

Progression to Construction Operator 2



Effective June 1, 2014
 Updated November 15, 2017

Employee Name _____ Today's Date _____
 Current Position _____ Time in Current Position Years _____ Months _____

| | Yes | No | Comments |
|--|-----|----|----------|
| JOB SKILLS & EXPERIENCE | | | |
| • Gas Essentials & Construction Essentials technical training completed | | | |
| • Companion OQ completed | | | |
| • Companion OJT completed | | | |
| • Accepts "emergency callout" responsibility and placement on "standby" rotation as needed | | | |
| • Has acquired CDL, if required | | | |
| PERFORMANCE | | | |
| • Performs basic construction tasks proficiently | | | |
| • Takes responsibility & accountability for performance | | | |
| • Demonstrates commitment to positive customer service | | | |
| • Participates in ongoing learning & development | | | |
| • Requires general oversight & supervision | | | |
| • Demonstrates good judgment | | | |
| • Maintains and safeguards tools & equipment | | | |
| COMPUTER SKILLS | | | |
| • Proficient with email and navigating AtmoSphere | | | |
| • Proficient with work management system | | | |
| • Proficient with mobile computer, if required | | | |
| LEADERSHIP SKILLS | | | |
| • Active involvement in company sponsored events, safety, wellness, community, etc. | | | |
| COMMUNICATION SKILLS | | | |
| • Demonstrates ability to exchange basic information with internal & external customers | | | |
| SAFETY | | | |
| • Basic Safety training completed | | | |
| • Participates/contributes to safety programs/efforts | | | |
| • Utilizes safety equipment/PPE on all jobs | | | |
| • Adheres to vehicle safety/maintenance practices | | | |
| • At fault safety violations while in current position | | | |
| CULTURE | | | |
| • Lives AtmoSpirit | | | |
| DISCIPLINE | | | |
| • Is employee currently in any step of discipline? | | | |

Additional skills, knowledge, and/or experience:

 Additional Comments:

I have reviewed the previous information and recommend the above named employee advance to the stated position

 Supervisor Signature

Position information from June 1, 2014 Construction Progression Plan (added Sept 2014)
Career Level: Construction Operator 2
Role: Doing with oversight
Education/Experience: High School or equivalent, 6 months minimum construction experience. Demonstrated Construction Operator 1 proficiency.
Organization Scope: Role requiring basic skills. Can perform most tasks within the function.
Problem Solving/Critical Thinking: Performs routine work with full understanding of prescribed procedures.
Supervision Received/Independent Judgment: General supervision. Exercises judgment in accordance with defined policies, procedures & techniques. Work involves some review by a senior co-worker or supervisor.
Direction of Others: None
Knowledge/Skills: Has completed Gas and Construction Essentials. While in this role completes Advanced Service and Advanced Construction technical training, OQ & OJT. Obtain CDL and Welder certification (if required), map reading, pipe joining, line locating, basic cathodic protection, traffic control, recordkeeping, materials/fittings knowledge. Operates heavy equipment once fully qualified. Subject to "emergency callout" and may be placed on "standby" rotation.
Living AtmoSpirit: Living