



## GREENFIELD WATER UTILITY

451 Meek Street  
Greenfield, Indiana 46140  
[www.greenfieldin.org](http://www.greenfieldin.org)  
Phone: (317) 477-4350

23 December 2025

Mayor Guy Titus  
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. The Apprenticeship Committee for the Water Utility recommends Austin Kinder for advancement.

I request the Board approve the advancement as presented below in accordance with the Apprenticeship Program and City of Greenfield Salary Schedule for Budget Year 2026 as approved by the Common Council 19 November 2025. If approved the salary change would be effective on the start of the pay period beginning 20 **December 2025**.

NAME	DATE HIRED	TIME IN SERVICE	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Austin Kinder	07/12/2024	1yr. 5mos	<b>Distribution Operator E / \$ 28.86</b>	<b>Distribution Operator D / \$ 32.20</b>

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill  
Manager  
Greenfield Water Utility

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



**WATER DISTRIBUTION OPERATOR  
WATER TREATMENT PLANT OPERATOR**

**APPRENTICE NAME: Austin Kinder**

**APPRENTICESHIP HOURS SUMMARY**

A. LEAK DETECTION, HYDRANT AND METER MAINTENANCE----- 565.75 HOURS  
B. CONSTRUCTION INSPECTION-----89.25 HOURS  
C. TECHNOLOGY ----- 0 HOURS  
D. EXCAVATION/INSTALLATION -----525.25 HOURS  
E. MAPPING AND PRINTS -----0 HOURS  
F. EQUIPMENT MAINTENANCE-----357.25 HOURS  
G. HEALTH & SAFETY-----5.25 HOURS  
H. CUSTOMER SERVICE & PUBLIC INTERACTION-----56.5 HOURS  
I. FILTRATION OPERATIONS & WATER TOWERS-----0 HOURS

PREVIOUS OJT HOURS TOTAL: 1081

ACCURED OJT HOURS TOTAL: 2088.5

TOTAL OJT REQUIRED: 6000 HOURS

**APPRENTICESHIP RELATED INSTRUCTION SUMMARY  
APPRENTICESHIP OJL HOURS SUMMARY**

ONLINE COURSES-----122.5 HOURS  
HEALTH & SAFETY----- 17 HOURS

PREVIOUS OJL HOURS TOTAL: 103

ACCURED OJL HOURS TOTAL: 145.5

TOTAL OJL REQUIRED FOR THE PROGRAM: 432.00