



MAINTENANCE MECHANIC WORKER  
PROGRESSION CRITERION DOCUMENT

Effective Date: February 12, 2020

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***2<sup>nd</sup> Proficiency Increase:***

An increase to the next step within the LT-16 pay grade will be awarded to any Maintenance Mechanic I with nine (9) months experience as a Maintenance Mechanic I who has received a "Proficient" rating on the most recent performance review and who successfully completes:

**All Departments**

- 45 contact hours of departmental approved technical training in areas of Facilities Maintenance, carpentry, HVAC, welding, irrigation, chemistry, electrical or plumbing, **OR** Three (3) accredited college hours in a related field
- Smith's Driving School Completion
- NIMS 200

**Parks & Recreation**

- Obtains a Certified Pool Operator License from the Tulsa County Health Department or EPA Section 608 Certification as approved by management
- Obtain Oklahoma Class "B" Commercial Driver's License (CDL) with endorsements as required by the department
- 1500 hours of verifiable experience in the category for which the employee holds an apprentice license

**Asset Management**

- Obtain Oklahoma Class "B" Commercial Driver's License (CDL) with endorsements as required by the department (not required for Building Maintenance)
- Low Voltage Systems course or equivalent electrical wiring course as approved by management (for Building Maintenance only)
- EPA Section 608 Certification
- 1500 hours of verifiable experience in the category for which the employee holds an apprentice license

**Fire Department**

- Obtain Oklahoma Class "B" Commercial Driver's License (CDL) with endorsements as required by the department
- HAZWOPER OR combination of HazMat Awareness & HazMat Operations
- NFPA 1851 for bunker gear at [lionfireacademy.com/training](http://lionfireacademy.com/training)
- Completion of NFPA 1500 Safety and Use and NFPA 1851 Training modules with certificates and credit hours from Butler Tech.

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**To Become: MAINTENANCE MECHANIC II (LT-17)**

**EDUCATION:** Graduation from high school or possession of a General Education Development Certificate (GED)

**EXPERIENCE:** Four (4) years of experience in construction or maintenance work.

**TRAINING:**

**Internal:** Two (2) progression credits from internal City classes, not previously taken, from the following choices:  
Communications or Interpersonal Relations and Safety Training

**External:** One (1) seminar or workshop approved by department

**LICENSES AND CERTIFICATES:** Possession of a valid Oklahoma Class "D" Operator's License

**DEMONSTRATED SKILL PROFICIENCY:** Received a "Proficient" rating on the most recent performance review

***1<sup>st</sup> Proficiency Increase:***

An increase to the next step within the LT-17 pay grade will be awarded to any Maintenance Mechanic II with six (6) months experience as a Maintenance Mechanic II who has received a "Proficient" rating on the most recent performance review and who successfully completes:

**All Departments**

- 135 contact hours of instruction of departmental approved technical training in areas of facilities maintenance, carpentry, HVAC, welding, irrigation, chemistry, electrical or plumbing, **OR**
- Nine (9) accredited college hours in a related field,
- NIMS 700

**Parks & Recreations**

- Oklahoma Class "A" Commercial Driver's License (CDL) Permit
- 3100 hours of verifiable experience in the category for which the employee holds an apprentice license
- OSHA 10

**Asset Management**

- Oklahoma Class "A" Commercial Driver's License (CDL) Permit (not required in Building Maintenance)
- Carpentry or equivalent course as approved by management (Building Maintenance only)
- 3100 hours of verifiable experience in the category for which the employee holds an apprentice license
- Plumbing Continuing Education course or equivalent course as approved by management

**Fire Department**

- Oklahoma Class "A" Commercial Driver's License (CDL) Permit
- SCBA & Respirator Technician Certification
- Compressed Gas Cylinder Inspection certification

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**2<sup>nd</sup> Proficiency Increase:**

An increase to the next step within the LT-17 pay grade will be awarded to any Maintenance Mechanic II with nine (9) months experience as a Maintenance Mechanic II who has received a “Proficient” rating on the most recent performance review and who successfully completes:

**All Departments**

- One (1) external seminar or workshop minimum of 8 hours approved by department
- 225 contact hours of instruction of departmental approved technical training in areas of facilities maintenance, carpentry, HVAC, welding, irrigation, chemistry, electrical or plumbing, **OR**  
Fifteen (15) accredited college hours in a related field
- NIMS 800

**Parks & Recreation**

- Obtain Oklahoma Class “A” Commercial Driver’s License (CDL) with endorsements as required by the department
- Aquatic Facility Operator Training and Certification or Mechanical HVAC CE, Plumbing CE, or Intro to Electrical Licensing or equivalent continuing education course as approved by management
- 3600 hours of verifiable experience in the category for which the employee holds an apprentice license

**Asset Management**

- Obtain Oklahoma Class “A” Commercial Driver’s License (CDL) with endorsements as required by the department (not required for Building Maintenance)
- Mechanical HVAC CE, Plumbing CE, or Intro to Electrical Licensing or equivalent continuing education course as approved by management
- 3600 hours of verifiable experience in the category for which the employee holds an apprentice license
- Light Commercial HVAC or equivalent as approved by management (Building Maintenance only)

**Fire Department**

- Obtain Oklahoma Class “A” Commercial Driver’s License (CDL) with endorsements as required by the department
- Rescue Tool Technician
- Breathing Air Compressor Technician