

**WATER/WASTEWATER WORKS OPERATOR III - TECHNICIAN
REQUEST FOR PROFICIENCY**

NOTE: This information is to be used as a cover sheet/checklist for the proficiency packet after all requirements are met. Please retain a copy for your records. Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone #: _____

Employee's Date of Hire: _____ Employee current position title: _____

Supervisor's Name: _____ Phone #: _____

Supervisor's Title: _____ Length of time you have supervised employee: _____

Indicate applicable area: SOM Division Water Distribution Division

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:

Water/Wastewater Works Operator III - Technician

- Water/Wastewater Works Operator III - Technician, 1ST Proficiency Increase
- Water/Wastewater Works Operator III - Technician, 2ND Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

Date to Class in current position _____

- Lifting and Rigging Certification **or**,
- Completion of 0.5 credit hours from the Internal Training Development Catalogue, not previously submitted, as approved by management
- Successful completion Smith Driving School Re-certification
- Successful completion Customer Service Training
- OKIE 811 (Golden Shovel Certification) **or**,
- Completion of 0.25 credit hours from the Internal Training Development Catalogue, not previously submitted, as approved by management
- Successful passing the assessment for the Wastewater Collection System Vol. 1 (9 CEU's)
- Successful completion of Meter Testing 5/8"-20"
- Successful completion of Leadership Training Course
- Successful completion of Traffic Control Training
- Successful completion of Meter Maintenance Training for 3"-20"

I have attached all the required documentation as stated in the Water/Wastewater Works Operator III – Technician job description and corresponding Policies and Procedures to be used to evaluate my request for a proficiency 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: _____