

**WATER/WASTEWATER WORKS OPERATOR III - INFRASTRUCTURE  
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  Water Supply 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 - Infrastructure (A)**

- Water/Wastewater Works Operator III - Infrastructure, 1<sup>ST</sup> Proficiency Increase
- Water/Wastewater Works Operator III - Infrastructure, 2<sup>ND</sup> Proficiency Increase

**Note: There is no B Proficiency for Water/Wastewater Works Operator III in the Water Supply Division. Employee will be eligible for a one step increase upon completion of Water/Wastewater Works Operator III (A)**

**Water/Wastewater Works Operator III - Infrastructure (B)**

- Water/Wastewater Works Operator III - Infrastructure, 1<sup>ST</sup> Proficiency Increase
- Water/Wastewater Works Operator III - Infrastructure, 2<sup>ND</sup> Proficiency Increase

**CHECKLIST OF SUBMITTED DOCUMENTATION:**

Date to Class in current position \_\_\_\_\_

**Water/Wastewater Works Operator III - Infrastructure (A)**

- Lifting and Rigging Certification, if not previously submitted as approved by management; **or**,
- Completion of 0.5 credit hours from the Internal Training Development Catalogue, not previously submitted, as approved by management
- Successful completion of Smith Driving School Re-certification
- Successful completion of Customer Service Training
- OKIE 811 (Golden Shovel Certification), not previously submitted, as approved by management; **or**,
- Completion of 0.25 credit hours from the Internal Training Development Catalogue, not previously submitted, as approved by management
- Successful completion of Leadership Training
- Successful completion of 40 hours in Large Trackhoe and Dozer Training & Assessment
- Completed Crane Training 8-hour certification

**Water/Wastewater Works Operator III- Infrastructure (B)**

- Proof Class "A" Driver's License with "N" Endorsement Unrestricted
- Successful completion of Heavy Haul Permit Training
- Successful completion of 100 hours in Large Equipment (Includes the pull truck, dozer, medium and large trackhoe)

***I have attached all the required documentation as listed in the Water/Wastewater Works Operator III - Infrastructure 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: \_\_\_\_\_