

TRADES WORKER PROGRESSION PROGRAM

The following classifications are included in the Trades Worker Progression Program:

Airfield Worker I – 7430
Airfield Worker II – 7431
Parks Utility Worker I – 7981
Parks Utility Worker II – 7982
Flowline Worker I – 7922
Flowline Worker II – 7923
Street Crew Worker I – 7993
Street Crew Worker II – 7994
Utility Service Helper - 7964
Utility Service Worker I – 7955
Utility Service Worker II – 7956
Surface Drainage Worker I – 7962
Surface Drainage Worker II – 7963
Vegetation Worker I – 7936
Vegetation Worker II – 7937
Crew Helper – 7930
Crew Worker I – 7931
Crew Worker II – 7932

TRADES WORKER PROGRESSION PROGRAM

To Become: HELPER (LT-13)

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

EXPERIENCE: None

TRAINING: None

LICENSES/

CERTIFICATIONS: Possession of a valid applicable Oklahoma Driver's License as required by the department.

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 in good standing and who successfully:

Completes one (1) communications training class; and

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

TRADES WORKER PROGRESSION PROGRAM

To Become: **WORKER I (LT-14)**

EDUCATION:	Graduation from high school or possession of General Education Development (GED) Diploma.
EXPERIENCE:	Two (2) years experience performing heavy manual labor.
LICENSES/ CERTIFICATIONS:	Possession of a valid Oklahoma Class "D" Operator's License as required by the department.
DEMONSTRATED SKILL PROFICIENCY:	(Only applies if initially hired at the Helper level) Proficiency in job functions and must successfully complete and pass competency exams; and must be performing work at a competent level.

1st Proficiency Increase:

An increase to the next step within the LT-14 pay grade will be awarded to any Worker I with six (6) months as a Worker I and who successfully:

Completes Phase I – Basic Heavy Equipment Operations Safety City of Tulsa training; and

Obtains, if not previously obtained, a Class "B" Commercial Driver's License (CDL) with applicable endorsements (some work units may require a Class "A" CDL); and

Receives a "Proficient" or above rating on most current performance evaluation.

2nd Proficiency Increase:

An increase to the next step within the LT-14 pay grade will be awarded to any Worker I with nine (9) months as a Worker I and who successfully:

Completes one (1) internal communications and/or Human Relations training class; and

Obtains, as required by the employee's department and approved by the Human Resources Department, an applicable class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) or an Oklahoma Department of Agriculture Pesticide Applicator certification for Service Technician in either/both the Ornamental Turf Category and Right of Way Category and/or appropriate technical license; and

Receives a "Proficient" or above rating on most current performance evaluation.

TRADES WORKER PROGRESSION PROGRAM

To Become: **WORKER II (LT-15)**

EDUCATION:	Graduation from high school or possession of General Education Development (GED) Diploma.
EXPERIENCE:	Three (3) years experience performing heavy manual labor, including one (1) year as a Worker I.
TRAINING:	Two (2) internal training classes from the communications and/or human relations group.
LICENSES/ CERTIFICATIONS:	Possession of a valid Oklahoma Class "A" or "B" Commercial Driver's License (CDL) with applicable endorsements; and, as required by the employee's department and approved by the Human Resources Department, a Class "D" Water/Wastewater license as issued by the Department of Environmental Quality (DEQ); or an Oklahoma Department of Agriculture Pesticide Applicator certification for Service Technician in either/both the Ornamental Turf Category and Right of Way Category and/or appropriate technical license.
DEMONSTRATED SKILL PROFICIENCY:	Proficiency in job functions and must successfully complete and pass competency exams; and must be performing work at a competent level. "Proficient" or better rating on most recent final review.

Proficiency Increase:

An increase to the next step within the LT-15 pay grade will be awarded to any Worker II with six (6) months as a Worker II and who successfully:

Completes Phase II – Backhoe/Trackhoe City of Tulsa training; and

Obtains, if not previously obtained, a Class "A" Commercial Driver's License (CDL) with applicable endorsements; and

Receives a "Proficient" or better rating on most recent final review.