

DRAFT SMALL ENGINE MECHANIC PROGRESSION CRITERION and REQUEST DOCUMENT
March 22, 2023

Note: Refer to the Small Engine Mechanic Proficiency and Progression Program Policies and Procedures Document additional information and clarification on requirements, guidelines, and procedures.

Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.

To Become: Small Engine Mechanic I LT-18

EDUCATION: Graduation from high school or possession of a General Educational Development (GED) Diploma.

EXPERIENCE: Three (3) years' experience in the maintenance of specialized small engine and automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100.

**LICENSES/
CERTIFICATIONS:**

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**
- b) Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with applicable endorsements within 6 months of date of hire (some positions within this classification may require a "X" or "N" endorsement); **and,**
- c) Possession of a Class "B" CDL with an airbrakes endorsement (some positions)

GENERAL INFORMATION: (Please Print)

Employee's Name: _____

Employee's Date of Hire: _____ Date to Class _____

Current Classification

Small Engine Mechanic I

Small Engine Mechanic II

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 #: _____

1st Proficiency Increase:

An increase to the next step within the LT-18 pay grade will be awarded to any Small Engine Mechanic I who has three (3) months experience as a Small Engine Mechanic I who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

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- ___ The City's Personal Protective Equipment (PPE) training; **and**,
- ___ The City's Lifting and Rigging, not previously taken, as approved by management; **and**,
- ___ Phase 1 Basic Heavy Equipment Operations Safety; **and**,
- ___ Obtains Commercial Driver's Permit.

2nd Proficiency Increase:

An increase to the next step within the LT-18 pay grade will be awarded to Small Engine Mechanic I who has six (6) months experience as a Small Engine Mechanic I who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

- ___ One (1) external class from Equipment & Engine Training Council training as approved by management (<http://eetc.mycrowdwisdom.com/diweb/catalog>); **and**,
- ___ Completes Forklift Certification; **and**,
- ___ Hot Works Certification Training (<https://catalog.nfpa.org/Hot-Work-Safety-Certificate-Online-Training-P18356.aspx?icid=A292>)

3rd Proficiency Increase:

An increase to the next step within the LT-18 pay grade will be awarded to any Small Engine Mechanic I who has nine (9) months experience as a Small Engine Mechanic I, and who successfully (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

- ___ Obtains the relevant Oklahoma CDL "A" or "B" with applicable endorsements (N in some positions), as determined by management within nine (9) months of date to hire; **and**,
- ___ Completion of time management from the Development Training Course catalog or other leadership course as approved by management; **and**,
- ___ Driver training

I have attached all the required documentation as stated in the Small Engine Mechanic 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: _____

To Become: Small Engine Mechanic II LT-19

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

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EXPERIENCE:

Five (5) years' experience in the maintenance of specialized small engine and automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100.
Two (2) years of technical school training preferred.

**LICENSES/
CERTIFICATIONS:**

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**
- b) Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with applicable endorsements within 6 months of date of hire (some positions within this classification may require a "X" or "N" endorsement); **and,**
- c) Possession of a Class "B" CDL with an airbrake's endorsement (some positions)

1st Proficiency Increase:

An increase to the next step within the LT-19 pay grade will be awarded to any Small Engine Mechanic II who has three (3) months experience as a Small Engine Mechanic II and who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

- OSHA 30
- One (1) credit from the Development Course Catalog as approved by management
- One (1) External class from Equipment & Engine Training Council training as approved by management

2nd Proficiency Increase:

An increase to the next step within the LT-19 pay grade will be awarded to any Small Engine Mechanic II who has six (6) months experience as a Small Engine Mechanic II and who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

- External class from Equipment & Engine Training Council training as approved by management
- CPR/AED/First Aid Non- Certification class
- One (1) credit from Development Course Catalog as approved by management

3rd Proficiency Increase:

An increase to the next step within LT-19 pay grade will be awarded to any Small Engine Mechanic II who has nine (9) months experience as a Small Engine Mechanic II and who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

- Two (2) external classes from Equipment & Engine Training Council training as approved by management
- One (1) credit from Development Course Catalog as approved by management

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I have attached all the required documentation as stated in the Small Engine Mechanic 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: _____