

ODEQ Training Instructor Opportunity

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY (ODEQ) TRAINING INSTRUCTORS (Water and Wastewater Lab Operator Certification assignments available)

General Purpose:

Serve as an Approved Instructor for certification training required by the Oklahoma Department of Environmental Quality (ODEQ) based on Regulation OAC 252:710-3-37 for the purpose of reducing or eliminating the need for outside providers to administer ODEQ certification training for City of Tulsa employees.

Requirements: Water and Sewer Employees who are currently in possession of an ODEQ Lab certification (A, B, or C) must meet the following requirements and apply to become an ODEQ Instructor. Employees must also meet the promotional requirements established by the City to be considered.

Comply with any special requirements that ODEQ may establish for instructors of approved training courses.

(1) Standard course. To be an instructor of a standard course for certification of any type, a person must have a current operator's license in the State of Oklahoma and at least a "C" certification in the subject to be taught, as well as one of the following:

- (A) score at least 80% on the examination for the standard course to be taught; or
- (B) score at least 80% on examinations at a higher type of certification than the course taught. To change approved instructor status to a higher level, compliance with this subsection is required.

(2) The instructors are responsible for developing the training materials and keeping them updated to coincide with any regulatory changes, submit agendas and a syllabus to ODEQ for approval prior to all trainings.

(3) Examination Review. No instructor will be allowed to review the exam during the six-month period prior to taking the examination.

(4) Once a certified instructor, meet the qualification to maintain instructor status At least four (4) hours of documented instruction must be completed each certificate year to maintain approved instructor status. Each person must retake the examination at least once every four (4) years and obtain a score of 80% or above to retain certification as an approved instructor.

(5) Professional development training class. The training class provided by the instructor shall comply with the continuing education requirement found at 252:710-1-7(c) for the certificate year the class is taught.

Approved Instructors will receive a monthly stipend as follows based on the instructor's level of certification:

Class C - \$100 per month; Class B - \$150 per month; Class A - \$200 per month.

It is expected that Approved Instructors will lead training classes as requested and required in order to receive the monthly stipend. Failure to train as requested will result in loss of the monthly stipend.

Qualifications: Current Water and Sewer employees that have obtained a C license or higher and are classified as Science and Technical (ST), Science and Technical Exempt (STE), Exempt (EX), or Administrative Technical (AT) to serve as approved instructors.

The HR Analyst will also review sick leave accruals, discipline, and current performance for each applicant for the program. If you have questions regarding this opportunity please contact Elizabeth Vega, H.R. Analyst, Employment Office, vega@cityoftulsa.org or (918)596-7452.