Note: Refer to the Small Engine Mechanic Proficiency and Progression Program Policies and Procedures Document additional information and clarification on requirements, guidelines, and procedures.

**Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.**

To Become: Small Engine Mechanic I LT-18

**EDUCATION:**
Graduation from high school or possession of a General Educational Development (GED) Diploma.

**EXPERIENCE:**
Three (3) years’ experience in the maintenance of specialized small engine and automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100.

**LICENSES/CERTIFICATIONS:**
- a) Possession of a valid class “D” Oklahoma Driver license; and,
- b) Possession of a valid Oklahoma Class “A” Commercial Driver’s License (CDL) with applicable endorsements within 6 months of date of hire (some positions within this classification may require a “X” or “N” endorsement); and,
- c) Possession of a Class “B” CDL with an airbrakes endorsement (some positions)

**GENERAL INFORMATION:** (Please Print)

Employee’s Name: ________________________________

Employee’s Date of Hire: __________ Date to Class _________

Current Classification

☐ Small Engine Mechanic I  ☐ Small Engine Mechanic II

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 #: __________

**1st Proficiency Increase:**

An increase to the next step within the LT-18 pay grade will be awarded to any Small Engine Mechanic I who has three (3) months experience as a Small Engine Mechanic I who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):
The City’s Personal Protective Equipment (PPE) training; and,
The City’s Lifting and Rigging, not previously taken, as approved by management; and,
Phase 1 Basic Heavy Equipment Operations Safety; and,
Obtains Commercial Driver’s Permit.

**2nd Proficiency Increase:**

An increase to the next step within the LT-18 pay grade will be awarded to Small Engine Mechanic I who has six (6) months experience as a Small Engine Mechanic I who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

One (1) external class from Equipment & Engine Training Council training as approved by management (http://eetc.mycrowdwisdom.com/diweb/catalog); and,
Completes Forklift Certification; and,

**3rd Proficiency Increase:**

An increase to the next step within the LT-18 pay grade will be awarded to any Small Engine Mechanic I who has nine (9) months experience as a Small Engine Mechanic I, and who successfully (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

Obtains the relevant Oklahoma CDL “A” or “B” with applicable endorsements (N in some positions), as determined by management within nine (9) months of date to hire; and,
Completion of time management from the Development Training Course catalog or other leadership course as approved by management; and,
Driver training

I have attached all the required documentation as stated in the Small Engine Mechanic Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression 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: _________________________

To Become: Small Engine Mechanic II LT-19

EDUCATION: Graduation from high school or possession of a General Education Development (GED) Certificate; and,
EXPERIENCE:

Five (5) years’ experience in the maintenance of specialized small engine and automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100. Two (2) years of technical school training preferred.

LICENSES/ CERTIFICATIONS:

a) Possession of a valid class “D” Oklahoma Driver license; and,
b) Possession of a valid Oklahoma Class “A” Commercial Driver’s License (CDL) with applicable endorsements within 6 months of date of hire (some positions within this classification may require a “X” or “N” endorsement); and,
c) Possession of a Class “B” CDL with an airbrake’s endorsement (some positions)

1st Proficiency Increase:

An increase to the next step within the LT-19 pay grade will be awarded to any Small Engine Mechanic II who has three (3) months experience as a Small Engine Mechanic II and who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

___OSHA 30
___One (1) credit from the Development Course Catalog as approved by management
___One (1) External class from Equipment & Engine Training Council training as approved by management

2nd Proficiency Increase:

An increase to the next step within the LT-19 pay grade will be awarded to any Small Engine Mechanic II who has six (6) months experience as a Small Engine Mechanic II and who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

___External class from Equipment & Engine Training Council training as approved by management
___CPR/AED/First Aid Non-Certification class
___One (1) credit from Development Course Catalog as approved by management

3rd Proficiency Increase:

An increase to the next step within LT-19 pay grade will be awarded to any Small Engine Mechanic II who has nine (9) months experience as a Small Engine Mechanic II and who successfully completes (employee must initial next to each course and the employee and supervisor must sign and date this document to show completion):

___Two (2) external classes from Equipment & Engine Training Council training as approved by management
___One (1) credit from Development Course Catalog as approved by management
I have attached all the required documentation as stated in the Small Engine Mechanic Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression 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: _________________________