MAINTENANCE MECHANIC
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT
Effective Date: February 12, 2020

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

To Become: MAINTENANCE MECHANIC I (LT-16)

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

EXPERIENCE: Three (3) years of experience in construction or maintenance work.

TRAINING: Internal: None

External: None

LICENSES AND CERTIFICATES: Possession of a valid Oklahoma Class “D” Operator’s License

DEMONSTRATED SKILL PROFICIENCY: None

Must be performing the essential semiskilled and skilled task requirements of a Maintenance Mechanic I at a proficient level.

1st Proficiency Increase:

An increase to the next step within the LT-16 pay grade will be awarded to any Maintenance Mechanic I with six (6) months experience as a Maintenance Mechanic I who has received a “Proficient” rating on the most recent performance review and who successfully completes:

All Departments
- One (1) progression credit from an internal City class, not previously taken, from the following choices:
  - Communications, Interpersonal Relations, or Safety Training
  - Phase I Backhoe/Trackhoe training
  - Blood Borne Pathogen Training
  - NIMS 100

Parks & Recreations
- Oklahoma Department of Agriculture Pesticide Applicator certification for Service Technician in either/both the Ornamental Turf Category and Right of Way Category
- Apprentice License as issued by the Construction Industries Board of the State of Oklahoma in a category approved by management
- Oklahoma Class “B” Commercial Driver’s License (CDL) Permit

Asset Management
- Apprentice License as issued by the Construction Industries Board of the State of Oklahoma in a category approved by management
- Oklahoma Class “B” Commercial Driver’s License (CDL) Permit (not required in Building Maintenance)
- OSHA 10
- Circuits & Measurements course or equivalent electrical multi-meter course as approved by management (for Building Maintenance only)

Fire Department
- Oklahoma Class “B” Commercial Driver’s License (CDL) Permit
- OSHA 10
- Traffic Incident Management (TIM) Certificate
2nd Proficiency Increase:

An increase to the next step within the LT-16 pay grade will be awarded to any Maintenance Mechanic I with nine (9) months experience as a Maintenance Mechanic I who has received a “Proficient” rating on the most recent performance review and who successfully completes:

All Departments
- 45 contact hours of departmental approved technical training in areas of Facilities Maintenance, carpentry, HVAC, welding, irrigation, chemistry, electrical or plumbing, OR Three (3) accredited college hours in a related field
- Smith’s Driving School Completion
- NIMS 200

Parks & Recreation
- Obtains a Certified Pool Operator License from the Tulsa County Health Department or EPA Section 608 Certification as approved by management
- Obtain Oklahoma Class “B” Commercial Driver’s License (CDL) with endorsements as required by the department
- 1500 hours of verifiable experience in the category for which the employee holds an apprentice license

Asset Management
- Obtain Oklahoma Class “B” Commercial Driver’s License (CDL) with endorsements as required by the department (not required for Building Maintenance)
- Low Voltage Systems course or equivalent electrical wiring course as approved by management (for Building Maintenance only)
- EPA Section 608 Certification
- 1500 hours of verifiable experience in the category for which the employee holds an apprentice license

Fire Department
- Obtain Oklahoma Class “B” Commercial Driver’s License (CDL) with endorsements as required by the department
- HAZWOPER OR combination of HazMat Awareness & HazMat Operations
- NFPA 1851 for bunker gear at lionfireacademy.com/training
- Completion of NFPA 1500 Safety and Use and NFPA 1851 Training modules with certificates and credit hours from Butler Tech.
To Become: MAINTENANCE MECHANIC II (LT-17)

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

EXPERIENCE: Four (4) years of experience in construction or maintenance work.

TRAINING: Internal: Two (2) progression credits from internal City classes, not previously taken, from the following choices:
- Communications or Interpersonal Relations and Safety Training

External: One (1) seminar or workshop approved by department

LICENSES AND CERTIFICATES: Possession of a valid Oklahoma Class “D” Operator’s License

DEMONSTRATED SKILL PROFICIENCY: Received a “Proficient” rating on the most recent performance review

1st Proficiency Increase:

An increase to the next step within the LT-17 pay grade will be awarded to any Maintenance Mechanic II with six (6) months experience as a Maintenance Mechanic II who has received a “Proficient” rating on the most recent performance review and who successfully completes:

All Departments
- 135 contact hours of instruction of departmental approved technical training in areas of facilities maintenance, carpentry, HVAC, welding, irrigation, chemistry, electrical or plumbing, OR
- Nine (9) accredited college hours in a related field,
- NIMS 700

Parks & Recreations
- Oklahoma Class “A” Commercial Driver’s License (CDL) Permit
- 3100 hours of verifiable experience in the category for which the employee holds an apprentice license
- OSHA 10

Asset Management
- Oklahoma Class “A” Commercial Driver’s License (CDL) Permit (not required in Building Maintenance)
- Carpentry or equivalent course as approved by management (Building Maintenance only)
- 3100 hours of verifiable experience in the category for which the employee holds an apprentice license
- Plumbing Continuing Education course or equivalent course as approved by management

Fire Department
- Oklahoma Class “A” Commercial Driver’s License (CDL) Permit
- SCBA & Respirator Technician Certification
- Compressed Gas Cylinder Inspection certification
2nd Proficiency Increase:

An increase to the next step within the LT-17 pay grade will be awarded to any Maintenance Mechanic II with nine (9) months experience as a Maintenance Mechanic II who has received a “Proficient” rating on the most recent performance review and who successfully completes:

**All Departments**
- One (1) external seminar or workshop minimum of 8 hours approved by department
- 225 contact hours of instruction of departmental approved technical training in areas of facilities maintenance, carpentry, HVAC, welding, irrigation, chemistry, electrical or plumbing, OR
  Fifteen (15) accredited college hours in a related field
- NIMS 800

**Parks & Recreation**
- Obtain Oklahoma Class “A” Commercial Driver’s License (CDL) with endorsements as required by the department
- Aquatic Facility Operator Training and Certification or Mechanical HVAC CE, Plumbing CE, or Intro to Electrical Licensing or equivalent continuing education course as approved by management
- 3600 hours of verifiable experience in the category for which the employee holds an apprentice license

**Asset Management**
- Obtain Oklahoma Class “A” Commercial Driver’s License (CDL) with endorsements as required by the department (not required for Building Maintenance)
- Mechanical HVAC CE, Plumbing CE, or Intro to Electrical Licensing or equivalent continuing education course as approved by management
- 3600 hours of verifiable experience in the category for which the employee holds an apprentice license
- Light Commercial HVAC or equivalent as approved by management (Building Maintenance only)

**Fire Department**
- Obtain Oklahoma Class “A” Commercial Driver’s License (CDL) with endorsements as required by the department
- Rescue Tool Technician
- Breathing Air Compressor Technician