



August 24, 2021

Mayor Chuck Fewell
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. Caleb Baldwin has successfully completed his final milestone of our Water Utility Apprenticeship Program.

Between September 2017 and July 2021, 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 were 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 in 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. Baldwin has obtained his DSL license in July 2021 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
Caleb Baldwin	6002.00	486.0

It is my recommendation to promote Mr. Baldwin to the position of **Distribution Operator** at the hourly rate of **\$29.04** effective **August 21, 2021**. 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.

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Respectfully Submitted,

Charles Gill
Manager

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

WATER DISTRIBUTION OPERATOR

APPRENTICE NAME: CALEB BALDWIN

APPRENTICESHIP HOURS SUMMARY

LEAK DETECTION, HYDRATN AND METER MAINTENANCE-----	1797.00 HOURS
CONSTRUCTION INSPECTION-----	76.50 HOURS
TECHNOLOGY -----	391.25 HOURS
EXCAVATION-----	1083.00 HOURS
WATER TOWERS AND PLANT OPERATIONS -----	107.00 HOURS
EQUIPMENT MAINTENANCE -----	617.50 HOURS
HEALTH & SAFETY -----	414.00 HOURS
TEAMWORK AND PUBLIC INTERACTION -----	725.00 HOURS

PREVIOUS OJT HOURS TOTAL: 5004.50

ACCURED OJT HOURS TOTAL: 6005.75

TOTAL OJT REQUIRED: 6000 HOURS

WATER DISTRIBUTION OPERATOR

APPRENTICE NAME: CALEB BALDWIN

APPRENTICESHIP RELATED INSTRUCTION SUMMARY

APPRENTICESHIP OJL HOURS SUMMARY

ONLINE COURSES----- 51.0 HOURS

HEALTH & SAFETY----- 49.0 HOURS

PREVIOUS OJL HOURS TOTAL: 365.0

ACCURED OJL HOURS TOTAL: 465.0

TOTAL OJL REQUIRED FOR THE PROGRAM: 432.0

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

Respectfully Submitted,



Charles Gill
Manager
Water Utility

cc:

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