

**WELDER I AND WELDER II
REQUEST FOR PROGRESSION AND PROFICIENCY**

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

Welder I

Welder II

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:

Welder 1

Progression to Welder II

Welder II

1st Proficiency Increase

1st Proficiency Increase

2nd Proficiency Increase

2nd Proficiency Increase

3rd Proficiency Increase

3rd Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

For all Proficiencies:

Original High School transcript or GED Certificate **if not previously submitted; and,**

Oklahoma Driver License; **and,**

Welder I -1st Proficiency Increase after 3 months

Proof of completion City's Work Zone Safety Training; **and,**

Proof of completion of City's Lifting and Rigging Training; **and,**

Proof of completion of Phase I- Basic Heavy Equipment Operations Safety

Welder I -2nd Proficiency Increase after 6 months

All Departments

Proof of completion of OSHA 10; **and,**

Proof of completion of Forklift Certification; **and,**

Proof of completion of Front-end Loader training; **and;**

Water & Sewer Department; Sewer Operations Maintenance (SOM) additional criteria

Proof of completion of Trenching and Shoring Training; **and,**

Proof of GIS assessment; **and,**

Proof of Lucity assessment

Water & Sewer Department: Water Distribution (WD) additional criteria

- Proof of GIS assessment; **and,**
- Proof of Lucity assessment; **and,**
- Proof of Cathodic Protection training and certification

Parks, Culture, and Recreation Department additional criteria

- Proof of completion of Safety Training or Basic First Aid; **and,**
- Proof of completion of Trenching and Shoring Training; **and,**
- Proof of completion of Confined Space Entry Training

Streets & Stormwater Department additional criteria

- Proof of completion of Safety Training or Basic First Aid; **and,**
- Pass internal Bucket and Platform Truck operator test; **and,**
- Proof of completion of Digger Derrick Training

Welder I -3rd Proficiency Increase after 9 months

- Possession of an Oklahoma "D"; CDL "B" with applicable endorsements; **and,**
- Completion of training for State Welder Certification; **and,**

Water & Sewer Department: Sewer Operations Maintenance (SOM) & Water Distribution (WD) additional criteria

- Obtain Oklahoma Department of Environmental Quality (ODEQ) Class "D" Certification

Parks, Culture and Recreation additional criteria

- Completes one (1) external seminar or workshop, not previously submitted, as approved by management (minimum 1 work day in length)

Streets & Stormwater Department additional criteria

- Obtains International Municipal Signal Association (IMSA) Work Zone Certification

To become a Welder II

- One (1) year as a Welder I or five (5) years' experience as a welder; **and,**
- Possession of a State Welding Certification; **and,**
- Possession of an Oklahoma "D" Driver License; **and,**
- Possession of a CDL "A" Driver License with applicable endorsements within 6 months of hire; **and,**
- Possession of an International Municipal Signal Association (IMSA) Work Zone Certification (some positions) or possession of a Class "D" Oklahoma Department of Environmental Quality (ODEQ) Certification within 12 months of date of hire (some positions); **and,**

Welder II -1st Proficiency Increase after 3 months

- Proof of completion of Phase II training; **and,**
- Proof of completion of one (1) credit of an internal City of Tulsa Development Training course, not previously submitted, as approved by management

Welder II -2nd Proficiency Increase after 6 months

- Class "A" Commercial Driver's License (CDL) with applicable endorsements, if not previously obtained
- Proof of completion of Phase II training; **and,**
- Proof of completion of Hot Work Training; **and,**

Water & Sewer Department; Sewer Operations Maintenance (SOM) & Water Distribution (WD) additional criteria

- Proof of completion of Pipeline Assessment Certification Program, (PACP) and Manhole Assessment Certification Program (MACP) and Lateral Assessment Certification Program (LACP)

Parks, Culture and Recreation additional criteria

- Completes one (1) external seminar or workshop, not previously submitted, as approved by management (minimum 1 day in length)

Streets & Stormwater Department additional criteria

- Obtains International Municipal Signal Association IMSA Signs & Pavement Marking Level 1 Certification

Welder II -3rd Proficiency Increase after 9 months

- Proof of completion of Defensive Driving Training; **and,**
- Proof of completion Hazardous Waste and Emergency Response (HAZWOPER) certification

I have attached all the required documentation as stated in the Welder I or Welder II 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:** _____