

## PLANT MECHANIC REQUEST FOR PROGRESSION

NOTE: This request is to be used as a cover sheet/checklist for the progression packet after all requirements are met.

### **GENERAL INFORMATION:**

Employee's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employee's Date of Hire: \_\_\_\_\_ Employee's tenure in current position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

### **Current Classification: (Please check appropriate response)**

Plant Mechanic I  
(LT-17)

Plant Mechanic II  
(LT-18)

Plant Mechanic III  
(LT-19)

### **NOTE: The following 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: \_\_\_\_\_ Phone Number \_\_\_\_\_ Date: \_\_\_\_\_

### **REQUEST:**

### **I would like to be reviewed for the following:**

Proficiency Increase (mos/yrs of experience \_\_\_\_\_ as a \_\_\_\_\_)  1<sup>st</sup>,  2<sup>nd</sup>

Plant Mechanic II (LT-18)  Plant Mechanic III,  Advanced Education Increase (LT-19)

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

- Education (Official stamped copy of transcript/certificate(s) attached)
- Completion of accredited college hours in a related field (\_\_\_\_\_ hrs)
- Completion of \_\_\_\_\_ hrs in applicable trade category or departmentally approved technical training area \_\_\_\_\_
- Rating of "Proficient" or above on last review
- Possession of a valid Class "A" Commercial Driver's License
- Appropriate years experience:
  - Three (3) yrs exper in mechanical maint work or related trng, including 18 mos as PM I to become PM II
  - Four (4) yrs exper in mechanical maint work or related trng, including 1 yr as PM II or \*Journeyman's Lic to become PM III
- Possession of Applicable Class Water/Wastewater License ( "D" or  "C") Date issued: \_\_\_\_\_
- Possession of Third Class Operating Engineer's License (if operating low pressure boilers)
- \*Possession of one of the following licenses (Plant Mechanic III only):
  - Unlimited Journeyman Plumbing  Unlimited Journeyman Mechanical  Unlimited Journeyman Electrical (Date issued: \_\_\_\_\_)
- Plant Maintenance Technology Program by CWEA ( Grade I,  Grade II,  Grade III)
- Training Classes (TPO class list attached)

*I have attached all the required documentation as stated in the Plant Mechanic Criterion Document and corresponding policies and procedures to be used to evaluate my request for progression. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and certification.*

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

