**NOTE: This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met. Please retain a copy of the completed progression packet for your records.**

**GENERAL INFORMATION:**
Employee's Name: ___________________________________________  Phone Number: __________________
Employee's Date of Hire: _______________  Employee tenure in current position: __________________
Supervisor's Name: ________________________________________  Phone Number: __________________
Supervisor's Title: ________________________________________  Length of time you have supervised employee: ______________

NOTE: The following must be completed by attendance keeper:
Usage within last 12 months:  Sick Leave: _______ hours, LWOP: _______ hours, Sick Leave Accrual: _______ hours
Signature of person verifying attendance: _______________________ Date: ___________  Phone# __________________

**REQUEST:** I would like to be reviewed for the following (please refer to the criterion document for specific requirements):
☐ Maintenance Mechanic I, 1st Proficiency Increase  ☐ Maintenance Mechanic I, 2nd Proficiency Increase
☐ Maintenance Mechanic I, 1st Proficiency Increase  ☐ Maintenance Mechanic I, 2nd Proficiency Increase

ALL VERIFICATION DOCUMENTATION MUST BE INCLUDED WITH THIS SUBMISSION EVEN IF IT HAS BEEN PREVIOUSLY SUBMITTED. INCOMPLETE DOCUMENTATION MAY LEAD TO A DELAY IN YOUR REQUEST APPROVAL.

Please complete the relevant portion below based on your request.
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