

## CONSTRUCTION INSPECTOR 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. *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: \_\_\_\_\_ 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"/> Construction Inspector Apprentice | <input type="checkbox"/> Construction Inspector II     |
| <input type="checkbox"/> Construction Inspector I          | <input type="checkbox"/> Senior Construction Inspector |

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:**

- |                                                                                                 |                                                                                             |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Construction Inspector Apprentice 1 <sup>st</sup> Proficiency Increase | <input type="checkbox"/> To become a Construction Inspector II                              |
| <input type="checkbox"/> Construction Inspector Apprentice 2 <sup>nd</sup> Proficiency Increase | <input type="checkbox"/> Construction Inspector II 1 <sup>st</sup> Proficiency Increase     |
| <input type="checkbox"/> Construction Inspector Apprentice 3 <sup>rd</sup> Proficiency Increase | <input type="checkbox"/> Construction Inspector II 2 <sup>nd</sup> Proficiency Increase     |
| <input type="checkbox"/> To become a Construction Inspector I                                   | <input type="checkbox"/> Construction Inspector II 3 <sup>rd</sup> Proficiency Increase     |
| <input type="checkbox"/> Construction Inspector 1 <sup>st</sup> Proficiency Increase            | <input type="checkbox"/> To become a Senior Construction Inspector                          |
| <input type="checkbox"/> Construction Inspector 2 <sup>nd</sup> Proficiency Increase            | <input type="checkbox"/> Senior Construction Inspector 1 <sup>st</sup> Proficiency Increase |
| <input type="checkbox"/> Construction Inspector 3 <sup>rd</sup> Proficiency Increase            | <input type="checkbox"/> Senior Construction Inspector 2 <sup>nd</sup> Proficiency          |
|                                                                                                 | <input type="checkbox"/> Senior Construction Inspector 3 <sup>rd</sup> Proficiency Increase |

### **CHECKLIST OF SUBMITTED DOCUMENTATION:**

- Original High School transcript or GED Certificate
- Proof of completion of one City of Tulsa Construction Training Class, as approved by management
- Proof of completion of one (1) Work Zone Safety Class, as approved by management (Traffic Operations staff only)
- Proof of completion of one (1) OSU (ODOT)/OSU (LTAP) Module(s) as approved by management
- Proof of completion of one (1) Traffic Training Class, not previously submitted, as approved by management (Traffic Operations staff only)
- Completes one (1.0) progression credit from a City Safety Training class or COT/Safety First Aid Non-Certification Class, as approved by management
- Proof of completion of 1.00 credit of an internal City class from the Development Training Course Catalog, as approved by management
- Proof of completion of driver's training, as approved by management
- Obtains a Class "D" Water and/or Wastewater License issued by the Department of Environmental Quality (DEQ) (not applicable to Traffic Operations staff)
- Obtains certification from the American Public Works Association (APWA) as a Public Infrastructure Inspector (CPII) (not applicable to Traffic Operations staff)
- Obtains certification issued by the International Municipal Signal Association (IMSA) or equivalent certification, not previously submitted, as approved by management (Traffic operations staff only), for the following:
  - Work Zone Temporary Traffic Control Technician
  - Traffic Signal Technician I
  - Traffic Signal Inspector
  - Traffic Signal Inspector for Advanced Technologies
- Proof of completion of one (1) Basic Electrical Safety Class, not previously submitted, as approved by management
- "Satisfactory performance review"

(Continued from Construction Inspector Request for Progression Pg. 2)

***I have attached all the required documentation as stated in the Construction Inspector 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: \_\_\_\_\_