

**PLANT MECHANIC APPRENTICE  
PROGRESSION AND PRODUCTIVITY PROGRAM  
CRITERION DOCUMENT**

December 16, 2020

**Note: Refer to the Plant Mechanic Apprentice Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines and procedures.**

**To Become: PLANT MECHANIC APPRENTICE (LT-15)**

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

**EXPERIENCE:** One (1) year of experience performing heavy manual labor involving the basic operation of electrical, mechanical or plumbing systems.

**LICENSES/ CERTIFICATIONS:** Possession of a valid Oklahoma Class "D" Driver's License. Must obtain a valid Class "B" Commercial Driver's License (CDL) (some positions require a CDL with "N" endorsement) as required by the department; and must obtain a valid Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within six (6) months of hire.

**DEMONSTRATED SKILL PROFICIENCY:** None

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

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

An increase to the next step within the LT-15 pay grade will be awarded to any Plant Mechanic Apprentice with three (3) months experience as a Plant Mechanic Apprentice who has received a "Proficient" rating on the most recent performance review and who successfully:

**Sewer Operations Maintenance**

Obtains a Class B Commercial Driver's License permit with an "N" endorsement **and**  
Completes Confined Space Entry training, **and** Trenching/Excavation Safety Training

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

An increase to the next step within the LT-15 pay grade will be awarded to any Plant Mechanic Apprentice I with six (6) months experience as a Plant Mechanic Apprentice who has received a "Proficient" rating on the most recent performance review and who successfully:

**Sewer Operations Maintenance**

Obtains a Class "B" Commercial Driver's License with a "N" endorsement **and**  
One (1) City of Tulsa Non-Safety Course, **and** the Safety First Aid Non-Certification class

**3<sup>rd</sup> Proficiency Increase:**

An increase to the next step within the LT-15 pay grade will be awarded to any Plant Mechanic Apprentice I with nine (9) months experience as a Plant Mechanic Apprentice who has received a "Proficient" rating on the most recent performance review and who successfully:

**Sewer Operations Maintenance**

Completes Driver Improvement Training **and**

Obtains a Class "D" Wastewater License (DEQ) **and**

Completes OSHA 10

**To Become: PLANT MECHANIC SENIOR APPRENTICE (LT-16)**

<b>EDUCATION:</b>	Graduation from high school or possession of a General Education Development Certificate (GED)
<b>EXPERIENCE:</b>	Two (2) years of experience including one (1) year as a Plant Mechanic Apprentice
<b>LICENSES/CERTIFICATES:</b>	Possession of a valid Oklahoma Class "D" Driver's License. Must obtain a valid Class "A" Commercial Driver's License (CDL) with "N" endorsement within ninety (90) days of hire; and possession of a valid Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ).
<b>DEMONSTRATED SKILL PROFICIENCY:</b>	None

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

An increase to the next step within the LT-16 pay grade will be awarded to any Plant Mechanic Senior Apprentice with three (3) months experience as a Plant Mechanic Senior Apprentice who has received a "Proficient" rating on the most recent performance review and who successfully:

**Sewer Operations Maintenance**

Obtains a Class "A" Commercial Driver's License Permit with a "N" Endorsement **and**

Completes the Lifting and Rigging course **and**

Completes a Six Sigma White Belt class

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

An increase to the next step within the LT-16 pay grade will be awarded to any Plant Mechanic Senior Apprentice with six (6) months experience as a Plant Mechanic Senior Apprentice who has received a "Proficient" rating on the most recent performance review and who successfully:

**Sewer Operations Maintenance**

Obtains a Class "A" Commercial Driver's License with a "N" Endorsement **and**

Completes one (1) City of Tulsa Non-Safety Course **and**

Completes Lucity Training

**3<sup>rd</sup> Proficiency Increase:**

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

**Sewer Operations Maintenance**

Completes a Six Sigma Yellow Belt Class **and**

Completes a department approved Leadership Training Course **and**

Completes OSHA 30