

**Plant Mechanic Apprentice and Plant Mechanic Senior Apprentice
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 for your records.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone #: _____

Employee's Date of Hire: _____ Date to Class _____ Employee current position title: _____

Supervisor's Name: _____ Phone #: _____

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

Current Classification

Plant Mechanic Apprentice

Plant Mechanic Senior Apprentice

NOTE: The following attendance information must be completed by attendance keeper.

Usage within the 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:

- | | |
|---|--|
| <input type="checkbox"/> Plant Mechanic Appr 1 st Proficiency Increase | <input type="checkbox"/> To become Plant Mechanic Sr Appr |
| <input type="checkbox"/> Plant Mechanic Appr 2 nd Proficiency Increase | <input type="checkbox"/> Plant Mechanic Sr Appr 1 st Proficiency Increase |
| <input type="checkbox"/> Plant Mechanic Appr 3 rd Proficiency Increase | <input type="checkbox"/> Plant Mechanic Sr Appr 2 nd Proficiency Increase |
| | <input type="checkbox"/> Plant Mechanic Sr Appr 3 rd Proficiency Increase |

CHECKLIST OF SUBMITTED DOCUMENTATION:

- Original High School transcript or GED Certificate
- Proof of Class "A" Permit Commercial Driver's License with "N" Endorsement
- Proof Class "A" Commercial Driver's License with "N" Endorsement
- Proof of Class "B" Permit Commercial Driver's License with "N" Endorsement
- Proof Class "B" Driver's License with "N" Endorsement
- Proof of Class "D" Driver's License
- Proof of Completion of OSHA 10 **or** OSHA 30
- Class D Wastewater License (DEQ)
- Copy of Safety Training completed by COT
- Copy of Non-Safety Training completed through COT
- Successful completion of Smith's Driving School
- Successful completion of internal department training (Lucity)
- Successful completion of a department approves Leadership Training course
- Successful completion of internal department assessments
- Successful completion of COT / Safety First Aid Non-Certification Class
- Successful completion of Six Sigma Whit Belt **or** Six Sigma Yellow Belt Training
- "Proficient" rating on current PPR form

I have attached all the required documentation as stated in the Plant Mechanic Apprentice or Plant Mechanic Senior Apprentice Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____