CHECKLIST TO BECOME PLANT MECHANIC II

1. Name of Employee:  
2. Department:  
   Supervisor:  
3. Sick Leave Usage:  
   Accrual:  
   LWOP:  

☐ YES ☐ NO  EDUCATION:
- High School or GED (Circle appropriate)
- Completion of accredited college hours (_______ hrs, original transcript attached)
- Completion of _____ hrs in applicable trade category or departmentally approved technical training area

☐ YES ☐ NO  EXPERIENCE:
- Three (3) years experience in mechanical maintenance work or related training
- Eighteen (18) months experience as Plant Mechanic I with the City of Tulsa

☐ YES ☐ NO  TRAINING:
- Lead Skills Core Group:  
  AND Supervisory Skills Core Group:
- Lead Training Module:  
  AND Supervisory Training Module:
- HAZAWOPER (Water Only) Training Module:  

☐ YES ☐ NO  LICENSES AND CERTIFICATIONS:
- Possession of a valid Class “A” Commercial Driver’s License (CDL)
- Possession of an applicable Class “C” Water/Wastewater License
- Possession of a Third Class Engineer’s License (if working on low pressure boilers)
- An Electrical, Mechanical or Plumbing Apprentice License (if actively working on a journeyman license)

OPTION 1:
- Completion of twenty (20) accredited college hours in a related field, OR
- Completion of 300 hrs instruction in applicable trade category or departmentally approved technical training area

OPTION 2:
- Possession of a Third Class Engineer’s License if working on low pressure boilers, AND
- Completion of 270* hrs of instruction in applicable trade category or departmentally approved technical training area, OR
- Completion of eighteen (18*) accredited college hours in a related field
(Additionally, Plant Mechanics who progress under Option 2 and then move into a lateral position will have to comply with the requirements of the new position within 24 months.)

☐ YES ☐ NO  DEMONSTRATED SKILL PROFICIENCY:
- Received "Proficient" or better final rating on last review
  Date:  

Effective Date:  