



August 24, 2021

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. The Apprenticeship Committee for the Water Utility has recommended Mr. Woodsmall for advancement.

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 **August 21, 2021**.

NAME	DATE HIRED	YRS SRV.	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Alex Woodsmall	5/14/19	3.25	Plant Operator F / \$20.22	Plant Operator E/ \$22.39

Respectfully Submitted,

Charles Gill
Manager
Water Utility

cc:

Lori Elmore, Clerk-Treasurer



WATER TREATMENT PLANT OPERATOR

APPRENTICE NAME: ALEX WOODSMALL

APPRENTICESHIP HOURS SUMMARY

MONITOR PROCESS, MATERIALS OR SURROUNDINGS-----	110.50 HOURS
MAINTENANCE OF FILTRATION EQUIPMENT-----	105.30 HOURS
CONTROLLING/OPERATING MACHINES AND PROCESSES -----	110.5 HOURS
ADD CHEMICALS ACCORDING TO PRESCRIBED STANDARDS--	63.00 HOURS
HEALTH & SAFETY-----	62.00 HOURS
COLLECT WATER SAMPLES, RUN LABORATORY TESTS-----	103.00 HOURS
KEEP DAILY INVENTORY OF CHEMICALS -----	9.50 HOURS
CRITICAL THINKING AND PROBLEM SOLVING -----	69.00 HOURS
CHECK OPERATION OF STORAGE TANKS & TRANSMISSION EQUIPMENT -----	74.70 HOURS

PREVIOUS OJT HOURS TOTAL: 420.00

ACCURED OJT HOURS TOTAL: 1136.50

TOTAL OJT REQUIRED: 6000 HOURS



WATER TREATMENT PLANT OPERATOR

APPRENTICE NAME: ALEX WOODSMALL

APPRENTICESHIP RELATED INSTRUCTION SUMMARY

APPRENTICESHIP OJL HOURS SUMMARY

ONLINE COURSES-----	35.0 HOURS
HEALTH & SAFETY-----	49.0 HOURS

PREVIOUS OJL HOURS TOTAL: 0.0

ACCURED OJL HOURS TOTAL: 84.0

TOTAL OJL REQUIRED FOR THE PROGRAM: 432.0

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