

Effective Date: _____

√ CHECKLIST TO BECOME PLANT MECHANIC II

1. Name of Employee: _____

2. Department: _____ Supervisor: _____

3. Sick Leave Usage: _____ Accrual: _____ LWOP: _____

YES NO **EDUCATION:**

High School or GED (Circle appropriate) Yes No
Completion of accredited college hours (_____ hrs, **original transcript attached**) Yes No
Completion of _____ hrs in applicable trade category or departmentally approved technical training area _____

YES NO **EXPERIENCE:** _____ date to position Accumulated experience: _____

Three (3) years experience in mechanical maintenance work or related training Yes No
Eighteen (18) months experience as Plant Mechanic I with the City of Tulsa Yes No

YES NO **TRAINING:**

Lead Skills Core Group: <input type="checkbox"/> Yes <input type="checkbox"/> No <u>AND</u>	Supervisory Skills Core Group: <input type="checkbox"/> Yes <input type="checkbox"/> No
Class _____ Date _____	Class _____ Date _____
Lead Training Module: <input type="checkbox"/> Yes <input type="checkbox"/> No <u>AND</u>	Supervisory Training Module: <input type="checkbox"/> Yes <input type="checkbox"/> No
HAZAWOPER (Water Only) Training Module: _____	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No

YES NO **LICENSES AND CERTIFICATIONS:**

Possession of a valid Class "A" Commercial Driver's License (CDL) Yes No
Possession of an applicable Class "C" Water/Wastewater License Yes No
Possession of a Third Class Engineer's License (if working on low pressure boilers) Yes No
An Electrical, Mechanical or Plumbing Apprentice License (if actively working on a journeyman license) Yes No

OPTION 1:

Completion of twenty (20) accredited college hours in a related field, **OR** Yes No
Completion of 300 hrs instruction in applicable trade category or departmentally approved technical training area _____

OPTION 2:

Possession of a Third Class Engineer's License if working on low pressure boilers, **AND** Yes No
Completion of 270* hrs of instruction in applicable trade category or departmentally approved technical training area _____, **OR**
Completion of eighteen (18*) accredited college hours in a related field
(Additionally, Plant Mechanics who progress under Option 2 and then move into a lateral position will have to comply with the requirements of the new position within 24 months.)

YES NO **DEMONSTRATED SKILL PROFICIENCY:**

Received "Proficient" or better final rating on last review Yes No
Date: _____