

Water/Wastewater Dispatcher I and II 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.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone #: _____

Employee's Date of Hire: _____ Date to Class _____ Employee current position title: _____

Supervisor's Name: _____ Phone #: _____

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

Current Classification

Water/Wastewater Dispatcher I

Water/Wastewater Dispatcher 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 #: _____

REQUEST: I would like to be reviewed for the following:

- Water/Wastewater Dispatcher I 1st Proficiency Increase
- Water/Wastewater Dispatcher I 2nd Proficiency Increase
- Water/Wastewater Dispatcher I 3rd Proficiency Increase
- Water/Wastewater Dispatcher I 4th Proficiency Increase

- To become Water/Wastewater Dispatcher II
- Water/Wastewater Dispatcher II 1st Proficiency Increase
- Water/Wastewater Dispatcher II 2nd Proficiency Increase
- Water/Wastewater Dispatcher II 3rd Proficiency Increase
- Water/Wastewater Dispatcher II 4th Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

- Original High School transcript or GED Certificate
- Proof of completion of Water/Wastewater's Lucity training
- Proof of completion of Water/Wastewater's GIS (Atlas) training
- Proof of completion of the Dealing with Difficult People training or the equivalent, as approved by management (1.0 course credits)
- Proof of completion of the Okie 811 Golden Shovel Training
- Proof of completion of a Field Employee Ride-Along with Assessment totaling eight (8) hours
- Proof of completion of the Level I Skills Assessment with an 80% pass rate
- Proof of completion of Prism Training (for SOM employees) or proof of completion of the Meter Maintenance Training (for Water Distribution employees) or the equivalent as approved by management.
- Proof of completion of Office Safety Training completed by COT
- Proof of completion of CPR/First Aid Training
- Proof of completion of the Water/Sewer Dispatch Cross Training totaling sixteen (16) hours
- Obtains a ODEQ Class "D" Water/Wastewater Operator's License applicable to the employee's position
- Successful completion of the Six Sigma White Belt Training
- Proof of completion of the Conflict Resolution 101 training or the equivalent, as approved by management (1.0 course credits)
- Proof of completion of an Advanced Excel 2019 or equivalent course
- Successful completion of the Six Sigma Yellow Belt Training
- Proof of completion of PACP/MACP/LACP training certification (for SOM employees) or proof of completion of the Hach Water Quality training assessment (for Water Distribution employees) or the equivalent as approved by management.
- Successful completion of the American Water Works Association's (AWWA) Customer Service Seminar or the equivalent as approved by management.

(Continued from Water/Wastewater Dispatcher I and II Request for Progression Pg. 2)

- Proof of completion of a Diversity, Equity, and Inclusion training, as approved by management (1.0 course credits)
- Proof of completion of Business Leadership Development training, as approved by management (1.0 course credits)
- Successful completion of ICS 100, 200, 800 or an equivalent Federal Emergency Management Agency training totaling seven (7) hours
- Obtains a ODEQ Class "C" Water/Wastewater Operator's License
- "Successful completion of Writing Effective Emails in the Workplace training or the equivalent, as approved by management
- "Proficient" rating on current PPR form

I have attached all the required documentation as stated in the Water/Wastewater Dispatcher I and II 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: _____