

**WELDER I AND II  
PROGRESSION AND PRODUCTIVITY PROGRAM  
CRITERION DOCUMENT**

**Effective: December 21, 2022**

Note: Refer to the Welder Proficiency and Progression Program Policies and Procedures Document additional information and clarification on requirements, guidelines, and procedures. ***Employees may not be on a City Performance Improvement Plan at the time of the request for progression.***

<b>To Become: Welder I LT-18</b>
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**EDUCATION:** Graduation from high school or possession of a General Educational Development (GED) Diploma.

**EXPERIENCE:**

1. One (1) year of experience in the welding trade.
2. *Proof of technical school instruction in welding preferred*
3. *Must be able to pass a departmental welding assessment.*
4. Or an equivalent combination of training and experience per PPM Section 100.

**LICENSES/  
CERTIFICATIONS:**

Possession of a valid Oklahoma Class "D" Driver License; **and**,

Possession of a Class "A" Commercial Driver License (CDL) with applicable endorsements withing twelve (12) months of date of hire; **and**,

Obtain a Class "D" Water/Wastewater license from the Department of Environmental Quality (DEQ) (some positions); **and**,

Certification on self-contained breathing apparatus (some positions); **and**,

May require certification as a Code Welder (some positions)

**DEMONSTRATED  
SKILL PROFICIENCY:** Must pass departmental welding assessment.

<b>1<sup>st</sup> Proficiency Increase:</b>
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An increase to the next step within the LT-18 pay grade will be awarded to any Welder I who has three (3) months experience as a Welder I and who successfully:

Completes the City's Work Zone Safety Training, not previously taken, as approved by management; **and**,

Completes the City's Lifting and Rigging, not previously taken, as approved by management; **and**,

Completes Phase I – Backhoe Training, Confined Space Entry Training, Trenching/Excavation Safety Training

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**2nd Proficiency Increase:**

An increase to the next step within the LT-18 pay grade will be awarded to Welder I who has six (6) months experience as a Welder I and who successfully:

**All Departments/Divisions must complete the following three (3) criteria; some additional criteria may also be required for certain departments/divisions as outlined below:**

Completes OSHA 10; **and,**

Completes Forklift Certification; **and,**

Completes Front-end Loader Training; **and,**

**Water & Sewer Department: Sewer Operations Maintenance (SOM) additional criteria**

Completes Trenching & Shoring; **and,**

Completes GIS Assessment; **and,**

Completes Lucity Assessment

**Water & Sewer Department: Water Distribution (WD) additional criteria**

Completes GIS Assessment; **and,**

Completes Lucity Assessment; **and,**

Completes Cathodic protection training and certification; **and,**

**Parks, Culture and Recreation Department additional criteria**

Completes Safety Training or Basic First Aid not previously taken; **and,**

Completes Trenching & Shoring; **and,**

Completes Confined Space Entry Training

**Streets & Stormwater Department additional criteria**

Completes Safety Training or Basic First Aid not previously taken; **and,**

Passes internal operator's exam proving they can operate a bucket and platform trucks; **and,**

Completes Digger Derrick Training

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<b><i>3<sup>rd</sup> Proficiency Increase:</i></b>
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An increase to the next step within the LT-18 pay grade will be awarded to any Welder I who has nine (9) months experience as a Welder I, and who successfully:

**All Divisions**

Obtains the relevant Oklahoma Commercial Driver License (CDL) "B" with applicable endorsements, as approved by management within nine (9) months of date to hire; **and,**

Completion of training for State Welder Certification; **and,**

**Sewer Operations Maintenance (SOM) & Water Distribution (WD)**

Obtain DEQ Class "D" Certification

**Parks, Culture and Recreation**

Completes one (1) external seminar or workshop, approved by management (minimum 1 day in length)

**Streets & Stormwater**

Obtains International Municipal Signal Association (IMSA) Work Zone Certification

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**To Become: Welder II LT-19**

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

**EXPERIENCE:** 1. One (1) year of experience as a Welder I; **or** Five (5) years' experience as a Welder; **and**,  
2. Possession of a State Welding Certification.

**LICENSES/  
CERTIFICATIONS:** Possession of a valid Class "D" Driver License; **and**,  
  
Possession of an Oklahoma CDL "A" with applicable endorsements, as determined by management within 6 months of date of hire; **and**,  
  
Possession of an International Municipal Signal Association (IMSA) Work Zone Certification within 12 months of date of hire (some positions); **and**,  
  
Certification on self-contained breathing apparatus (some positions); **and**,  
  
Possession of a class "D" Oklahoma Department of Environmental Quality (ODEQ) Certification within 12 months of date of hire (some positions)

**DEMONSTRATED  
SKILL PROFICIENCY:** None

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

An increase to the next step within the LT-19 pay grade will be awarded to any Welder II who has three (3) months experience as a Welder II and who successfully:

Completes OSHA 30; **and**,

Completes one (1) credit from the City's Development Course Catalog, not previously submitted, as approved by management

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

An increase to the next step within the LT-19 pay grade will be awarded to any Welder II who successfully:

Completes Phase II – Backhoe Training, **and**

Completes Hot Work Training, **and**

Obtains, if not previously obtained, a Class "A" Commercial Driver's License (CDL) with applicable endorsements, as approved by management; **and**,

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**Sewer Operations Maintenance (SOM)& Water Distribution (WD)** Pipeline Assessment Certification Program, (PACP) and Manhole Assessment Certification Program (MACP) and Lateral Assessment Certification Program (LACP)

**Parks, Culture and Recreation**

Completes one (1) external seminar or workshop, not previously submitted, as approved by management (minimum 1 day in length)

**Streets & Stormwater**

Obtains International Municipal Signal Association IMSA Signs & Pavement Marking level 1 certification

<b><i>3<sup>rd</sup> Proficiency Increase:</i></b>
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An increase to the next step within LT-19 pay grade will be awarded to any Welder II who has nine (9) months experience as a Welder II and who successfully:

Completes Defensive Driving class, not previously submitted, as approved by management; **and,**

Completes Hazardous Waste and Emergency Response certification (HAZWOPER)