

Effective Date: \_\_\_\_\_

**√ CHECKLIST TO BECOME PLANT MECHANIC III**

1. Name of Employee: \_\_\_\_\_

2. Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

3. Sick Leave Usage: \_\_\_\_\_ Accrual: \_\_\_\_\_ LWOP: \_\_\_\_\_

YES  NO **EDUCATION:**

High School or GED (Circle appropriate)  Yes  No  
Completion of accredited college hours (\_\_\_\_\_ hrs, **original transcript attached**)  Yes  No  
Completion of \_\_\_ hrs in applicable trade category or departmentally approved technical training area \_\_\_\_\_  Yes  No

YES  NO **EXPERIENCE:** \_\_\_\_\_ date to position Accumulated experience: \_\_\_\_\_

Four (4) years experience in mechanical maintenance work or related training  Yes  No  
One (1) year experience as Plant Mechanic II with the City of Tulsa, **OR**  Yes  No  
Possession of \*Journeyman’s license, whichever comes first  Yes  No

YES  NO **TRAINING:**

Lead Skills Core Group:  Yes  No **AND** Supervisory Skills Core Group:  Yes  No  
Class \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_  
Lead Training Module:  Yes  No **AND** Supervisory Training Module:  Yes  No  
HAZAWOPER (Water Only) Training Module:  N/A  Yes  No

YES  NO **LICENSES AND CERTIFICATIONS:**

Possession of a valid Class “A” Commercial Driver’s License (CDL)  Yes  No  
Possession of an applicable Class “C” Water/Wastewater License  Yes  No

Completion of forty (40) accredited college hours in a related field, **OR**  Yes  No  
Completion of 600 hrs instruction in applicable trade category \_\_\_\_\_  Yes  No  
or 600 hours instruction in departmentally approved technical training area, i.e., electrical, mechanical or plumbing  
or a related area \_\_\_\_\_, **OR**  Yes  No

Possession of a Plant Maintenance (PM) mechanical Technologist Grade III Certification as issued by the  
California Water Environment Association (CWEA) Technical Certification Program (TC), **OR**  Yes  No

\*Possession on **one** (1) of the following as issued by the State of Oklahoma:  N/A  
Unlimited Journeyman Level Mechanical License  Yes  No  
Unlimited Journeyman Level Electrical License  Yes  No  
Journeyman Level Plumbing License  Yes  No

YES  NO **DEMONSTRATED SKILL PROFICIENCY:**

Received "Proficient" or better final rating on last review  Yes  No  
Date: \_\_\_\_\_