

**WATER/WASTEWATER WORKS OPERATOR III- INFRASTRUCTURE
REQUEST FOR PROFICIENCY**

- ❖ NOTE: This information is to be used as a cover sheet/checklist for the proficiency packet after all requirements are met.
➤ Please retain a copy for your records.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone #: _____

Employee's Date of Hire: _____ Employee current position title: _____

Supervisor's Name: _____ Phone #: _____

Supervisor's Title: _____ Length of time you have supervised employee: _____

Indicate applicable area: SOM Division Water Distribution Division Water Supply Division

NOTE: The following attendance information must be completed by attendance keeper.

Usage within the 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:

Water/Wastewater Works Operator III- Infrastructure (A)

- Water/Wastewater Works Operator III- Infrastructure, 1ST Proficiency Increase
- Water/Wastewater Works Operator III- Infrastructure, 2ND Proficiency Increase

Note: There is no B Proficiency for Water Supply Water/Wastewater Works Operator III.

Employee will be eligible for a one step increase upon completion of Water/Wastewater Works Operator III (A)

Water/Wastewater Works Operator III- Infrastructure (B)

- Water/Wastewater Works Operator III- Infrastructure, 1ST Proficiency Increase
- Water/Wastewater Works Operator III- Infrastructure, 2ND Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

Date to Class in current position _____

"Proficient" rating on current PPR form _____

Water/Wastewater Works Operator III- Infrastructure (A)

- Lifting and Rigging Certification (All Divisions), not previously submitted, as approved by management; and
- Successful completion of Driver improvement training Re-certification (All Divisions), not previously submitted, as approved by management; and
- Successful completion of Customer Service Training (All Divisions), not previously submitted, as approved by management; and
- OKIE 811 (Golden Shovel Certification) (All Divisions) or an equivalent training, not previously submitted, as approved by management; and
- Successful completion of Leadership Training (All Divisions), not previously submitted, as approved by management; and
- Successful completion of 40 hours in Large Trackhoe and Dozer Training & Assessment (All Divisions), not previously submitted, as approved by management; and
- Completed Crane Training 8-hour certification (SOM), not previously submitted, as approved by management.

Water/Wastewater Works Operator III- Infrastructure (B)

- Proof Class "A" Driver's License with "N" Endorsement Unrestricted (SOM & Water Distribution); and
- Successful completion of Heavy Haul Permit Training(SOM & Water Distribution); and
- Successful completion of 100 hours in Large Equipment (Includes the pull truck, dozer, medium and large trackhoe), (SOM & Water Distribution)

I have attached all the required documentation as stated in the Wastewater Works Operator Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____