

**TREATMENT PLANT OPERATOR
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT
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Revised: 6/23/2022**

Note: Refer to the Treatment Plant Operator Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines, and procedures.

To Become:	TREATMENT PLANT OPERATOR I (LT-16)
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EDUCATION/EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
 (b) Refer to the Treatment Plant Operator Progression Criterion Document for additional requirements.
 (c) *Progression to a Treatment Plant Operator II is mandatory within eighteen (18) months.*

COURSEWORK: None

LICENSES/CERTIFICATIONS: Possession of the following:

	Water	Wastewater	Obtain by
Valid Oklahoma Class D Driver's License	X	X	Upon hire date
Valid Class B Commercial Driver's License		X	Within 90 days of hire
ODEQ Temporary Operator Certification	X	X	Within 10 days of hire
ODEQ Class D Operator Certification, Class D	X	X	Within 6 months of hire

Proficiency Increase Requirements
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An increase to the next step within the LT-16 pay grade will be awarded to any Treatment Plant Operator I who receives a satisfactory performance rating on the most current performance evaluation, who has six (6) months' experience as a Treatment Plant Operator I, and who successfully:

Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in the **Safe and Respectful Workplace** category, not previously submitted, as approved by management; **and**

Completes a total of six (6) accredited college hours or the equivalent to six (6) accredited college hours from courses listed in the 'Approved Educational Equivalent Credits' document, as approved by management.

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To Become: TREATMENT PLANT OPERATOR II (LT-17)

EDUCATION/EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and,**
- (b) One (1) year as a Treatment Plant Operator I or one (1) year of experience relevant to the essential tasks listed in this job description.
- (c) Refer to the Treatment Plant Operator Progression Criterion Document for additional requirements.

COURSEWORK: Completion of a total of nine (9) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalent Credits' document.

LICENSES/CERTIFICATIONS: Possession of the following:

	Water	Wastewater	Obtain by
Valid Oklahoma Class D Driver's License	X	X	Upon hire date
Valid Class B Commercial Driver's License		X	Within 90 days of hire
ODEQ Class C Operator Certification	X	X	Upon hire date
40-HR HAZWOPER Certification	X		Upon hire date

DEMONSTRATED SKILL PROFICIENCY:
Must successfully complete and pass a competency exam administered by the department with a minimum score of 70%.

PERFORMANCE: Satisfactory performance on the most current performance evaluation

Proficiency Increase Requirements

An increase to the next step within the LT-17 pay grade will be awarded to any Treatment Plant Operator II who receives a satisfactory performance rating on the most current performance evaluation, who has six (6) months' experience as a Treatment Plant Operator II, and who successfully:

Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in the **Development for Personal Growth** or **Communication and Interpersonal Skills** categories, not previously submitted, as approved by management; **and**

Completes a total of twelve (12) accredited college hours or the equivalent to twelve (12) accredited college hours from courses listed in the 'Approved Educational Equivalent Credits' document, as approved by management.

Advanced Certification Increase Requirements

An additional one-step increase within the LT-17 pay grade will be awarded to any Treatment Plant Operator II who receives a satisfactory performance rating on the most current performance evaluation, who has twelve (12) months experience as a Treatment Plant Operator II and who successfully obtains the Oklahoma Department of Environmental Quality Class "C" Laboratory Operator Certification.

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To Become: TREATMENT PLANT OPERATOR III (LT-18)

EDUCATION/EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **or**
- (b) One (1) year as a Treatment Plant Operator II or one (1) year of equivalent experience relevant to the essential tasks listed in this job description.
- (c) Refer to the Treatment Plant Operator Progression Criterion Document for additional requirements.

COURSEWORK: Completion of a total of eighteen (18) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalent Credits' document.

LICENSES/CERTIFICATIONS:

	Water	Wastewater	Obtain by
Valid Oklahoma Class D Driver's License	X	X	Upon hire date
Valid Class B Commercial Driver's License		X	Within 90 days of hire
ODEQ Class B Operator Certification	X	X	Upon hire date
40-HR HAZWOPER Certification	X		Upon hire date

DEMONSTRATED SKILL PROFICIENCY:

Must successfully complete and pass a competency exam with a minimum score of 70%.

PERFORMANCE: Satisfactory performance on the most current performance evaluation

Proficiency Increase Requirements

An increase to the next step within the LT-18 pay grade will be awarded to any Treatment Plant Operator III who receives a satisfactory performance rating on the most current performance evaluation, who has six (6) months' experience as a Treatment Plant Operator III, and who successfully:

Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue **Computer Skills** category, not previously submitted, as approved by management; **and**

Completes a total of twenty-four (24) accredited college hours or the equivalent to twenty-four (24) accredited college hours from courses listed in the 'Approved Educational Equivalent Credits' document, as approved by management.

Advanced Certification Increase Requirements

An additional one-step increase within the LT-18 pay grade will be awarded to any Treatment Plant Operator III who receives a satisfactory performance rating on the most current performance evaluation, who has twelve (12) months' experience as a Treatment Plant Operator III, and who successfully obtains the Oklahoma Department of Environmental Quality Class "B" Laboratory Operator Certification.

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To Become: TREATMENT PLANT OPERATOR 4 (LT-19)

EDUCATION/EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
 - (b) One (1) year as a Treatment Plant Operator III or one (1) year of equivalent experience relevant to the essential tasks listed in this job description.
 - (c) Refer to the Treatment Plant Operator Progression Criterion Document for additional requirements.

COURSEWORK: Completion of a total of thirty (30) accredited credit hours. See courses listed in the 'Approved Educational Equivalent Credits' document for approved substitutions.

LICENSES/CERTIFICATIONS:

	Water	Wastewater	Obtain by
Valid Oklahoma Class D Driver's License	X	X	Upon hire date
Valid Class B Commercial Driver's License		X	Within 90 days of hire
ODEQ Class B Operator Certification	X	X	Upon hire date
40-HR HAZWOPER Certification	X		Upon hire date

DEMONSTRATED SKILL PROFICIENCY:

Must successfully complete and pass a competency exam with a minimum score of 70%.

PERFORMANCE: Satisfactory performance on the most current performance evaluation

Proficiency Increase Requirements

An increase to the next step within the LT-19 pay grade will be awarded to any Treatment Plant Operator IV who receives a satisfactory performance rating on the most current performance evaluation, who has six (6) months' experience as a Treatment Plant Operator IV, and who successfully:

Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue **Leveraging Data** or **Business Leadership Skills** categories, not previously submitted, as approved by management; **and**

Completes a total of thirty-six (36) accredited college hours or the equivalent to thirty-six (36) accredited college hours from courses listed in the 'Approved Educational Equivalent Credits' document, as approved by management.

Advanced Certification Increase Requirements

An additional one-step increase within the LT-19 pay grade will be awarded to any Treatment Plant Operator IV who receives a satisfactory performance rating on the most current performance evaluation, who has twelve (12) months experience as a Treatment Plant Operator IV and who successfully obtains the Oklahoma Department of Environmental Quality (ODEQ) Class "A" Laboratory Operator Certification and the ODEQ Class "A" Operator Certification.