

TRADES WORKER PROGRESSION PROGRAM

The following classifications are included in the Trades Worker Progression Program:

Parks Utility Worker I – 8535
Parks Utility Worker II – 8536
Crew Helper – 8521

TRADES WORKER PROGRESSION PROGRAM

To Become: HELPER (LT-13)

EDUCATION: Completion of the 10th grade. Must be able to pass a basic reading/writing aptitude test.

EXPERIENCE: None

TRAINING: None

LICENSES/

CERTIFICATIONS: Possession of a valid applicable Oklahoma Driver's License as required by the department.

Proficiency Increase:

An increase to the next step within the LT-13 pay grade will be awarded to any Helper with six (6) months experience as a Helper in good standing and who successfully:

Completes one (1) communications training class; and

Obtains a Class "B" Commercial Driver's License (CDL) with applicable endorsements

TRADES WORKER PROGRESSION PROGRAM

To Become: **WORKER I (LT-14)**

EDUCATION:	Graduation from high school or possession of General Education Development (GED) Diploma.
EXPERIENCE:	Two (2) years experience performing heavy manual labor.
LICENSES/ CERTIFICATIONS:	Possession of a valid Oklahoma Class "D" Operator's License as required by the department.
DEMONSTRATED SKILL PROFICIENCY:	(Only applies if initially hired at the Helper level) Proficiency in job functions and must successfully complete and pass competency exams; and must be performing work at a competent level.

1st Proficiency Increase:

An increase to the next step within the LT-14 pay grade will be awarded to any Worker I with six (6) months as a Worker I and who successfully:

Completes Phase I – Basic Heavy Equipment Operations Safety City of Tulsa training; and

Obtains, if not previously obtained, a Class "B" Commercial Driver's License (CDL) with applicable endorsements (some work units may require a Class "A" CDL); and

Receives a "Proficient" or above rating on most current performance evaluation.

2nd Proficiency Increase:

An increase to the next step within the LT-14 pay grade will be awarded to any Worker I with nine (9) months as a Worker I and who successfully:

Completes one (1) internal communications and/or Human Relations training class; and

Obtains, as required by the employee's department and approved by management, two applicable training courses in safety, equipment, pesticide application, or CPR/First Aid.

Receives a "Proficient" or above rating on most current performance evaluation.

TRADES WORKER PROGRESSION PROGRAM

To Become: **WORKER II (LT-15)**

EDUCATION:	Graduation from high school or possession of General Education Development (GED) Diploma.
EXPERIENCE:	Three (3) years experience performing heavy manual labor, including one (1) year as a Worker I.
TRAINING:	Two (2) internal training classes from the communications and/or human relations group.
LICENSES/ CERTIFICATIONS:	Possession of a valid Oklahoma Class "A" or "B" Commercial Driver's License (CDL) with applicable endorsements; and, as required by the employee's department and approved by the Human Resources Department.
DEMONSTRATED SKILL PROFICIENCY:	Proficiency in job functions and must successfully complete and pass competency exams; and must be performing work at a competent level. "Proficient" or better rating on most recent final review.

Proficiency Increase:

An increase to the next step within the LT-15 pay grade will be awarded to any Worker II with six (6) months as a Worker II and who successfully:

Completes Phase II – Backhoe/Trackhoe City of Tulsa training; and

Obtains, if not previously obtained, a Class "A" Commercial Driver's License (CDL) with applicable endorsements; and

Receives a "Proficient" or better rating on most recent final review.