



November 12, 2025

Mayor Guy Titus
Board of Public Works and Safety
10 South State Street
Greenfield, IN 46140

Re: Apprenticeship Advancement – Kevin Davis

Mayor and Board Members,

Kevin Davis has successfully completed another training period of our Wastewater Utility Apprenticeship/Training Program. Upon approval of the Board of Public Works and Safety, he will be eligible for the 5000-hour salary and position advancement as approved and listed in our Apprenticeship Program. Kevin is now eligible for the Apprentice Operator VI title and wage progression as detailed below.

2025 Apprenticeship Positions and Pay Rates			
Position		Hours	Rate
Operations Assistant/Field Technician		N/A	\$ 22.00
Apprentice Operator I		0	\$ 26.00
Apprentice Operator II		1000	\$ 27.57
Apprentice Operator III		2000	\$ 29.16
Apprentice Operator IV		3000	\$ 30.77
Apprentice Operator V		4000	\$ 32.35
Apprentice Operator VI		5000	\$ 33.93
Operator with Certification		6000	\$ 35.52

At this time, in accordance with the Wastewater Utility's Apprenticeship standards and the 2025 salary ordinance of the City of Greenfield, I am requesting that Kevin Davis' title be updated to Apprentice Operator VI at an hourly pay rate of \$33.93 effective with the pay period starting November 8, 2025. Please let me know if there are any questions regarding this request.

Best Regards,

A handwritten signature in blue ink, appearing to read "Nick Dezelan".

Nicholas Dezelan, CHMM, ASP
Wastewater Utility Manager

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

Wastewater Utility
302 East Davis Road: Greenfield, Indiana 46140
nicholas.dezelan@greenfieldin.gov
Phone 317-477-4360 Fax 317-477-4361

PROFICIENT
NOT PROFICIENT



APPRENTICE PROGRAM
SKILLS TEST 5

NAME: Kevin Davis

• MAINTENANCE

- | | | |
|---|-------------------------------------|---|
| X | ☒ | Know how to GPS sanitary & storm sewers lines & nodes |
| X | ☒ | Know how to work on electrical panel at lift stations |
| X | ☒ | Know how to inspect grease trap and oil separator |
| X | ☒ | Know how to install inserta tee and Romac saddle |

• OPERATIONS

- | | | |
|---|-------------------------------------|--|
| X | ☒ | Know the material/parts list – know the different sewer parts for a job |
| X | ☒ | Know our Sanitary & Storm Sewer Standards & Guidelines |
| X | ☒ | Know how to perform construction inspections: laterals, main lines, grease trap installation, air/vacuum & mandrel testing |
| X | ☒ | Know how to conduct smoke testing to find inflow & infiltration and dye testing |
| X | ☒ | Be able to discuss any part of sewer operational guidelines |
| X | ☒ | Know how to perform erosion repairs & ditch cleaning |

Comments

OVERALL SKILLS TEST DETERMINATION

PROFICIENT

☒

NOT PROFICIENT

Scott Egan
SUPERVISOR

11-3-2025
DATE

[Signature]
MANAGER

11/3/25
DATE

Scott McHatten
COMMITTEE MEMBER

11-3-2025
DATE

[Signature]
COMMITTEE MEMBER

11-3-2025
DATE

SUPERVISOR COMMENTS:

