

STREETS AND STORMWATER OPERATOR REQUEST FOR PROGRESSION

- ❖ NOTE: This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met.
➤ Please retain a copy for your records.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone #: _____
Employee's Date of Hire: _____ Date to Class _____ Employee current position title: _____
Supervisor's Name: _____ Phone #: _____
Supervisor's Title: _____ Length of time you have supervised employee: _____

Current Classification

- | | |
|-------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Streets and Stormwater Operator I | <input type="checkbox"/> Streets and Stormwater Operator III |
| <input type="checkbox"/> Streets and Stormwater Operator II | <input type="checkbox"/> Streets and Stormwater Operator IV |

NOTE: The following attendance information must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave _____ hours LWOP _____ hours Sick Leave Accrual _____ hours

Signature of person verifying attendance: _____ Date: _____ Phone #: _____

REQUEST: I would like to be reviewed for the following:

Streets and Stormwater Operator I

- Streets and Stormwater Operator I 1st Proficiency Increase
- Streets and Stormwater Operator I 2nd Proficiency Increase
- Streets and Stormwater Operator I 3rd Proficiency Increase

Streets and Stormwater Operator II

- To become a Streets and Stormwater Operator II
- Streets and Stormwater Operator II 1st Proficiency Increase
- Streets and Stormwater Operator II 2nd Proficiency Increase
- Streets and Stormwater Operator II 3rd Proficiency Increase

Streets and Stormwater Operator III

- Streets & Stormwater Operator III 1st Proficiency Increase
- Streets & Stormwater Operator III 2nd Proficiency Increase
- Streets & Stormwater Operator III 3rd Proficiency Increase

Streets and Stormwater Operator IV

- Streets and Stormwater Operator IV 1st Proficiency Increase
- Streets and Stormwater Operator IV 2nd Proficiency Increase
- Streets and Stormwater Operator IV 3rd Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

For all Proficiencies:

- Original High School transcript or GED Certificate or proof of completion of 10th grade **if not previously submitted**
- "Proficient" rating on current PPR form

Streets and Stormwater Operator I -1st Proficiency Increase after 3 months

- Proof of completion trenching/excavating safety training
- Proof of completion of Confined Space Entry Training
- Proof of completion of Phase I
- ODEQ Chemical Applicator License, Service Tech **OR** Completion of Construction Tools and Utilization (depending on position)
- Oklahoma CDL "A" permit within three (3) months of date of hire.

Streets and Stormwater Operator I -2nd Proficiency Increase after 6 months

- Proof of completion of one (1.0) course credit from an internal City of Tulsa Development Training Course
- Proof of completion of Basic First Aid Training (CPR/AED/First Aid non-certification)
- Proof of completion of driver's training

Streets and Stormwater Operator I -3rd Proficiency Increase after 9 months

- Proof of completion of a FEMA class , as approved by management
- Proof of completion of Atlas training
- Proof of completion of Asphalt 101
- Obtains an Oklahoma CDL "A" with applicable endorsements within 9 months of hire

Streets and Stormwater Operator II- One (1) year as a Streets & Stormwater Operator I or three (3) years' experience with 10th grade education.

Possession of an Oklahoma "D"; CDL "A" with applicable endorsements

Streets and Stormwater Operator II -1st Proficiency Increase after 3 months

Proof of completion of Stormwater Operator Certification

Proof of completion of OSHA 10 training

Proof of completion of Concrete 101 training

Proof of completion of forklift training

Proof of completion of one (1) credit of an internal City of Tulsa Development Training course

Streets and Stormwater Operator II -2nd Proficiency Increase after 6 months

Proof of completion of Phase II training

Proof of completion of Lucity training

Streets and Stormwater Operator II -3rd Proficiency Increase after 9 months

Proof of completion of Customer Service Training

Proof of completion of FEMA Training , as approved by management

Proof of completion of one (1) credit of an internal City of Tulsa Development Training course

Streets and Stormwater Operator III- Two (2) years as a Streets & Stormwater Operator II or four (4) years' experience with 10th grade education.

Possession of an Oklahoma "D"; CDL "A" with applicable endorsements

Streets and Stormwater Operator III -1st Proficiency Increase after 3 months

Proof of completion of driving school

Proof of completion FEMA IS-00546.A Continuity of Operations training

Proof of completion Customer Service Training not previously submitted

Proof of completion of Okie 811 (Golden Shovel Certification) or equivalent, as approved by management

Proof of completion Lifting and Rigging certification

Streets and Stormwater Operator III -2nd Proficiency Increase after 6 months

Proof of completion of OSU Aggregate training

Proof of completion of Leadership training

Proof of completion of large excavator/dozer training and assessment

Streets and Stormwater Operator III -3rd Proficiency Increase after 9 months

Proof of completion of Heavy Haul Training

Proof of completion of Phase III training

Streets and Stormwater Operator IV- Five (5) years progressively responsible experience or seven (7) years' experience with 10th grade education.

Possession of an Oklahoma "D"; CDL "A" with applicable endorsements

Streets and Stormwater Operator IV -1st Proficiency Increase after 3 months

Proof of completion of Leadership training not previously submitted

Proof of completion of Customer Service training not previously submitted

Proof of completion of OK Chemical Applicator License-Service Tech training

Proof of completion of OSHA 30

Proof of completion of HAZWOPR 40

Streets and Stormwater Operator IV -2nd Proficiency Increase after 6 months

Proof of completion of vactor or crack sealing certification

Proof of completion of one (1) credit of an internal City of Tulsa Development Training course

Proof of completion of OK DEQ "D" Wastewater license

Streets and Stormwater Operator IV -3rd Proficiency Increase after 9 months

Proof of completion OSU Aggregate Training (some positions) as approved by management

Proof of completion Manhole Assessment and Certification (MACP) (some positions) as approved by management

Proof of completion of Pipeline Assessment and Certification (PACP) (some positions) as approved by management

I have attached all the required documentation as stated in the Streets and Stormwater Operator Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____