TREATMENT PLANT OPERATOR
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT

Revised 7/23/2012

Note: Refer to the Treatment Plant Operators Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines and procedures.

<table>
<thead>
<tr>
<th>To Become:</th>
<th>TREATMENT PLANT OPERATOR APPRENTICE (LT-15)</th>
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<tbody>
<tr>
<td><strong>EDUCATION:</strong></td>
<td>Graduation from high school or possession of a General Education Development Certificate (GED)</td>
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<td><strong>EXPERIENCE:</strong></td>
<td>Some experience operating electrical, mechanical, electronic, chemical or other process equipment</td>
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<td><strong>COURSEWORK:</strong></td>
<td>Coursework not required for an apprentice; however, progression mandatory in the TPO Apprentice Program**</td>
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<td><strong>LICENSES:</strong></td>
<td>Possession of a valid Oklahoma Class “D” Operator’s License; obtain a valid Class “B” Commercial Driver’s License (CDL) within ninety (90) days of hire date in the wastewater area only; and a Class “D” Water/Wastewater License as issued from the Department of Environmental Quality (DEQ) within six (6) months of hire date in both water and wastewater areas.</td>
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<tr>
<td><strong>DEMONSTRATED SKILL PROFICIENCY:</strong></td>
<td>Must successfully complete and pass a general knowledge assessment. ** Sign Contract and agree to meet the requirements as outlined in the Apprentice Treatment Plant Operator Program</td>
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</table>
To Become:  TREATMENT PLANT OPERATOR I (LT-16)

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

EXPERIENCE:  Six (6) months as a Treatment Plant Operator Apprentice with the City of Tulsa or similar experience

TRAINING:  Internal:  Must pass TPO I Training Module

COURSEWORK:  None required to become TPO I; however, progression to a TPO II is mandatory and required coursework must be obtained within 18 months

LICENSES:  Possession of a valid Oklahoma Class “D” Operator’s License; obtain a valid Class “B” Commercial Driver’s License (CDL) within ninety (90) days of hire date in wastewater area only; and a Class “D” Water/Wastewater License as issued from the Department of Environmental Quality (DEQ) within six (6) months of hire date in both water and wastewater areas.

DEMONSTRATED SKILL PROFICIENCY:
  Proficiency in basic plant functions and must successfully complete and pass competency exam (see Section II for definitions)

PERFORMANCE & PRODUCTIVITY:
  Receives a “Proficient” or above rating on most current performance evaluation

*Proficiency Increase Requirements

EDUCATION:  Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework

EXPERIENCE:  Six (6) months as a Treatment Plant Operator I with the City of Tulsa

COURSEWORK:  Completion of a total of six (6) accredited college hours, including coursework in math, science and/or computers; completion of the Water and Wastewater operator training (California Course, Volumes I & II) may be substituted for up to 6 hours coursework.

LICENSES:  Possess a Class “D” Water/Wastewater as issued from the Department of Environmental Quality (DEQ) in both water and wastewater areas.

DEMONSTRATED SKILL PROFICIENCY:
  Proficiency in routine plant functions (see Section II for definitions)

PERFORMANCE & PRODUCTIVITY:
  Receives a “Proficient” rating on most current performance evaluation
To Become: TREATMENT PLANT OPERATOR II (LT-17)

EDUCATION: Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework

EXPERIENCE: One (1) year as a Treatment Plant Operator I with the City of Tulsa

TRAINING: Internal: Operator I & II Training Modules; Lead and Supervisory Training Modules & HAZWOPER (Water only) Training Modules

COURSEWORK: Completion of nine (9) accredited college hours with courses to include math, science and/or computers; completion of the Water and Wastewater operator training (California Course, Volumes I & II) may be substituted for up to 6 hours coursework.

LICENSES: Possession of a valid Oklahoma Class “D” Operator’s License; a valid Class “C” Water/Wastewater License as issued from the Department of Environmental Quality (DEQ); a valid Class “B” Commercial Driver’s License (CDL) within ninety (90) days of hire date in wastewater area only.

DEMONSTRATED SKILL PROFICIENCY: Proficiency in intermediate plant functions and must successfully complete and pass competency exam (see Section II for definitions)

PERFORMANCE & PRODUCTIVITY: Receives a “Proficient” rating on most current performance evaluation

*Proficiency Increase Requirements

EDUCATION: Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework

EXPERIENCE: Six (6) months as a Treatment Plant Operator II with the City of Tulsa

COURSEWORK: Completion of a total of fifteen (15) accredited college hours, including coursework in math, science, and/or computers; completion of the Water and Wastewater operator training (California Course, Volumes I & II) may be substituted for up to 6 hours coursework.

DEMONSTRATED SKILL PROFICIENCY: Proficiency in intermediate level plant functions (see Section II for definitions)

PERFORMANCE & PRODUCTIVITY: Receives a “Proficient” rating on most current performance evaluation
To Become:  **TREATMENT PLANT OPERATOR III (LT-18)**

**EDUCATION:**  Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework

**EXPERIENCE:**  One (1) year as a Treatment Plant Operator II with the City of Tulsa.

**TRAINING:**  Internal:  Operator I,II & III Training Modules  
Two (2) Lead and Supervisory Training Modules  
HAZWOPER (Water only) Training Module

**COURSEWORK:**  Completion of twenty (20) hours with courses to include math, science and/or computers; completion of the Water and Wastewater operator training (California Course, Volumes I & II) may be substituted for up to 6 hours coursework.

**LICENSES:**  Possession of a valid Oklahoma Class “D” Operator’s License; a valid Class “B” Water/Wastewater License as issued from the Department of Environmental Quality (DEQ); a valid Class “B” Commercial Driver’s License (CDL) within ninety (90) days of hire date in wastewater area only.

**DEMONSTRATED SKILL PROFICIENCY:**  Proficiency in advanced level plant functions and must successfully complete and pass competency exam (see Section II for definitions)

**PERFORMANCE & PRODUCTIVITY:**  Receives a “Proficient” rating on most current performance evaluation

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*Proficiency Increase Requirements*

**EDUCATION:**  Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework

**EXPERIENCE:**  Six (6) months as a Treatment Plant Operator III with the City of Tulsa

**COURSEWORK:**  Completion of a total of thirty (30) accredited college hours, including coursework in math, science, and/or computers; completion of the Water and Wastewater operator training (California Course, Volumes I & II) may be substituted for up to 6 hours coursework.

**DEMONSTRATED SKILL PROFICIENCY:**  Proficiency in advanced level plant functions (see Section II for definitions)

**PERFORMANCE & PRODUCTIVITY:**  Receives a “Proficient” rating on most current performance evaluation
To Become:  TREATMENT PLANT OPERATOR IV (LT-19)

EDUCATION:  Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework

EXPERIENCE:  One (1) year as a Treatment Plant Operator III with the City of Tulsa.

TRAINING:  Internal:  Operator I, II, III
    Two (2) Lead and Supervisory Training Modules
    HAZWOPER (Water only) Training Module

COURSEWORK:  Completion of forty (40) hours with courses to include math, science and/or computers; completion of the Water and Wastewater operator training (California Course, Volumes I & II) may be substituted for up to 6 hours coursework.

LICENSES:  Possession of a valid Oklahoma Class “D” Operator’s License; a valid Class “B” Water/Wastewater License as issued from the Department of Environmental Quality (DEQ); a valid Class “B” Commercial Driver’s License (CDL) within ninety (90) days of hire date in wastewater area only.

DEMONSTRATED SKILL PROFICIENCY:  Proficiency in senior level plant functions and must successfully complete and pass competency exam (see Section II for definitions)

PERFORMANCE & PRODUCTIVITY:  Receives a “Proficient” rating on most current performance evaluation

Advanced Educational Increase:  A one (1) step increase will be awarded to employees obtaining an associates degree on an accredited college transcript in an approved field of study and have completed all required courses listed above or have 60 accredited hours and have completed all required courses listed above, been a Treatment Plant Operator IV for at least one (1) year and received a “Proficient” or above rating on most current performance evaluation.