## 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.

# 1<sup>st</sup> 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)

- Oklahoma Class "B" Commercial Driver's License (CDL) Permit
- OSHA 10
- Traffic Incident Management (TIM) Certificate

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# 2<sup>nd</sup> 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, <u>OR</u> 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

- 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.

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# 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

# 1<sup>st</sup> 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

- Oklahoma Class "A" Commercial Driver's License (CDL) Permit
- SCBA & Respirator Technician Certification
- Compressed Gas Cylinder Inspection certification

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# 2<sup>nd</sup> 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, <u>OR</u>
   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)

- Obtain Oklahoma Class "A" Commercial Driver's License (CDL) with endorsements as required by the department
- Rescue Tool Technician
- Breathing Air Compressor Technician