



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

December 26, 2018

Mayor Chuck Fewell
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Transfer of Apprentice

Mayor and Board Members,

As part of our succession plan, there is an opening for a Distribution Operator, due to a retirement and promotion. Mr. Cory is currently a Plant Operator apprentice, and he has worked in both filtration and distribution with our personnel over the last year. He has grown in the plant environment, and is now looking to further his career by requesting this transfer.

He has earned the 5000 OJT hours and completed over 306 Course hours to earn his advancement to the next level in the apprenticeship. The goal of our apprenticeship program is to earn a WT3 or DSL and become a certified operator. Mr. Cory has earned his WT3 a full year earlier than what would be required in the Apprenticeship program. He is already working on obtaining his DSL as part of his willingness to take on this new role in the Utility.

I request the Board approve the advancement of Cody Cory to the position of **Distribution Operator A** at pay rate of **\$26.48 with on-call pay**. If approved the salary change to take effect on **December 29, 2018**.

NAME	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Cody Cory	Plant Operator B / \$25.87	Distribution Operator A / \$26.48

Respectfully Submitted,

Charles Gill
Water Utility Manger

cc: Mike Fruth, Utility Director
Mitch Ripley, Human Resource Director



WATER FILTRATION OPERATOR

APPRENTICE NAME: CODY CORY

APPRENTICESHIP HOURS SUMMARY

MONITOR PROCESS, MATERIALS OR SURROUNDINGS-----	616.00 HOURS
MAINTENANCE OF FILTRATION EQUIPMENT-----	365.00 HOURS
CONTROLLING/OPERATING MACHINES AND PROCESSES -----	361.00 HOURS
ADD CHEMICALS ACCORDING TO PRESCRIBED STANDARDS -----	251.50 HOURS
HEALTH & SAFETY-----	41.00 HOURS
COLLECT WATER SAMPLES, RUN LABORATORY TESTS-----	372.00 HOURS
KEEP DAILY INVENTORY OF CHEMICALS -----	319.0 HOURS
CRITICAL THINKING AND PROBLEM SOLVING -----	152.00 HOURS
CHECK OPERATION OF STORAGE TANKS & TRANSMISSION EQUIPMENT -----	187.00 HOURS

PREVIOUS OJT HOURS TOTAL: 4274.00

ACCURED OJT HOURS TOTAL: 5000.00

TOTAL OJT REQUIRED: 6000 HOURS



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WATER FILTRATION OPERATOR

APPRENTICE NAME: CODY CORY

APPRENTICESHIP RELATED INSTRUCTION SUMMARY

APPRENTICESHIP OJL HOURS SUMMARY

ONLINE COURSES-----	139.50 HOURS
HEALTH & SAFETY-----	22.55 HOURS

PREVIOUS OJL HOURS TOTAL: 204.25

ACCURED OJL HOURS TOTAL: 306.50

TOTAL OJL REQUIRED: 432.0