



November 12, 2025

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

Re: Apprenticeship Advancement – Zachary Kennedy

Mayor and Board Members,

Zachary Kennedy has successfully completed the first 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 1000-hour salary and position advancement as approved and listed in our Apprenticeship Program. Zach is now eligible for the Apprentice Operator II 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 Zachary Kennedy's title be updated to Apprentice Operator II at an hourly pay rate of \$27.57 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 1

NAME: Zach Kenndey

• MAINTENANCE

- | | |
|-------------------------------------|--|
| ☒ | Know how to properly acknowledge alarms on the phone and at the screen. |
| ☒ | Know what to look at for alarms and what to do to fix them and reset them. |
| ☒ | Know how to open a blower and inspect it. |
| ☒ | Know how to find PM schedules for equipment. |

• OPERATIONS

- | | |
|-------------------------------------|--|
| ☒ | Know how to do everything in the Lab. |
| ☒ | Know how to start the centrifuge. |
| ☒ | Knowledge of how to inspect pump station. |
| ☒ | Knowledge of the phase cycles and rotation of the tanks. |
| ☒ | Knowledge of which blowers go to which tanks. |
| ☒ | Knowledge of the HMI for the tanks. |

***Comments**

Zach has done a good job at learning new things he has never done before. He has learned everything in the lab and does good in there as well.

1000 hr Apprentice Skills Test

☒ PROFICIENT

☐ NOT PROFICIENT

A.C. Hummer 11-5-25
SUPERVISOR DATE

[Signature] 11/5/25
MANAGER DATE

[Signature] 11/5/25
COMMITTEE MEMBER DATE

[Signature] 11/5/25
COMMITTEE MEMBER DATE

SUPERVISOR COMMENTS:
