

**MAINTENANCE MECHANIC I
REQUEST FOR PROGRESSION**

****NOTE:** This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met. *Please retain a copy of the completed progression packet for your records.* **

GENERAL INFORMATION:

Employee's Name: _____ Phone Number: _____

Employee's Date of Hire: _____ Employee tenure in current position: _____

Supervisor's Name: _____ Phone Number: _____

Supervisor's Title: _____ Length of time you have supervised employee: _____

NOTE: The following must be completed by attendance keeper:

Usage within last 12 months: Sick Leave: _____ hours, LWOP: _____ hours, Sick Leave Accrual: _____ hours

Signature of person verifying attendance: _____ Date: _____ Phone# _____

REQUEST: I would like to be reviewed for the following (please refer to the criterion document for specific requirements:

- | | |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Maintenance Mechanic I, 1 st Proficiency Increase | <input type="checkbox"/> Maintenance Mechanic I, 2 nd Proficiency Increase |
| <input type="checkbox"/> Maintenance Mechanic I, 1 st Proficiency Increase | <input type="checkbox"/> Maintenance Mechanic I, 2 nd Proficiency Increase |

ALL VERIFICATION DOCUMENTATION MUST BE INCLUDED WITH THIS SUBMISSION EVEN IF IT HAS BEEN PREVIOUSLY SUBMITTED. INCOMPLETE DOCUMENTATION MAY LEAD TO A DELAY IN YOUR REQUEST APPROVAL.

Please complete the relevant portion below based on your request.

To Become: MAINTENANCE MECHANIC I (LT-16)

- EDUCATION:** Graduation from high school or possession of a General Education Development Certificate (GED)
- EXPERIENCE:** Three (3) years of experience in construction or maintenance work.
- TRAINING:** **Internal:** None
 External: None
- LICENSES AND CERTIFICATES:** Possession of a valid Oklahoma Class “D” Operator’s License
- DEMONSTRATED SKILL PROFICIENCY:** None

Must be performing the essential semiskilled and skilled task requirements of a Maintenance Mechanic I at a proficient level.

1st Proficiency Increase:

An increase to the next step within the LT-16 pay grade will be awarded to any Maintenance Mechanic I with:

- Six (6) 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

- One (1) progression credit from an internal City class, not previously taken, from the following choices:
 Communications, Interpersonal Relations, or Safety Training
- Phase I Backhoe/Trackhoe training
- Blood Borne Pathogen Training
- NIMS 100

Parks & Recreations

- Oklahoma Department of Agriculture Pesticide Applicator certification for Service Technician in either/both the Ornamental Turf Category and Right of Way Category
- Apprentice License as issued by the Construction Industries Board of the State of Oklahoma in a category approved by management
- Oklahoma Class “B” Commercial Driver’s License (CDL) Permit

Asset Management

- Apprentice License as issued by the Construction Industries Board of the State of Oklahoma in a category approved by management
- Oklahoma Class “B” Commercial Driver’s License (CDL) Permit (not required in Building Maintenance)
- OSHA 10
- Circuits & Measurements course or equivalent electrical multi-meter course as approved by management (for Building Maintenance only)

Fire Department

- Oklahoma Class “B” Commercial Driver’s License (CDL) Permit
- OSHA 10
- Traffic Incident Management (TIM) Certificate

2nd 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
- Completion of NFPA 1500 Safety and Use and NFPA 1851 Training modules with certificates and credit hours from Butler Tech.

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

1st 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

2nd 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