



22 August 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. Filtration Operators must also obtain their WT3 license. As Mr. Woodsmall has completed his skills test, and all training and education required for advancement, the Apprenticeship Committee for the Water Utility has recommended that he be advanced in the program.

I request the Board approve the promotion as presented below in accordance with the Apprenticeship Program and City of Greenfield Salary Schedule. If approved the salary change would be effective on the start of the pay period beginning **02 September 2023**.

NAME	DATE HIRED	YRS SRV.	2023 CURRENT TITLE/SALARY	2023 PROPOSED TITLE/SALARY
Alex Woodsmall	14 May 2019	4.25	Plant Operator C / \$ 28.19	Plant Operator B / \$ 29.71

Respectfully Submitted,

Charles Gill
Manager
Water Utility

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

*451 Meek Street: Greenfield, Indiana 46140
Phone 317-477-4350 Fax 317-477-4351*



WATER TREATMENT PLANT OPERATOR

APPRENTICE NAME: ALEX WOODSMALL

APPRENTICESHIP HOURS SUMMARY

A. MONITOR & ADJUST PROCESS -----	972.75 HOURS
B. MAINTENANCE OF FILTRATION EQUIPMENT-----	357.30 HOURS
C. CONTROLLING/OPERATING MACHINES AND PROCESSES -----	436.50 HOURS
D. ADD CHEMICALS ACCORDING TO PRESCRIBED STANDARDS--	265.00 HOURS
E. KEEP DAILY LOGS OF PLANT OPERATIONS-----	202.00 HOURS
F. PHYSICAL ROUNDS AND INSPECTIONS -----	511.00 HOURS
G. COLLECT WATER SAMPLES, RUN LABORATORY TESTS-----	130.50 HOURS
H. CRITICAL THINKING AND PROBLEM SOLVING -----	383.00 HOURS
I. DISTRIBUTION OPERATONS -----	411.20 HOURS

PREVIOUS OJT HOURS TOTAL: 3004.50

ACCURED OJT HOURS TOTAL: 4098.25

TOTAL OJT REQUIRED: 6000 HOURS



WATER TREATMENT PLANT OPERATOR

APPRENTICE NAME: ALEX WOODSMALL

APPRENTICESHIP RELATED INSTRUCTION SUMMARY

APPRENTICESHIP OJL HOURS SUMMARY

ONLINE COURSES-----	13.25 HOURS
HEALTH & SAFETY-----	254.50 HOURS

PREVIOUS OJL HOURS TOTAL: 253.75

ACCURED OJL HOURS TOTAL: 521.50

TOTAL OJL REQUIRED FOR THE PROGRAM: 432.00