREVIOUS OJT HOURS TOTAL: 0

 ACCURED OJT HOURS TOTAL: 1006.5

 TOTAL OJT REQUIRED: 6000 HOURS

APPRENTICESHIP RELATED INSTRUCTION SUMMARY

APPRENTICESHIP OJL HOURS SUMMARY

TRANSFERRED CREDIT------------------------------------------------------------- 128 HOURS

ONLINE COURSES----------------------------------------------------------------- 22 HOURS

HEALTH & SAFETY---------------------------------------------------------------- 67 HOURS

 PREVIOUS OJL HOURS TOTAL: 0.00

 ACCURED OJL HOURS TOTAL: 217

 TOTAL OJL REQUIRED FOR THE PROGRAM: 432.00