

**CONSTRUCTION INSPECTOR
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

Note: Refer to the Construction Inspector Progression and Productivity 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.***

To Become: Construction Inspector Apprentice I OT-16

EDUCATION:	Graduation from high school or possession of a General Education Development (GED) Certificate
EXPERIENCE:	Experience in field construction, surveying and/or other subprofessional engineering work preferred or an equivalent combination of training and experience per PPPM Section 128.
LICENSES/ CERTIFICATIONS:	Possession of a valid Oklahoma Class "D" Driver License
DEMONSTRATED SKILL PROFICIENCY:	Successful completion of the Construction Inspector Apprentice Hiring Process

1st Proficiency Increase:

An increase to the next step within the OT-16 pay grade will be awarded to any Construction Inspector Apprentice who receives a "Proficient" or above rating on the most current performance evaluation, who has three (3) months experience as a Construction Inspector Apprentice and who successfully:

Completes one (1) Work Zone Safety Class, as approved by management (Traffic Operations), **or**

Completes one (1) City of Tulsa Construction Training Class, as approved by management, **and**

Completes one (1.0) progression credit from a City Safety Training class or COT/Safety First Aid Non-Certification Class, as approved by management.

2nd Proficiency Increase:

An increase to the next step within the OT-16 pay grade will be awarded to any Construction Inspector Apprentice who receives a "Proficient" or above rating on the most current performance evaluation, who has six (6) months experience as a Construction Inspector Apprentice, and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, if not previously completed, as approved by management, **and**

Completes one (1) Traffic Training Class, not previously completed, as approved by management (Traffic Operations); **or**

Completes one (1) City of Tulsa Construction Training Class, not previously taken, as approved by management, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management.

3rd Proficiency Increase:

An increase to the next step within the OT-16 pay grade will be awarded to any Construction Inspector Apprentice who receives a "Proficient" or above rating on the most current performance evaluation, who has nine (9) months experience as a Construction Inspector Apprentice, and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, not previously taken, as approved by management, **and**

Completes driver improvement training, as approved by management, **and**

Obtains the relevant Work Zone Temporary Traffic Control Technician certification, as directed by management, and as issued by the International Municipal Signal Association (IMSA), or an equivalent certification approved by management (Traffic Operations), **or**

Obtains the relevant Class "D" Water or Wastewater License, as directed by management, and as issued by the Department of Environmental Quality (All other departments or divisions).

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To Become: Construction Inspector I OT-17

EDUCATION:	Graduation from high school or possession of a General Education Development (GED) Certificate, plus all Construction Inspector Apprentice required coursework
EXPERIENCE:	Fulfills the requirements listed in the Construction Inspector I job description
LICENSES/ CERTIFICATIONS:	Possession of a valid Class "D" Driver License; Work Zone Temporary Traffic Control Technician certification (Traffic Operations); ODEQ Class "D" Water and/or Wastewater Operator's License applicable to the position (some departments or divisions)
DEMONSTRATED SKILL PROFICIENCY:	Receives a "Proficient" or above rating on the most current performance evaluation

1st Proficiency Increase:

An increase to the next step within the OT-17 pay grade will be awarded to any Construction Inspector I who receives a "Proficient" or above rating on the most current performance evaluation, and who has six (6) months experience as a Construction Inspector I and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, not previously taken, as approved by management, **and**

Completes one (1) Basic Electrical Safety Class, as approved by management (Traffic Operations), **or**

Completes one (1) City of Tulsa Construction Training Class, not previously taken, as approved by management, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management.

2nd Proficiency Increase:

An increase to the next step within the OT-17 pay grade will be awarded to any Construction Inspector I who receives a "Proficient" or above rating on the most current performance evaluation, and who has twelve (12) months experience as a Construction Inspector I and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, as approved by management, **and**

Completes one (1) Traffic Training Class, not previously completed, as approved by management (Traffic Operations); **or**

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Completes one (1) City of Tulsa Construction Training Class, not previously completed, as approved by management, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management **and**

Obtains the relevant Traffic Signal Technician I certification, as directed by management, and as issued by the International Municipal Signal Association (IMSA), or an equivalent certification approved by management (Traffic Operations), **or**

Obtains the relevant Class "D" Water and Wastewater License as issued by the Department of Environmental Quality (All other departments and divisions).

3rd Proficiency Increase:

An increase to the next step within OT-17 pay grade will be awarded to any Construction Inspector I who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Construction Inspector I and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, as approved by management, **and**

Completes one (1) Traffic Training Class, not previously completed, as approved by management (Traffic Operations); or

Completes one (1) City of Tulsa Construction Training Class, not previously completed, as approved by management, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

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To Become: Construction Inspector II OT-18

EDUCATION:	Graduation from high school or possession of a General Education Development (GED) Certificate, plus all Construction Inspector Apprentice and I required coursework
EXPERIENCE:	Fulfill the requirements listed in the job description for a Construction Inspector II
LICENSES/ CERTIFICATIONS:	Possession of a valid Class "D" Driver License; Traffic Signal Technician I certification (Traffic Operations); possession of both ODEQ Class "D" Water and Wastewater Operator's License applicable to the position (some departments or divisions)
DEMONSTRATED SKILL PROFICIENCY:	Receives a "Proficient" or above rating on the most current performance evaluation

1st Proficiency Increase:

An increase to the next step within the OT-18 pay grade will be awarded to any Construction Inspector II who receives a "Proficient" or above rating on the most current performance evaluation, who has six (6) months experience as a Construction Inspector II and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, as approved by management, **and**

Completes one (1) Traffic Training Class, not previously completed, as approved by management (Traffic Operations); **or**

Completes one (1) required credit of a City of Tulsa Construction Training Class, not previously completed, as approved by management, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management.

2nd Proficiency Increase:

An increase to the next step within the OT-18 pay grade will be awarded to any Construction Inspector II who receives a "Proficient" or above rating on the most current performance evaluation, who has twelve (12) months experience as a Construction Inspector II and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, as approved by management, **and**

Completes one (1) Traffic Training Class, not previously completed, as approved by management (Traffic Operations), **or**

Completes one (1) City of Tulsa Construction Training Class, not previously completed, as approved by management, **and**

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Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management.

3rd Proficiency Increase:

An increase to the next step within OT-18 pay grade will be awarded to any Construction Inspector II who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Construction Inspector II and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, as approved by management, **and**

Obtains the relevant Traffic Signal Inspector certification, as directed by management, and as issued by the International Municipal Signal Association (IMSA), or an equivalent certification approved by management (Traffic Operations), **or**

Completes one (1) City of Tulsa Construction Training Class, not previously completed, as approved by management (All other departments and divisions), **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

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To Become: Senior Construction Inspector OT-19

EDUCATION:	Graduation from high school or possession of a General Education Development (GED) Certificate, plus all Construction Inspector II required coursework
EXPERIENCE:	Fulfill the requirements listed in the job description for a Senior Construction Inspector
LICENSES/ CERTIFICATIONS:	Possession of a valid Class "D" Driver License; possession of both ODEQ Class "D" Water and Wastewater Operator's License applicable to the position (some departments or divisions); International Municipal Signal Association (IMSA) Traffic Signal Inspector certification (Traffic Operations) or American Public Works Association (APWA) Certified Public Infrastructure Inspector (CPII) (all other departments or divisions)
DEMONSTRATED SKILL PROFICIENCY:	Receives a "Proficient" or above rating on the most current performance evaluation

1st Proficiency Increase:

An increase to the next step within the OT-19 pay grade will be awarded to any Senior Construction Inspector who receives a "Proficient" or above rating on the most current performance evaluation, who has six (6) months experience as a Senior Construction Inspector and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, as approved by management, **and**

Completes one (1) required credit of a City of Tulsa Construction Training Class, not previously completed, as approved by management, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management.

2nd Proficiency Increase:

An increase to the next step within the OT-19 pay grade will be awarded to any Senior Construction Inspector who receives a "Proficient" or above rating on the most current performance evaluation, who has twelve (12) months experience as a Senior Construction Inspector and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, as approved by management, **and**

Obtains the relevant IMSA Traffic Signal Inspector for Advanced Technologies certification, as directed by management, and as issued by the International Municipal Signal Association (IMSA), or an equivalent certification approved by management (Traffic Operations), **or**

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Completes one (1) City of Tulsa Construction Training Class, not previously completed, as approved by management (All other departments and divisions), **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management.

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3rd Proficiency Increase:

An increase to the next step within OT-19 pay grade will be awarded to any Senior Construction Inspector who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Senior Construction Inspector and who successfully:

Completes one (1) OSU (ODOT)/OSU (LTAP) module, as approved by management, **and**

Completes one (1) Traffic Training Class, not previously completed, as approved by management (Traffic Operations), **or**

Completes one (1) City of Tulsa Construction Training Class, not previously completed, as approved by management, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.