

Newark SDC Technician Promotion Requirements

Technician Grade	Time-Frame (Guideline)	Attendance & Discipline	Safety	Knowledge
D Tech (Probationary Technician) (Temporary Technician)				Passing Grades on: Electromechanical Test
C Tech (Direct Hire)	6 months as D Tech	No more than 3 absences No Corrective Action Forms, within 6 months more serious than Verbal Warning	Current with Safety Training hours Full compliance with Safety SOPs NO Corrective Action Forms, within 6 months, related to Safety At least 1 Stopp Card, on average, per month for last 6 months	2 Areas of Average Knowledge Successfully completed Training Classes as outlined on the Training Plan, i.e. Train Drivers, Guideway Awareness, LOTO, etc. Complete minimum of 100 hours of OJT
B Tech	6 months to 1 year as C Tech	No more than 1 attendance incident (as described in Attendance Policy) in a 12 month rolling period No Corrective Action Forms, within 12 month rolling period, more serious than Verbal Warning Not currently on PIP, nor within last 6 months	Current with Safety Training hours Full compliance with Safety SOPs NO Corrective Action Forms, within 12 month rolling period, related to Safety At least 1 Stopp Card, on average, per month for last 12 months	5 Areas of Average Knowledge Complete minimum of 100 additional hours of OJT
A Tech	2 years as B Tech	No more than 1 attendance incident (as described in Attendance Policy) in a 12 month rolling period No Corrective Action Forms, within 12 month rolling period, more serious than Verbal Warning Not currently on PIP, nor within last 6 months	Current with Safety Training hours Full compliance with Safety SOPs NO Corrective Action Forms, within 12 month rolling period, related to Safety At least 1 Stopp Card, on average, per month for last 12 months	5 Areas of Average Knowledge 1 Area of Extensive Knowledge: Complete minimum of 100 additional hours of OJT Q&A, Schematics Demo, Hands on Troubleshooting, ID of Parts, etc. Session with "Promotion Board" (Promotion Board consists of: O&M Mgr. Eng. Supv, Relevant Subsystem Engineer, & an A Tech)
Lead Tech (C, B, or A Tech)	1 year as Employee at BT	No more than 1 attendance incident (as described in Attendance Policy) in a 12 month rolling period No Corrective Action Forms, within 12 month rolling period, more serious than Verbal Warning Not currently on PIP, nor within last 6 months	Current with Safety Training hours Full compliance with Safety SOPs NO Corrective Action Forms, within 12 month rolling period, related to Safety At least 1 Stopp Card, on average, per month for last 12 months	Demonstrates Leadership Qualities: i.e., *Volunteers for new assignments *Performs assigned tasks with minimal supervision *Takes "charge" of coworkers to ensure work gets completed as per SOP and within time allotted *Demonstrated ability to use Excel and Word *Provides "input" and "speaks up" at Pass Down and other meetings *Offers suggestions when raising an issue *Promotes/Encourages Safety *Is "respectful" towards coworkers in action and language **"Mentors" new employees Lead, or participate in, a 5S or other project