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
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.
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.