### To Become: WATER/WASTEWATER WORKS OPERATOR HELPER (LT-13)

<table>
<thead>
<tr>
<th>Education:</th>
<th>Completion of the 10th grade. Must be able to pass a basic reading/writing aptitude test.</th>
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</thead>
<tbody>
<tr>
<td>Experience/Training:</td>
<td>None</td>
</tr>
<tr>
<td>Licenses/Certifications:</td>
<td>Possession of a valid applicable Oklahoma Driver License as required by the department.</td>
</tr>
</tbody>
</table>

### 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
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);
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;
Ride Along Safety training conducted by Supervisor;
Completes Okie 811 (Golden Shovel Certification);
Completes one (1) progression credit from an internal City class, from the Safety Training class
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)
To Become: **Water/Wastewater Works Operator II (LT-15)**

<table>
<thead>
<tr>
<th>EDUCATION:</th>
<th>Graduation from high school or possession of General Education Development (GED) Diploma.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPERIENCE:</td>
<td>One (1) year of experience performing heavy manual labor, including nine (9) months as a Water/Wastewater Works Operator I.</td>
</tr>
</tbody>
</table>
| 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 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. |

**1st Proficiency Increase:**

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;
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;

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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;

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**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;

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

**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 a Water/Wastewater Works Operator I.

**TRAINING:**

**Sewer Operations Maintenance, Water Distribution, 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

**LICENCES/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.

### 1st Proficiency Increase:

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;
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;

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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;

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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