

Charles Gill  
Water Utility Manager  
451 Meek Street  
Greenfield, Indiana 46140



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

Re: Recommendation of Apprentice Advancement

February 26, 2019

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. Distribution Operators must also obtain their CDL Class B license, which Mr. Baldwin achieved on the first attempt. The Apprenticeship Committee for the Water Utility has recommended Mr. Baldwin 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 **March 9, 2019**.

NAME	DATE HIRED	YRS SRV.	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Caleb Baldwin	9/25/2017	1.45	<b>Distribution Operator E / \$20.59</b>	<b>Distribution Operator D / \$22.06</b>

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", is written over a light blue horizontal line.

Charles Gill  
Water Utility Manger

cc: Mike Fruth, Utility Director  
Mitch Ripley, Human Resource Director  
Lori Elmore, Clerk-Treasurer



**WATER DISTRIBUTION OPERATOR**

**APPRENTICE NAME: CALEB BALDWIN**

**APPRENTICESHIP HOURS SUMMARY**

LEAK DETECTION, HYDRATN AND METER MAINTENANCE-----	938.00 HOURS
CONSTRUCTION INSPECTION-----	5.00 HOURS
TECHNOLOGY -----	26.00 HOURS
EXCAVATION-----	266.00 HOURS
WATER TOWERS AND PLANT OPERATIONS -----	18.00 HOURS
EQUIPMENT MAINTENANCE -----	177.50 HOURS
HEALTH & SAFETY -----	34.00 HOURS
TEAMWORK AND PUBLIC INTERACTION -----	42.50 HOURS
LEADERSHIP AND MANAGEMENT -----	4.00 HOURS

PREVIOUS OJT HOURS TOTAL: 1059.50

ACCURED OJT HOURS TOTAL: 2032.00

TOTAL OJT REQUIRED: 6000 HOURS



**WATER DISTRIBUTION OPERATOR**

**APPRENTICE NAME: CALEB BALDWIN**

**APPRENTICESHIP RELATED INSTRUCTION SUMMARY**

**APPRENTICESHIP OJL HOURS SUMMARY**

ONLINE COURSES-----	109.5 HOURS
HEALTH & SAFETY-----	52.0 HOURS

PREVIOUS OJL HOURS TOTAL: 72.8

ACCURED OJL HOURS TOTAL: 161.5

TOTAL OJL REQUIRED FOR THE PROGRAM: 432.0