



GREENFIELD WATER UTILITY

451 Meek Street
Greenfield, Indiana 46140
www.greenfieldin.org
Phone: (317) 477-4350

08 April 2025

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 Shawn Valentine 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 2025 as approved by the Common Council 23 October 2024. If approved the salary change would be effective on the start of the pay period beginning 12 **April 2025**.

NAME	DATE HIRED	TIME IN SERVICE	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Shawn Valentine	12/23/2023	1.4 Years	Distribution Operator E / \$ 28.86	Distribution Operator D / \$ 30.55

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Greenfield Water Utility

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



WATER DISTRIBUTION OPERATOR WATER TREATMENT PLANT OPERATOR

APPRENTICE NAME: Shawn Valentine

APPRENTICESHIP HOURS SUMMARY

A. LEAK DETECTION, HYDRANT AND METER MAINTENANCE-----	153.5 HOURS
B. CONSTRUCTION INSPECTION-----	19 HOURS
C. TECHNOLOGY -----	4 HOURS
D. EXCAVATION -----	925.75 HOURS
E. WATER TOWERS AND PLANT OPERATIONS-----	0 HOURS
F. EQUIPMENT MAINTENANCE-----	385 HOURS
G. HEALTH & SAFETY-----	10.25 HOURS
H. TEAMWORK & PUBLIC INTERACTION-----	85.5 HOURS
I. FILTRATION OPERATIONS -----	28 HOURS

PREVIOUS OJT HOURS TOTAL: 1001

ACCURED OJT HOURS TOTAL: 2031

TOTAL OJT REQUIRED: 6000 HOURS

APPRENTICESHIP RELATED INSTRUCTION SUMMARY APPRENTICESHIP OJL HOURS SUMMARY

ONLINE COURSES-----	5.75 HOURS
HEALTH & SAFETY-----	87.5 HOURS

PREVIOUS OJL HOURS TOTAL: 88.50

ACCURED OJL HOURS TOTAL: 109.5

TOTAL OJL REQUIRED FOR THE PROGRAM: 432.00