

Date

Mr. Apprentice
2900 S. Platte River Dr.
Englewood, CO 80110

RE: APPRENTICE PLANT OPERATOR AGREEMENT

Dear :

You have been selected to enter the Apprentice Plant Operator Program at the Littleton/Englewood Wastewater Treatment Plant (L/E WWTP). The goal of this program is to provide you with the opportunity to learn and develop the technical skills required to competently operate a tertiary wastewater treatment facility. Development of these skills will be achieved through interactive training, both at this facility and through outside sources. Through the course of this program, you will be required to obtain certifications, issued by the Colorado Plant Operator Certification Board, as outlined below and advance to the “A” level of wastewater certification in the state of Colorado:

Apprentice Entry-Level Operator

- You must obtain level “D” certification in wastewater treatment within two (2) testing cycles after employment. This is required for continued employment.
- Once level “D” certification is attained and you are meeting expected performance standards, you will advance to Apprentice Plant Operator D.

Apprentice Plant Operator D

- You must obtain level “C” certification in wastewater treatment within two (2) testing cycles after qualifying for the exam. This is required for continued employment.
- Once level “C” certification is attained and you are meeting expected performance standards, you will advance to Apprentice Plant Operator C.

Apprentice Plant Operator C

- You must obtain level “B” certification in wastewater treatment within two (2) testing cycles after qualifying for the exam. This is required for continued employment.
- Once level “B” certification is attained and you are meeting expected performance standards, you will advance to Apprentice Plant Operator B.

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Apprentice Plant Operator B

- You must obtain level “A” certification in wastewater treatment within two (2) testing cycles after qualifying for the exam. This is required for continued employment.
- Once level “A” certification is attained and you are meeting expected performance standards, you will graduate from the program and advance to Plant Operator A.

I wish you the best of luck in your professional advancement through this program.

Sincerely,

James E. Tallent
Operations Manager

JET:cg
CC: Personnel File
Human Resources

Apprentice Plant Operator Program Agreement

- I understand the Apprentice Plant Operator Program and agree to its requirements and expectations.
- I understand I am required to develop and maintain expected work performance standards of the L/E WWTP.
- I also understand I am required to obtain Colorado Plant Operator Certifications as outlined above.
- I understand that meeting these requirements is necessary for continued employment at the L/E WWTP.

Signature

Print Name

Date