

**PLANT MECHANIC
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

Revised February 13, 2012

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

To Become: PLANT MECHANIC I (LT-17)

*See current job description

EDUCATION: Graduation from high school or possession of a General Education Development (GED) certificate

EXPERIENCE: Two (2) years of experience in mechanical maintenance work and/or related training

TRAINING: Internal: None

External: None

LICENSES AND

CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Operator's License; must obtain a valid Class "A" Commercial Driver's License (CDL) within ninety (90) days of hire; and must obtain both an applicable class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) and, if appropriate, an Electrical, Mechanical or Plumbing Apprentice License as issued by the State of Oklahoma within six (6) months of hire.

DEMONSTRATED SKILL PROFICIENCY: None

Proficiency Increase:

An increase to the next step within the LT-17 pay grade will be awarded to any Plant Mechanic I with six months experience as a Plant Mechanic I who has received a "Proficient" or better rating on the most recent final review and who successfully completes:

Nine (9) accredited college hours in a related field, **OR**

135 hours of instruction in the applicable trade category that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma or in another departmentally approved technical training area, i.e., carpentry

2nd Proficiency Increase:

An increase to the next step within the LT-17 pay grade will be awarded to any Plant Mechanic I with one year experience as a Plant Mechanic I who has received a "Proficient" or better rating on the most recent final review and who successfully completes:

Fifteen (15) accredited college hours in a related field, **OR**

225 hours of instruction in the applicable trade category that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma or in another departmentally approved technical training area, i.e., carpentry, **OR**

The Plant Maintenance Technology Grade I Certification Program as issued by the California Water Environment Association (CWEA) Technical Certification Program (TCP). This certification is equivalent to 90 hours of instruction in the applicable trade category and may be applied towards progression requirements.

To Become: PLANT MECHANIC II (LT-18)

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

EXPERIENCE: Three (3) years of experience in mechanical maintenance work or related training, including Eighteen (18) months experience as a Plant Mechanic I for the City of Tulsa.

TRAINING: **Internal:** Two (2) classes from the Supervisory and Lead Skills Core Group
Two (2) Lead and Supervisory Training Modules
HAZWOPER (Water only) Training Module

**COURSEWORK,
LICENSES AND**

CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Operator's License; possession of a valid Class "A" Commercial Driver's License (CDL); possession of an applicable Class "C" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ); and, if actively working on a journeyman license, an Electrical, Mechanical or Plumbing Apprentice's License as issued by the State of Oklahoma and either Option 1 or Option 2 below:

Option 1:

Completion of twenty (20) accredited college hours in a related field, **OR**

Completion of 300 hours of instruction in the applicable trade category that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma or in another departmentally approved technical training area, i.e., carpentry

Option 2:

Possession of a Third Class Operating Engineer's License if working on low pressure boilers* **AND**

Completion of 270* hours of instruction in the applicable trade category that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma or in another departmentally approved technical training area, i.e., carpentry, **OR**

Completion of eighteen (18*) accredited college hours in a related field;

Additionally, Plant Mechanics who progress under Option 2 and then move into a lateral position will have to comply with the requirements of the new position within 24 months.

DEMONSTRATED SKILL PROFICIENCY: Received a "Proficient" or better rating on most recent final review.

Proficiency Increase:

An increase to the next step within the LT-18 pay grade will be awarded to any Plant Mechanic II with six (6) months experience as a Plant Mechanic II and who has received a "Proficient" or better rating on the most recent final review and who successfully completes:

Thirty (30) accredited college hours in a related field, **OR**

450 hours of instruction in the applicable trade category that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma or in another departmentally approved technical training area, i.e., carpentry.

2nd Proficiency Increase:

An increase to the next step within the LT-18 pay grade will be awarded to any Plant Mechanic II with one (1) year experience as a Plant Mechanic II and who has received a "Proficient" or better rating on the most recent final review and who successfully completes:

The Plant Maintenance Technology Grade II Certification Program as issued by the California Water Environment Association (CWEA) Technical Certification Program (TCP). This certification is equivalent to 90 hours of instruction in the applicable trade category and may be applied towards progression requirements.

To Become: PLANT MECHANIC III (LT-19)

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

EXPERIENCE: Cumulative four (4) years of experience in mechanical maintenance work or related training, including one (1) of the four (4) years as a Plant Mechanic II with the City of Tulsa or possession of *Journeyman's license, whichever comes first.

TRAINING: **Internal:** Two (2) classes from the Supervisory and Lead Skills Core Group
Two (2) Lead and Supervisory Training Modules
HAZWOPER (Water only) Training Module

COURSEWORK, LICENSES AND CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Operator's License; possession of a valid Class "A" Commercial Driver's License (CDL); possession of an applicable Class "C" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ).

Completion of forty (40) accredited college hours in a related field **OR**

Completion of 600 hours of instruction in the applicable trade category that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma or 600 hours of instruction in a departmentally approved technical training area, i.e., electrical, mechanical or plumbing or a related area **OR**

Possession of a Plant Maintenance (PM) Mechanical Technologist Grade III Certification as issued by the California Water Environment Association (CWEA) Technical Certification Program (TCP) **OR**

*Possession of **one (1)** of the following as issued by the State of Oklahoma:

- Unlimited Journeyman Level Mechanical License
- Unlimited Journeyman Level Electrical License
- Journeyman Level Plumbing License

DEMONSTRATED SKILL PROFICIENCY: Received a "Proficient" or better rating on most recent final review.

Plant Mechanics who do not meet the requirements of their current level in the progression have eighteen (18) months to meet the revised requirement or they will be placed at the highest lower level for which they qualify and their pay will be determined by the provisions of the applicable Collective Bargaining Agreement and Personnel Policies.

Advanced Educational Increase:

An increase to the next step within the LT-19 pay grade will be awarded to the Plant Mechanic III who obtains an associate's degree **or** 60 accredited hours on an accredited college transcript in an approved field of study and has completed all required courses listed above and has been a Plant Mechanic III for at least one (1) year and received a "Proficient" or above rating on most current performance evaluation.