

WATER/WASTEWATER WORKS OPERATOR PROGRESSION AND PRODUCTIVITY PROGRAM CRITERION DOCUMENT

October 19, 2022

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)
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EDUCATION: Completion of the 10th grade. Must be able to pass a basic reading/writing aptitude test.

EXPERIENCE/:

TRAINING: None

LICENSES/

CERTIFICATIONS: Possession of a valid applicable Oklahoma Driver 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 successfully:

Completes one (1) progression credit from an internal City class, **and**

Obtains a Class "B" Commercial Driver's License (CDL) with applicable endorsements (some positions)

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 successfully:

Completes Phase I –Introduction to Heavy Equipment (4 hours)

Confined Space Entry Training (8 hours),

Initial Trenching/Excavation Safety Training (8 hours);

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 successfully:

Forklift Certification and Class "D" DEQ license

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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" Driver 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 successfully:

Sewer Operations Maintenance, Water Distribution, & Water Supply

Completes Phase I –Introduction to Heavy Equipment (4 hours)
Confined Space Entry Training (8 hours),
Initial Trenching/Excavation Safety Training (8 hours);
Completes Okie 811 (Golden Shovel Certification); and

Obtains, if not previously obtained, a Class "B" Commercial Driver 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 Okie 811 (Golden Shovel Certification); and

Completes one (1) progression credit from an internal City class, from the Safety Training class;

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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 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);

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To Become: Water/Wastewater Works Operator II (LT-15)
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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 Water/Wastewater Works Operator I.

TRAINING: **All Divisions**
Completion of all training, as listed in the Water/Wastewater Works Operator I Criterion Documents within nine (9) months of date of hire

Sewer Operations Maintenance. Water Distribution. Water Services. Water Supply

Successfully completes

- Phase I –Introduction to Heavy Equipment (4 hours) ; and,
- Confined Space Entry Training (8 hours), ; and,
- Initial Trenching/Excavation Safety Training (8 hours); and,
- Okie 811 Golden Shovel Training; and,
- ,
- COT/ Safety First Aid Non-Certification Class; and,
- Atlas Training

Water Services

Successfully completes

- Handheld meter reading device training & exam; and,
- Ride Along Safety training conducted by Supervisor

**LICENSES/
CERTIFICATIONS:**

Sewer Operations Maintenance. Water Distribution. & Water Supply

Class "B" Commercial Driver 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 be performing work at a competent level.

<i>1st Proficiency Increase:</i>
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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 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, as approved by management;

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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 successfully:

All Divisions

Water Valve "U", Six Sigma - White Belt Training;

Sewer Operations Maintenance, Water Distribution, & Water Supply

Completes Phase II – Heavy Equipment Loading/Unloading, and Securement 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, not previously submitted, as approved by management;

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 successfully:

All Divisions

Completes Supervisor Ride Along, Customer Service Training, OSHA 10

Completes Lifting and Rigging Certification (4 hours)

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 successfully:

All Divisions

Completes Affinity/Lucity Training, Six Sigma - Yellow Belt,

Sewer Operations Maintenance, Water Distribution, & Water Supply

Completes Phase III -- Fundamentals of Backhoe/Excavator Training; and,

Water Services & Meter Shop

Completes Identification of lead service training and competency exam