

**WATER/WASTEWATER WORKS OPERATOR
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

December 8, 2019

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/: Three (3) months experience performing heavy manual labor.
TRAINING: 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)

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

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;