Note: Refer to the Water/Wastewater Works Operator Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines, and procedures.

**To Become: WATER/WASTEWATER WORKS OPERATOR HELPER (LT-13)**

**EDUCATION:** Completion of the 10th grade. Must be able to pass a basic reading/writing aptitude test.

**EXPERIENCE/TRAINING:** Three (3) months experience performing heavy manual labor. None

**LICENSES/CERTIFICATIONS:** Possession of a valid applicable Oklahoma Driver’s License as required by the department.

**1st Proficiency Increase:**

An increase to the next step within the LT-13 pay grade will be awarded to any Helper with three (3) months experience as a Helper and who receives a “Proficient” or above rating on most current performance evaluation and who successfully:

- Completes one (1) progression credit from an internal City class, **and**
- Obtains a Class “B” Commercial Driver’s License (CDL) with applicable endorsements

**2nd Proficiency Increase:**

An increase to the next step within the LT-13 pay grade will be awarded to any Helper with six (6) months experience as a Helper and who receives a “Proficient” or above rating on most current performance evaluation and who successfully:

- Completes Phase I – Backhoe Training, Confined Space Entry Training, Trenching/Excavation Safety Training;

**3rd Proficiency Increase:**

An increase to the next step within the LT-13 pay grade will be awarded to any Helper with nine (9) months experience as a Helper and who receives a “Proficient” or above rating on most current performance evaluation and who successfully:

- Forklift Certification and Class “D” DEQ license and Class “A” CDL license with “N” endorsement
To Become: WATER/WASTEWATER OPERATOR I (LT-14)

<table>
<thead>
<tr>
<th>EDUCATION:</th>
<th>Graduation from high school or possession of General Education Development (GED) Diploma.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPERIENCE:</td>
<td>Three (3) months experience performing heavy manual labor.</td>
</tr>
<tr>
<td>LICENSES/</td>
<td>Possession of a valid Oklahoma Class “D” Operator’s License as required by the department.</td>
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<tr>
<td>CERTIFICATIONS:</td>
<td></td>
</tr>
<tr>
<td>DEMONSTRATED</td>
<td>Successful completion of Water/Wastewater Works Operator Hiring Process</td>
</tr>
<tr>
<td>SKILL PROFICIENCY:</td>
<td></td>
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</tbody>
</table>

**1st Proficiency Increase:**

An increase to the next step within the LT-14 pay grade will be awarded to any Operator I with three (3) months as an Operator I and who receives a "Proficient" or above rating on most current performance evaluation and who successfully:

**Sewer Operations Maintenance, Water Distribution, & Water Supply**
Completes Phase I – Backhoe Training, Confined Space Entry Training, Trenching/Excavation Safety Training, and

Obtains, if not previously obtained, a Class “B” Commercial Driver's License (CDL) Permit with “N” endorsements;

**Water Services**
Completes Handheld meter reading device training & competency exam, and

Ride Along Safety training conducted by Supervisor; and

Completes one (1) progression credit from an internal City class, from the Safety Training class;
2nd Proficiency Increase:

An increase to the next step within the LT-14 pay grade will be awarded to any Operator I with six (6) months as an Operator I and who receives a "Proficient" or above rating on most current performance evaluation and who successfully:

**All Divisions**
Completes one (1) progression credit from an internal City non-Safety class; and
Completes COT/ Safety First Aid Non-Certification Class, and
Atlas Training; and

**Sewer Operations Maintenance, Water Distribution, & Water Supply**
Obtains, if not previously obtained, a Class “B” Commercial Driver’s License (CDL) with “N” endorsements;

**Sewer Operations Maintenance and Water Distribution**
Obtains relevant a Class “D” Water/Wastewater License as issued by the Department of Environmental Quality (DEQ);
To Become: Water/Wastewater Works Operator II (LT-15)

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

**EXPERIENCE:**
One (1) year of experience performing heavy manual labor, including nine (9) months as an Operator I.

**TRAINING:**
- **Sewer Operations Maintenance, Water Distribution, Water Services, Water Supply**
  Successfully completes Phase I – Backhoe Training (except for Water Services), Confined Space Entry Training, Trenching/Excavation Safety Training, COT/ Safety First Aid Non-Certification Class, and Atlas Training;

- **Water Services**
  Successfully completes Handheld meter reading device training & exam, Ride Along Safety training conducted by Supervisor; and

**LICENSES/ CERTIFICATIONS:**
- **Sewer Operations Maintenance, Water Distribution, & Water Supply**
  Class “B” Commercial Driver’s License (CDL) with “N” endorsements;

- **Sewer Operations Maintenance and Water Distribution**
  Relevant Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ);

**DEMONSTRATED SKILL PROFICIENCY:**
Must have received a “Proficient” performance rating on the most recent review and must be performing work at a competent level.

**1st Proficiency Increase:**
An increase to the next step within the LT-15 pay grade will be awarded to any Operator II with three (3) months as an Operator II and who receives a "Proficient" or above rating on most current performance evaluation and who successfully:

- **Sewer Operations Maintenance, Water Distribution, & Water Supply**
  Successfully completes Fire Hydrant "U", Driver improvement training; and

- **Water Services & Meter Shop**
  Successfully completes Fire Hydrant "U", Driver Improvement Training, Meter Training; and

 Completes one (1) progression credit from an internal City non-Safety class, not previously taken;
2nd Proficiency Increase:
An increase to the next step within the LT-15 pay grade will be awarded to any Operator II with six (6) months as an Operator II and who receives a "Proficient" or above rating on most current performance evaluation and who successfully:

**All Divisions**
Water Valve "U", Six Sigma - White Belt Training;

**Sewer Operations Maintenance, Water Distribution, & Water Supply**
Completes Phase II – Backhoe Training, and

Obtains, if not previously obtained, a Class “A” Commercial Driver’s License (CDL) Permit with “N” endorsements;

**Water Services**
Completes Lucity Training & Competency Exam; and

Completes one (1) progression credit from an internal City non-Safety class;

3rd Proficiency Increase:
An increase to the next step within the LT-15 pay grade will be awarded to any Operator II with nine (9) months as an Operator II and who receives a "Proficient" or above rating on most current performance evaluation and who successfully:

**All Divisions**
Completes Supervisor Ride Along, Customer Service Training, OSHA 10

**Sewer Operations Maintenance, Water Distribution, & Water Supply**
Obtains, if not previously obtained, a Class “A” Commercial Driver’s License (CDL) with “N” endorsements; and

**Water Services & Meter Shop**
Completes Meter Maintenance Training 5/8” - 2” (Leak Repair) and competency exam;

4th Proficiency Increase:
An increase to the next step within the LT-15 pay grade will be awarded to any Operator II with twelve (12) months as an Operator II and who receives a "Proficient" or above rating on most current performance evaluation and who successfully:

**All Divisions**
Completes Affinity/Lucity Training, Six Sigma - Yellow Belt,

**Sewer Operations Maintenance, Water Distribution, & Water Supply**
Completes Phase III Backhoe/Track hoe Training;

**Water Services & Meter Shop**
Completes Identification of lead service training and competency exam;