

**WATER/WASTEWATER WORKS OPERATOR  
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. **Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.**

**GENERAL INFORMATION: (Please Print)**

Employee's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Employee's Date of Hire: \_\_\_\_\_ Employee current position title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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:**

- Water/Wastewater Works Operator Helper, 1<sup>ST</sup> Proficiency Increase
- Water/Wastewater Works Operator Helper, 2nd Proficiency Increase
- Water/Wastewater Works Operator I, 1<sup>ST</sup> Proficiency Increase
- Water/Wastewater Works Operator I, 2<sup>ND</sup> Proficiency Increase
- Water/Wastewater Works Operator II, Progression
- Water/Wastewater Works Operator II, 1<sup>ST</sup> Proficiency Increase
- Water/Wastewater Works Operator II, 2<sup>ND</sup> Proficiency Increase
- Water/Wastewater Works Operator II, 3<sup>rd</sup> Proficiency Increase
- Water/Wastewater Works Operator II, 4<sup>th</sup> Proficiency Increase

**CHECKLIST OF SUBMITTED DOCUMENTATION:**

Date to Class in current position \_\_\_\_\_

- Water/Wastewater Works Operator Helper
- Water/Wastewater Works Operator I
- Water/Wastewater Works Operator II
- Original High School transcript or GED Certificate
- Proof of completion of one (1) progression credit from an internal City training course
- Proof of Class "A" Permit Driver's License with "N" Endorsement
- Proof Class "A" Driver's License with "N" Endorsement
- Proof of Class "B" Permit Driver's License with "N" Endorsement
- Proof Class "B" Driver's License with "N" Endorsement
- Proof of Class "D" Driver's License
- Class D Wastewater License (DEQ)
- Copy of Safety Training completed by (COT)
- Successful completion of internal department training
- Successful completion of internal department assessments
- Successful completion of COT / Safety First Aid Non-Certification Class
- Proof of Ride Along Safety training conducted by Supervisor

***I have attached all the required documentation as stated in the Wastewater Works Operator 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: \_\_\_\_\_