

**AUTO BODY REPAIR TECHNICIAN  
PROGRESSION AND PRODUCTIVITY PROGRAM  
CRITERION DOCUMENT**

December 16, 2019

**Note: Refer to the Auto Body Repair Technician Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines, and procedures.**

**To Become: AUTO BODY REPAIR TECHNICIAN I (LT-17)**

**EDUCATION:** Graduation from high school or possession of General Education Development (GED) Diploma.

**EXPERIENCE/  
TRAINING:** Completion of an accredited Auto Body repair training program with 900 clock hours or two (2) years experience working as a semi-skilled Auto Body Repair Technician at dealer-level or large fleet repair organization or an equivalent combination of training and experience per personnel policies and procedure, Section 128.

**LICENSES/  
CERTIFICATIONS:** Possession of a valid applicable Oklahoma Driver's License as required by the department and must obtain a Forklift Operator's certification within twelve (12) months of hire.

**1<sup>st</sup> Proficiency Increase:**

An increase to the next step within the LT-17 pay grade will be awarded to any Auto Body Repair Technician I with six (6) months experience as an Auto Body Repair Technician I and who receives a "Proficient" rating on most current performance evaluation and who:

Successfully passes the Auto Body Technician Level I internal exam, **and**

Obtains 609 A/C License (or equivalent for updated refrigerants)

**2<sup>nd</sup> Proficiency Increase:**

An increase to the next step within the LT-17 pay grade will be awarded to any Auto Body Repair Technician I with twelve (12) months experience as an Auto Body Repair Technician I and who receives a "Proficient" rating on most current performance evaluation and who:

Completes one (1) progression credit from an internal City class, **and**

Successfully passes the Auto Body Repair Technician Level II internal exam, **and**

Obtains Forklift Operators certification

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**3<sup>rd</sup> Proficiency Increase:**

An increase to the next step within the LT-17 pay grade will be awarded to any Auto Body Technician I with eighteen (18) months experience as an Auto Body Technician I and who receives a "Proficient" rating on most current performance evaluation and who:

Completes one (1) progression credit from an internal City class, not previously taken, **and**

Successfully passes the Auto Body Technician Repair Level II internal exam, **and**

Obtains One Deltron/Global/Envirobase Blue Certification (or equivalent paint manufacturer's certification, as determined by department), **and**

**4<sup>th</sup> Proficiency Increase:**

An increase to the next step within the LT-17 pay grade will be awarded to any Auto Body Repair Technician I twenty-four (24) months experience as an Auto Body Repair Technician I and who receives a "Proficient" rating on most current performance evaluation and who:

Completes one (1) progression credit from an internal non-safety City class, not previously taken, **and**

Successfully passes the Auto Body Repair Technician Level IV internal exam, **and**

Obtains One (1) ASE for Collision Repair & Refinish Certification (B2-B5)

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**To Become: AUTO BODY REPAIR TECHNICIAN I (LT-18)**

**EDUCATION:** Graduation from high school or possession of General Education Development (GED) Diploma.

**EXPERIENCE:** Completion of an Auto Body repair training program with 900 clock hours and three (3) years' experience working as a semi-skilled Auto Body Repair Technician at dealer-level or large fleet repair organization or an equivalent combination of training and experience per personnel policies and procedure, Section 128, or five (5) years experience working as a semi-skilled Auto Body Repair Technician at dealer-level or large fleet repair organization or an equivalent combination of training and experience per personnel policies and procedure, Section 128.

**LICENSES/  
CERTIFICATIONS:** Possession of a valid applicable Oklahoma Class "A" Commercial Driver's License as required by the department, a 609 License - Motor Vehicle A/C, and Forklift Operator's certification within six (6) months of hire; Minimum of one ASE certification (B2-B5) - External candidates have 6 months to acquire.

**1<sup>st</sup> Proficiency Increase:**

An increase to the next step within the LT-18 pay grade will be awarded to any Auto Body Repair Technician II with six (6) months experience as an Auto Body Repair Technician II and who receives a "Proficient" rating on most current performance evaluation and who:

Completes one (1) progression credit from an internal City class, not previously taken, **and**

Successfully passes the Auto Body Repair Technician Level V internal exam, **and**

Obtains One Deltron/Global/Envirobase Bronze Certification (or equivalent paint manufacturer's certification, as determined by department)

**2<sup>nd</sup> Proficiency Increase:**

An increase to the next step within the LT-18 pay grade will be awarded to any Auto Body Repair Technician II with twelve (12) months experience as an Auto Body Repair Technician II and who receives a "Proficient" rating on most current performance evaluation and who:

Successfully passes the Auto Body Repair Technician Level VI internal exam, **and**

Obtains a Second ASE for Collision Repair & Refinish Certification (B2-B5)

Obtains, if not previously obtained, a Class "A" Commercial Driver's License (CDL)

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**3<sup>rd</sup> Proficiency Increase:**

An increase to the next step within the LT-18 pay grade will be awarded to any Auto Body Repair Technician II eighteen (18) months experience as an Auto Body Repair Technician II and who receives a "Proficient" rating on most current performance evaluation and who:

Completes one (1) progression credit from an internal non-safety City class, not previously taken, **and**

Successfully passes the Auto Body Repair Technician Level VII internal exam, **and**

Obtain a Third ASE for Collision Repair & Refinish Certification (B2-B5)

**4<sup>th</sup> Proficiency Increase:**

An increase to the next step within the LT-18 pay grade will be awarded to any Auto Body Repair Technician II twenty-four (24) months experience as an Auto Body Repair Technician II and who receives a "Proficient" rating on most current performance evaluation and who:

Obtains a Fourth ASE (resulting in a Master designation) for Collision Repair & Refinish Certification (B2-B5), **and**

Successfully passes the Auto Body Repair Technician Level VIII internal exam, **and**

Obtains One Deltron/Global/Envirobase Silver Certification (or equivalent paint manufacturer's certification, as determined by department).