



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
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**CITY OF YAKIMA CHARTER CIVIL SERVICE
AND POLICE & FIRE CIVIL SERVICE
COMMISSIONS**

October 6, 2025 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of September 22, 2025, minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 2) Consideration of Revisions to Water/Irrigation Division Classifications (Charter)
 - a) Waterworks Device Tech 8251
 - b) Water Automated Meter Infrastructure (AMI) Crew Leader 8253
 - c) Storekeeper 8681
- 3) Consideration of Revisions to Airport Operations & Maintenance Manager 1212 (Charter)

OTHER BUSINESS

- 4) Public Comment
- 5) Status Report for the Fire and Police Departments
- 6) Any other business before the Commission

**Complete Packet available on City of Yakima's website under Human Resources,
or by prior request at Human Resources.
Previous Month's Meeting Available to view on YPAC via City of Yakima Website**

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

JOINT MEETING – September 22, 2025

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service Commissioner Louisa Beckstrand, and Chief Examiner Debbie Korevaar. Police/Fire Civil Service Commissioner Camille Becker attended remotely and Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the August 4, 2025 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of Revisions to 1273 Water/Irrigation Manager Classification (Charter)

Water Treatment Plant Supervisor Jeff Bond spoke on behalf of Mike Shane, the current Water/Irrigation Manager. Bond explained the proposed changes only included updated language changes and not any added duties or responsibilities. As such, no changes to the pay compensation are recommended.

Korevaar confirmed the revision was being proposed due to an upcoming retirement, to ensure the classification accurately reflects the current job duties and responsibilities.

Beckstrand **motioned** to approve revisions to Worley **seconded**. Motion approved unanimously.

2. Public Comment – There was no public comment.

3. Fire and Police Department Status reports: Were reviewed and attached to the record.

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

The next meeting is scheduled for October 6, 2025. The Chief Examiner does have a couple of items already scheduled for the meeting, and as the packet will be going out next week, any urgent items need to be submitted to the Chief Examiner immediately to be included.

There being no further business before the Commission, the meeting was adjourned at 3:35 PM.

Chairman, Charter Civil Service Commission
Chairman, Police & Fire Civil Service Commissions

Chief Examiner

Date

- Meeting minutes are a summary of events and decisions made by the Civil Service Commissions. Civil Service Commission meetings can also be viewed via the City of Yakima website. Click on YPAC Schedule; "Show Search" Civil Service Commission; and submit dates.

Memorandum

DATE: September 27, 2025

TO: Charter Civil Service Commissioners
Debbie Korevarr, Chief Examiner

FROM: Mike Shane, Water/Irrigation Manager
Scott Schafer, Public Works Director

RE: Proposed Revisions to Waterworks Device Technician (8251) and Automated Meter Infrastructure (AMI) Crew Leader (8253)

The Water/Irrigation Division is requesting Civil Service's consideration in the revisions of the Waterworks Device Technician and Water Automated Meter Infrastructure (AMI) Crew Leader class specifications.

Since the last updates to both class specifications in 2014, some of the specific tasks, duties and/or responsibilities for each position have changed, necessitating the updated specifications. In addition to these changes, general housekeeping of the class specification is necessary to be consistent with other city-wide classification updates.

Revisions to the Waterworks Device Technician class specification include more specific language in the following areas:

- Change in title to Water System Infrastructure Technician
- Duties and responsibilities for:
 - Maintenance and operation of water system Pressure Reducing Valves.
 - Maintenance and operation of the automated meter infrastructure.
 - Revised Cross Connection Control Program
 - Water system GIS updates, maintenance and data management.
 - Overall water system maintenance and operation.

Revisions to the Water Automated Meter Infrastructure (AMI) Crew Leader class specification include more specific language in the following areas:

- Change in title to Water System Infrastructure Crew Leader
- Duties and responsibilities for:
 - Lead role over Water System Infrastructure employees and their duties.
 - Point of contact for other city divisions, such as Information Technology Services and Utility Services relating to the AMI system and GIS mapping and data development.
 - Overseeing all aspects of the Cross Connection Control Program.
 - Developing water system data for state and federal reporting.

The Major Worker Characteristics are also being updated to better identify the knowledge, skills and abilities necessary for each position.

Attached for review are track change copies of both classifications indicating the proposed revisions.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8251 Technician	TITLE: Waterworks Device System Infrastructure Rev. 7/149/25
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DEFINITION: Under limited supervision, installs, repairs, overhauls maintains and tests water service meters for accuracy. Under general supervision, aAdministers cross-connection control program, and repairs, performs initial backflow assembly tests on new customer installations tests and overhauls backflow assemblies and all city owned backflow assemblies. Assists with oversight of the automated meter reading system and cross-connection control hazard surveys.

DUTIES

ESSENTIAL FUNCTIONS:

Water meters Automated Meter Infrastructure:

Tests ~~large compound commercial and fire~~various sizes and models of water meters for accuracy and makes adjustments as necessary; disassembles, inspects, and replaces parts both in field and in the shop. Removes and/or installs water meters; requires use of atmosphere testing equipment. Responds to complaints/concerns regarding possible meter malfunction meter accuracy and performs water meter customer check-reads as necessary. Assists with water service volume/pressure issues and/or responds to water quality complaints as directed.

Disassembles meters, inspects parts for wear, damage or corrosion and makes necessary repairs or replacements; ~~cleans off corrosion with chemical baths. Disassembles oil and water type gear trains, inspect gears, shafts and other parts; replaces necessary parts, lubricates and reassembles.~~

~~Maintains meter repair parts inventory and requisitions stock.~~ Maintains records of meter installation, and removals, testing results and history. Maintains meter replacement records in computerized maintenance management system. Troubleshoots/addresses AMI meters and component issues utilizing proper equipment. Occasionally operates bucket trucks for recieeiver antenna installation, removal and repairs. Works on low voltage wiring on external modems and AMI system recievers.

Performs water audits on customer plumbing systems to determine existing plumbing fixtures for, proper sizing of water service and meter.

Maintains and inspects all rented hydrant meters, and assures all meters are performing accurately.

Safely drives and operates motorized equipment and City vehicles including, but not limited to, forklifts, service trucks and meter testing trailer, to perform required duties in a variety of locations, within a timely and efficient manner and adhering to all traffic laws and regulations

Cross-Connection Control (CCC):

Performs hazard assessment and inspection on customer plumbing systems to identify potential hazards and requirements for CCC devices.
~~Makes contact with customers by letter and in person to schedule inspections of their premises for cross-connections; determines the proper backflow assembly and informs customer of the requirement to install the backflow prevention devices.~~
Inspects customers premises for proper installation of backflow prevention assemblies. Makes recommendations for corrections to crewleader or supervisor. Produces water service termination letters for non-compliance with inspection requirements.

~~Makes contact with customers by letter and in person to schedule annual inspections of backflow prevention assemblies. Tests backflow prevention devices; submits report to Finance for billing. If repair is required, coordinates repair with customer to determine if City is to repair or repair to be accomplished by other certified repair technicians. If repaired by City, disassemble, inspect, and replace parts or transport devices to shop for repair; submit report to Finance for billing. Make recommendations to supervisor. Produce water service termination letters for non-compliance with inspection requirements.~~

Maintains approved backflow prevention device assembly records for type, size, location, testing and maintenance in computerized maintenance management system. Sets up cross-connection control accounts in Tokay software to track customers and approved testing contractors. Provides information to customers and backflow assembly testers; maintains accurate database for mandatory state reporting; assists with generating various reports and correspondence regarding CCC program.

~~Requisitions backflow assembly repair stock.~~

Works with Codes Division on proper installation of all new backflows prevention assemblies installed by contractors. Performs initial test on new installations. Provides test results to Code Division and Water Distribution Supervisor for permit approval.

Inspects and documents backflow prevention assemblies that have been removed or altered.

Inspects and documents private domestic well disconnections for customers connecting to the city's public water system. Inspects customer air gaps assemblies at various locations to determine compliance prior to customer use of public water system.

Pressure Reducing Valve (PRV) and Air Relief Valve (ARV) Maintenance: Maintains all public water system PRV's and ARV's. Makes repairs and adjustments to settings when necessary. Makes entry into confined space during inspections and maintenance. Utilizes air monitoring equipment as required for confined space entry. Completes required confined space entry permit and hot work permit when necessary. Establishes traffic control barriers and signage when required.

Performs water system flushing and flow testing to ensure proper device performance.

GIS and Data Management:

Performs GIS field data collection of water system features including meters, PRV's, ARV's, fire hydrants, valves, blow-offs and other various features. Enters all necessary data associated with features; edits existing data in GIS database. Provides assistance with various reports related to water system features.

Water Distribution System:

Assists Water Distribution crews with various field tasks when needed, including installations, operation and repairs to the public water system. Collects water samples related to new construction as needed. Assists other divisions and customers with seasonal turn on/turn off of irrigation services. Generates and closes various work orders using computerized systems. Provides customer and contractor assistance with water service line replacements at meter set as needed.

Provides customer and contractor guidance with new landscape irrigation installations.

Assists with identifying possible water system leaks. Assists customer and contractors with turn on/turn off of water services.

Keeps licenses and certifications up-to-date, and completes mandatory and otherwise assigned trainings as required.

Contributes to the effectiveness of the Water Division and the City of Yakima, by exhibiting an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease

turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Responds to after-hour emergencies.

Requires regular, reliable and punctual ~~reliable~~ attendance.

Performs related work as required.

MAJOR WORKER CHARACTERISTICS: Knowledge of City of Yakima rules, regulations, policies and procedures, federal, state and local traffic laws, rules and regulations, with ability to drive safely and efficiently.

Knowledge of water system operations and maintenance; water meter installation, repair, testing and calibration; and backflow prevention assembly device repair and adjustment methods, testing and inspection, including knowledge of required tools and testing equipment and safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.-

Knowledge of time management and work-flow practices, record keeping and retention processes, and practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of office equipment, such as: telephone, copier/fax machines, computers, and applicable computer programs, including but not limited to: Microsoft Office programs including Word and Excel; GIS mapping and data base; and internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English including correct grammar, letter composition, spelling, and punctuation. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Must be dependable; able to work with general direction, limited supervision, and independently with self-direction; maintain sustained attention to detail and work under varying timeline pressures; prioritize; and manage tasks with potentially competing deadlines. Must be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Mechanical aptitude, analytical and organizational skills are essential. Must possess ability to quickly adapt to

changing priorities and demands. Ability to positively receive feedback and take direction is essential.

Ability operate City basic hand and power tools; perform basic mathematical calculations efficiently and accurately; Ability to identify and analyze abnormal **operations and mechanical** conditions and render a timely and appropriate course of action.

~~Perform strenuous physical work; requires lifting and carrying with the assistance of others or mechanical devices heavy objects such as meter tile lids, valves and jackhammers weighing up to 100 pounds.~~

Ability to Read and interpret water distribution system maps and blueprints; read, research, understand and utilize equipment repair resources; and respond to/render a timely and appropriate corrective actions; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer/mobile device, Accurately maintaining records and reports; communicate effectively with people in a tactful and diplomatic manner, both orally and in writing. Possession of mechanical aptitude.

Ability to possess a valid WA State driver's license, drive and/or operate equipment, vehicles and tools with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards. Ability to recognize traffic hazards and other potential safety concerns and to make sound decisions and actions while flagging, or operating vehicles, tools and machinery.

Ability to understand and execute oral or written instructions; read, interpret and analyze information; and apply to a variety of work situations. Ability to read, research, interpret, apply codes, rules, regulations, policies, and procedures with a customer service focus. Must possess ability to identify and define problems, establish facts and draw valid conclusions in an efficient and effective manner.

Ability to operate a personal computer, necessary mobile devices and other standard office equipment. Must be able to complete a variety of routine and repetitive tasks, absorb new instructions and information, and perform strenuous physical work and occasionally lift heavy objects or equipment such as meter tile lids, valves and jackhammers.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Must demonstrate an attitude

of cooperation and coordination of division efforts and efficient use of resources.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours, night and weekend hours, and/or to respond to emergencies, as needed to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Continuous moving, sitting, kneeling or standing for excessive periods of time. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. Continuous use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding, driving and other fine motor skills manipulation** while performing duties/ **including but not limited to inspections of water meters/ backflow devices prevention assemblies, and operating a computers, various vehicles, equipment and machinery.** On rare occasions maybe required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds **(such as meter tile lids, valves, jackhammers)** .—Frequently ascends/descends stairs and ladders while maintaining **stability and** balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. **Must be able to hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction.** ~~Must be able to distinguish color and maintain long-term and short-term memory~~ **to process incoming stimuli, recall information and locations, to process incoming stimuli to complete complex matters.** —Occasionally works at heights, confined spaces, alone, with others, or in noisy work area. Frequent **driving and/or traveling** to a variety of locations. ~~Continuous moving, sitting, kneeling or standing for excessive periods of time.~~ **Physical strength and ability sufficient to perform manual labor for extended periods under wet, cold, and generally unpleasant conditions.** May work outside with all weather extremes, be exposed to **animals, rodents, insects, pollen, dirt, dust, mud, smoke, electrical hazards, noxious odors, fumes, chemicals, solvents, oil/grease, construction debris, asbestos cement pipes, needles, drug paraphernalia,** vibrations, and/or traffic. Frequently required to wear safety protective gear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May come in contact with angry, upset, emotionally disturbed and/or uncooperative individuals. Requires routinely driving to a variety of locations. Exposure to: extremes of weather; mud, dust and asbestos cement pipe at work sites; confined spaces; and street traffic, upset or agitated customers. Subject to 24-hour emergency callbacks and requires working varying hours, overtime, weekends, and holidays.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must obtain and maintain the following certificates within six (6) months of employment: a Basic First Aid/CPR, Certificate; Flagging, Forklift, and Confined Space Entry. A Washington State Cross-Connection Control Specialist License and a Washington State Backflow Assembly Tester License within six nine (9) months of appointment employment. A Water Distribution Manager 1 certification is desirable.

MINIMUM CLASS REQUIREMENTS: Any combination of education and experience equivalent to completion of a High school diploma or GED and two (2) years' experience related to water meter installation, repair and testing; backflow prevention assembly testing; and repair in a public water system* repair and maintenance.

* Public Water System as defined in WAC 246-292

FLSA STATUS: Non -Exempt

ADOPTED DATE: 1978

REVISED DATES: 2/88; 1/99; 9/10; 7/14; 9/25

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8253 TITLE: <u>Water System Infrastructure Crew Leader</u>Water Automated Meter Infrastructure (AMI) Crew Leader REV.: 7/149/25
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DEFINITION: Under limited supervision, organizes schedules, leads the work of a Water System Infrastructure field crew and participates in the activities of a field crew involved in the repair, overhaul and testing and calibration of water service meters; organizes, and coordinates and participates in the automated meter ~~reading~~ infrastructure program, and oversees and maintains the cross-connection hazard surveys. Work is performed with opportunity to exercise independent judgment and initiative within established policies and procedures and is reviewed through direct observation, consumer/customer comment, performance evaluations, results achieved and consultation.

DUTIES

ESSENTIAL FUNCTIONS: Acts as lead worker by being a resource to Water System Infrastructure employees; provides an advanced level of knowledge and skill of the equipment, policies, procedures and techniques to resolve day-to-day operational issues as they arise. Provides ongoing leadership, assistance, guidance, training and direction to subordinate staff members.

Responsible for leading assigned subordinate personnel; participating in scheduled and unscheduled work assignments; ~~Oschedules~~, organizes, monitors and directs the activities of a field crew to ensure proper work methods and standards; oversight and monitoring staff quality ensuring work is performed efficiently, accurately and as scheduled. –Trains a field crew on the reading, testing, calibration and repair of water meters and/or automated meter ~~reading transmitters~~ infrastructure and receivers; maintenance and repair of pressure reducing valves and air relief valves. ~~and Provides information, support and feedback to the supervisor on employee performance and contributes to performance evaluation process.~~

Oversees and performs cross-connection control hazard surveys; ~~p~~Provides information related to, and ensures crew compliance with, on-the-job safety requirements including, but not limited to: confined space entry program; air quality monitoring; ladder usage; traffic control, and rescue procedures.

Coordinates water meter repair, reading and equipment needs with the ~~utility billing~~ Utility Services Division—office. Provides regular and on-going

updates to the GIS system. Works with Information Technology Services (ITS) Division to create, edit and maintain GIS mapping and database related to water system infrastructure.

Completes a variety of state and federally required reports; creates and maintains a variety of reports and records related to the job duties; monitors and coordinates water use efficiency programs.

Automated Water Meters Infrastructure:

Tests water meters for accuracy and makes repairs and/or adjustments as necessary; disassembles, inspects, and replaces parts both in the field and in the shop. Removes and/or installs water meters in confined spaces, requiring use of atmosphere testing equipment. Maintains water meter and automated meter reading repair parts inventory. Requisitions stock and maintains meter replacement records in computerized maintenance management system.

Responds to complaints and requests of possible water meter malfunction, excessive water use, water use audits and assistance with conservation measures. ~~Disassembles meters, inspects parts for wear, damage or corrosion, cleans and/or makes necessary repairs or replacement. Maintains water meter and automated meter reading repair parts inventory. Requisitions stock and maintains meter replacement records in computerized maintenance management system.~~ Monitors Uses automated metering infrastructure software to monitor water use by customers. Coordinates with Utility Services department to notify customers of higher-than-normal usage, notifies customers of high use and checks meter when low use is determined.

Monitors automated metering infrastructure software on a daily basis. Works with meter manufacturer representatives and technical support on a regular basis.

Cross-Connection Control:

Oversees, coordinates and schedules inspections, site surveys, plumbing fixture counts and testing for the Cross-Connection Control Program. Answer inquiries from the customers and contractors regarding the program. Produces and coordinates mailing of annual notification letters to customers. Creates handouts and educational materials and distribute materials as needed. Sets up cross-connection control accounts in Tokay software to track customers and approved testing contractors. Communicates frequently with Tokay representatives regarding accounts and annual reporting.

Assists/supports Water Distribution Crew Leaders, crew members and other division staff as needed performing various tasks related to the water distribution system, including, but not limited to, overall system water demands, customer usage, water system inventory, and state and federal reporting. Maintains records and oversees all maintenance for pressure reducing valves and air relief valves.

Safely drives and operates motorized equipment and City vehicles including, but not limited to, forklifts, service trucks and meter testing trailer, to perform required duties in a variety of locations, within a timely and efficient manner and adhering to all traffic laws and regulations.

Keeps licenses and certifications up-to-date and completes mandatory and otherwise assigned trainings as required.

Contributes to the effectiveness of the Water Division and the City of Yakima, by exhibiting an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

May perform any/all duties within the Water System Infrastructure Technician classification.

Responds to after-hour emergencies.

Requires regular, ~~and~~ reliable, and punctual attendance.

Performs other related duties as required.

MAJOR WORKER CHARACTERISTICS: Knowledge of City of Yakima rules, regulations, policies and procedures, federal, state and local traffic laws, rules and regulations, with ability to drive safely and efficiently.

Substantial knowledge of water system operations and maintenance; water meters and automated meter reading—infrastructure systems operations, repair, testing, tools and testing—equipment, Cross-Connection programs and requirements. Knowledge of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary. ~~CrossConnection programs and requirements.~~

Knowledge of effective leadership practices, principles and techniques; time management and work-flow practices, record keeping and retention processes, and practices. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of office equipment, such as: telephone, copier/fax machines, computers, and applicable computer software programs, including but not limited to: Microsoft Office programs including Word and Excel; GIS mapping and data base; and internet access capabilities.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English including correct grammar, letter composition, spelling, and punctuation. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Must be dependable; able to work with general direction, limited supervision, and independently with self-direction; maintain sustained attention to detail; train new and/or subordinate staff; instruct, mentor, lead, guide and support subordinate staff; and work under varying timeline pressures; prioritize, assign and direct work; and manage/oversee multiple tasks or projects with competing deadlines. Must be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Mechanical aptitude, analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively give and receive feedback, provide and take direction, is essential.

Ability to operate basic hand and power tools; perform basic mathematical calculations efficiently and accurately: identify and analyze abnormal operations and mechanical conditions and render a timely and appropriate course of action.

~~; perform strenuous physical work requiring lifting and carrying with the assistance of others or mechanical devices up to 100 pounds;~~

Ability to read and interpret water distribution system maps including GIS systems, blue prints, technical manuals, and other regulatory and technical materials; accurately maintain records and reports; read, research, understand and utilize equipment repair resources; and respond to/render a timely and appropriate corrective actions; accurately read meters and gauges and detect faulty characteristics; keep logs and records of operations and input into the computer/mobile device,

Ability to possess a valid WA State driver's license, drive and/or operate equipment, vehicles and tools with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards. Ability to recognize traffic hazards and other potential safety concerns and to make sound decisions and actions while flagging, or operating vehicles, tools and machinery.

Ability to understand and execute oral or written instructions; read, interpret and analyze information; and apply to a variety of work situations. Ability to read, research, interpret, apply codes, rules, regulations, policies, and procedures with a customer service focus. Must possess ability to identify and define problems, establish facts and draw valid conclusions in an efficient and effective manner.

Ability to operate a personal computer, necessary mobile devices and other standard office equipment. Must be able to complete a variety of routine and repetitive tasks, absorb new instructions and information, and perform strenuous physical work and occasionally lift heavy objects or equipment.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and members of the public, continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused, teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours, night and weekend hours, and/or to respond to emergencies, as needed to carry out the responsibilities and functions of the position.

~~operate a personal computer using modern or current software programs; and communicate effectively with people tactfully, both orally and in writing. Possession of mechanical aptitude. Ability to train crewmembers and direct their work.~~

PHYSICAL DEMANDS: Continuous moving, sitting, kneeling or standing for excessive periods of time. Work and/or walk for long periods of time on various types of surfaces including slippery or uneven surfaces and rough terrain. Constant use of both hands in reaching/handling/ grasping/fingering keyboarding, driving and other fine motor skills manipulation while performing duties operating on computers ~~and other various vehicles, equipment and~~ machinery. Occasional heavy work includes lifting and carrying with the assistance of others or mechanical devices up to 100 pounds. Regularly ascends/descends stairs and ladders while maintaining balance and stability. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction. Must be able to distinguish color and maintain long-term and short-term memory to process incoming stimuli, recall information and locations, to process incoming stimuli to complete complex matters. May work at heights, confined spaces, alone, with others, or in noisy work area. Frequent driving and/or traveling to a variety of locations. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. ~~May require constant moving, sitting, kneeling or standing for excessive periods of time.*~~ Physical strength and ability sufficient to perform manual labor for extended periods under wet, cold, and generally unpleasant conditions. May work outside with all weather extremes, be exposed to insects, pollen, dirt, dust, mud, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil/grease, ink, construction debris, asbestos cement pipes, needles, drug paraphernalia, vibrations, and/or traffic. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: –May come in contact with angry, upset, emotionally disturbed and/or uncooperative individuals. Requires routinely driving to a variety of locations. Subject to 24-hour emergency callbacks and requires working varying hours, overtime, weekends, and holidays. ~~Works in confined spaces, exposed to mud, dust, traffic, asbestos cement pipe, flying and biting insects, extremes of weather, and upset and/or agitated customers.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: –Must possess and maintain a valid Washington State Driver's License and a WA State Backflow assembly Tester License. Within six (6) months of employment must obtain and maintain the following certifications: a–basic First Aid/CPR, Flagging, Forklift, Confined Space Entry, ~~certificate;~~ Washington State Distribution Manager 1, and a Cross-Connection Control Specialist Certificate of Competency.

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education and experience equivalent to completion of a~~High school **diploma, or GED and** three (3) years' experience related to water meter **installations,** testing, calibration and repair, **Cross-Connection Control programs, and**~~one year of experience with use of automated~~ meter reading programs and ~~automated meter reading systems and equipment;~~ **as part of** ~~in~~ a public water system*. ~~At least one (1) year of experience in a lead capacity related to automated meter reading systems and equipment.~~ ~~Experience with cross connection hazard surveys is desirable.~~

Two (2) years as a Water System Infrastructure Technician for the City of Yakima may substitute for the 3 years required experience.

* Public Water System as defined in WAC 246-292

FLSA STATUS: Non-Exempt
ADOPTED DATE: 11/10;
REVISED DATES: 7/14; 9/25
TITLE CHANGES:
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER

Memorandum

DATE: September 27, 2025

TO: Charter Civil Service Commissioners
Debbie Korevarr, Chief Examiner

FROM: Mike Shane, Water/Irrigation Manager
Scott Schafer, Public Works Director

RE: Proposed Revisions to Water/Irrigation Division Storekeeper (8681)

The Water/Irrigation Division is requesting Civil Service's consideration in the revision of the Storekeeper class specification.

Since the last update to class specifications in 2010, specific tasks, duties and/or responsibilities for the position have changed, necessitating the updated specification. In addition to these changes, general housekeeping of the class specification is necessary to be consistent with other city-wide classification updates.

Language revisions to the class specification include:

- Administers and maintains division employee uniform policy, including safety clothing and PPE.
- Maintains and administers petty cash.
- Administers division P-cards, including statement reconciliation.
- Maintains all office equipment, including supplies and repairs.
- Maintains office supply inventory, including first-aid and safety supplies.
- Maintains inventory of all utility locating supplies.
- Processes consultant and jurisdiction invoicing and payments.
- Assists in fire hydrant meter rental program.

As well as updating the Major Worker Characteristics to better identify the knowledge, skills and abilities necessary for the position.

Attached for your review is a track-changes copy indicating the proposed revisions to the class specification.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8681

TITLE: Storekeeper

rev. 10/10 9/25

DEFINITION: Under limited supervision orders, receives and distributes materials for the Water ~~and~~/Irrigation Division. —Incumbents manage the inventory control system; order, stock and issue parts, equipment and materials; contact vendors regarding purchases; maintain files, records, and other matters; pick up and deliver purchases; and performs other duties in support of the division. Work is performed with considerable latitude for independent judgment and initiative.

DUTIES

ESSENTIAL FUNCTIONS: Uses a computerized maintenance management system to maintain a constant, accurate inventory of water and irrigation system related materials requisitioned, received, stored and issued; orders materials as requested, to replace inventory, or special orders in anticipation of coming projects as requested; and conducts an annual inventory of the warehouse to reconcile the inventory system quantities to actual quantities.

Prepares and/or processes requisitions and purchase orders in accordance with City policies and procedures; receives incoming shipments and verifies merchandise received as ordered; clarifies discrepancies in shipments and billings with vendors and Finance Department as needed; maintains warranty information and processes items for repair or replacement. Stocks warehouse in an orderly manner to facilitate visual inventory, location and retrieval. Prepares requisitioned materials for use by crews as requested; prepares used materials for return to stock. Maintains inventory of utility locating supplies. Provides assistance in determining items for disposal and for preparing obsolete, surplus, damaged and other materials for auction or other disposal methods.

Contacts vendors by telephone, in person, electronic transmission or other means on a regular and recurring basis to determine availability of materials; clarifies orders; obtains cost quotes. Receives or obtains information from vendors or other City divisions; develops and assembles technical bid or quote specifications; obtains telephonic or written quotes in accordance with purchasing guidelines and City policies and procedures. Works with Purchasing Division on formal bid requests; maintains record of approved contracts for purchase of materials. Picks up purchases from local vendors as necessary. Administers and maintains division employee uniform policy, including all safety clothing and personal protective equipment (PPE).

Verifies correct price, purchase order and quantity received on invoices or packing ships; contacts vendors to resolve discrepancies. Processes invoices and payments for consultants and various jurisdictions. Works with contractors to process fire hydrant meter rental applications. Audits invoices, contracted agreements and services for payment; assigns and/or verifies budget account numbers for expenditures. Ensures sufficient budgetary funds prior to ordering materials. Maintains a register of vendors and uses vendor knowledge, trade journals, manuals and other written materials to research and identify materials sources and additional vendor sources.

Performs a variety of clerical and financial record-keeping tasks in support of the division, including but not limited to: using a personal computer, copy/fax machine, ~~fax machine~~, calculator, and telephone; maintains p-cards/reconciliation, and issues petty cash in accordance with city policies and/or procedures. Maintains office equipment and schedules necessary maintenance as needed. Maintains inventory of all office supplies, including first aid and safety supplies.

Performs a variety of mathematical calculations including addition, subtraction, multiplication, division, percentages, fractions, volume, and space and measure conversions. Prepares a variety of reports and correspondence. –Assists in the preparation of budget projections.

May greet and screen callers and visitors, assists with providing detailed information regarding water and irrigation systems using latest available information and technology; schedules appointments and attends meetings. Ensures receipt of Material-Safety Data Sheets (SDS) and maintains a master file and other records as needed. Maintains warehouse and work areas in clean and safe condition.

Safely drives and operates motorized equipment and/or City vehicles including forklifts to perform required duties within a timely and efficient manner and adhering to all traffic laws and regulations

Keeps licenses/certifications up-to-date and completes mandatory and otherwise assigned trainings as required. Assists division employees in training registrations, including any necessary accommodations.

Contributes to the effective administration of the Water/Irrigation Division and City government by displaying and fostering an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular, ~~and reliable~~ **and punctual** attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: federal, state and local laws, rules and regulations, with ability to drive safely and efficiently; City of Yakima rules, regulations, policies, procedures and practices; efficient and effective time management and work-flow practices; City record-keeping systems; principles and practices for municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of storekeeping procedures and methods; ~~of water and irrigation system materials and nomenclatures. Knowledge of purchasing processes and procedures; of local and state requirements for materials disposal; of safe and appropriate handling of hazardous or toxic materials; and of material vending sources; and governmental purchasing regulations, and modern office practices.~~ **Requires working knowledge SDS sheets and personal protective equipment requirements.**

Working knowledge of computers and software programs including but not limited to Microsoft Office Suite, and industry applications; standard office procedures and practices.

Knowledge of techniques and strategies for communicating complex and/or technical information to a wide range of individuals, including but not limited to other employees, vendors and/or members of the public. Must be able to communicate clearly and effectively with employees, and members of the public representing varied levels of education and backgrounds, utilizing well-developed communication skills, both written and oral, with appropriate use of business English including but not limited to correct grammar, vocabulary, letter composition, spelling, and punctuation. Ability to present information clearly and concisely in both written and verbal formats.

Must be dependable; able to work with general direction, limited supervision, and independently with self-direction; work under varying timeline pressures; prioritize; and manage tasks with potentially competing deadlines. Must be highly motivated, organized and have a sense of urgency to complete tasks in a timely manner.

Ability to: negotiate and process complex information in both written and verbal formats; conduct accurate inventories; perform typing and operate

various programs including but not limited to, Microsoft Office Suite; prepare a variety of records and reports; and answer inquiries by telephone, e-mail, or in person, respond in a diplomatic manner to angry or upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to: establish, facilitate and maintain effective working relationships with department/division employees, employees of other City departments, vendors, manufacturers, salespersons and other members of the public, continually demonstrate tact, diplomacy and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources. Ability to positively receive feedback and take direction is essential.

Ability to operate a variety of office and other machines/equipment including but not limited to: computer, fax/copy machine, telephone, radio, forklift, hand truck, small tools and others.

Ability to read, understand and interpret technical manuals, specifications, parts books and other related reference materials. Must possess ability to maintain sustained attention to detail; perform a variety of mathematical calculations including addition, subtraction, multiplication, division, percentages, and fractions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to understand and execute oral or written instructions; read, interpret and analyze information, and apply to a variety of work situations. Ability to read, research, interpret, apply codes, rules, regulations, policies, and procedures with a customer service focus. Must possess ability to identify and define problems, establish facts and draw valid conclusions in an efficient and effective manner.

Ability to work cooperatively as a member of a team and adhere to the department's values including but not limited to: accountability; customer focused teamwork; professionalism; effective, positive communication; and work in a punctual, regular and reliable manner.

Ability to drive and/or operate equipment, vehicles and tools with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards. Ability to recognize hazards/potential safety concerns and to

make sound decisions and actions while operating vehicles, tools and machinery.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

~~Ability to: communicate effectively, orally and in writing with employees, City officials, vendors and the public and to establish and maintain **positive and effective working relationships with persons from widely diverse ethnic and economic backgrounds; operate a variety of office machines and other equipment including personal computer, telephone, copy and fax machines, forklift, hand truck, small tools and others; prepare a variety of records and reports and to conduct **accurate inventories.****~~

PHYSICAL DEMANDS: Work is performed in an office and warehouse environment sitting at a desk or computer terminal for extended periods of time or while standing or walking for a period of time. Occasionally needs to move inside and outside of the office to access file cabinets, office machinery, equipment, use of forklift, etc. Continuous use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding, driving, and other fine motor skills manipulation** while performing duties operating on computers and stocking shelves. Occasional heavy work includes lifting and carrying **parts, tools and equipment up to 50 pounds; pushing/pulling or forcibly moving heavy parts and equipment up to 50 pounds.** Occasionally ascends/descends stairs and ladders while maintaining balance **and stability.** Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. May be exposed to **extreme outside weather conditions; paints, cleaners, solvents; flammable materials; propane, gas, diesel fumes and other noxious odors; and chemicals hazardous materials including but not limited to: rodent poison, insecticides, weed sprays; noise; dirt; dust; grease/oil; and a variety of biting or stinging insects and/or rodents. Must be able to hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction.** Must be able to distinguish color and maintain long-term and short-term memory **to process incoming stimuli, recall information and locations, and to recall and effectively process complex information.** May work alone, with others, or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May come in contact with upset, angry, or emotionally distressed customers. ~~Exposure to paints; cleaners; solvents; rodent poisons; propane, gas and diesel fumes; insecticides; weed sprays; flammable materials; temperature and weather extremes; noise; and a variety of~~

~~insects, spiders, flies and rodents. Occasional lifting of items weighing in excess of 50 pounds.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~Must possess and maintain a valid Washington State Driver's License;~~ **obtain and maintain** a forklift operation certificate, CPR and basic first aid card within three (3) months of employment.

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education and experience equivalent to graduation from high school plus~~ **High school diploma or GED and** three (3) years of clerical, computer data entry, purchasing, inventory control, storekeeping, ~~or warehousing~~ **or related**. Familiarity with water/**irrigation** system materials and nomenclatures **is** desirable.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 7/01;10/10; 9/25

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



OFFICE OF THE CITY MANAGER
129 North Second Street
City Hall, Yakima, Washington 98901
Phone (509) 575-6040

Memorandum

October 2, 2025

To: Charter Civil Service Commission
From: Gary Ballew, Assistant City Manager
Re: Update to 1212 Airport Operations and Maintenance Manager Class Specification

Enclosed is a proposal to modify the Airport Operations and Maintenance Manager (1212) Class Specification.

In preparation for an upcoming recruitment, the attached update to the classification will more accurately reflect the mix of knowledge, skills, abilities and experience required for the position. The proposed changes include standard revisions consistent with other City classification updates as well as an expansion to the minimum requirements, designed to broaden the applicant pool, which has been very limited in the last several postings.

In reviewing the job duties and responsibilities, it has been determined that four years of additional practical experience can adequately substitute for a four-year degree because in gaining that relevant experience, an individual is required to have extensive training, testing and application of the rules specific to the operation of a commercial airport. This is an important aspect of the Operations and Maintenance Manager position. The newly defined minimum requirements therefore, will allow an individual without a college degree to qualify with eight years of airport management/administration experience, a portion thereof in commercial airport security. Additional blends of education and experience have also been identified and outlined to allow recruitment of individuals with varying education, certification and experience.

These new provisions will allow for the testing of candidates who possess hands-on experience and a proficiency and familiarity with the Federal Aviation Administration (FAA) regulations (including 14 CFR Part 139), Transportation Security Administration (TSA) regulations (including 49 CFR 1542), and other relevant federal, state, and local requirements.

There is no proposed change to the pay allocation, as the authority and responsibility level of the position will not change.

Thank you for your consideration.

CITY OF YAKIMA CLASS SPECIFICATION

CODE: 1212 TITLE: Airport Operations and Maintenance Manager Rev.: 12/1810/25

DEFINITION: Under the general direction of the Director of the Yakima Air Terminal, the Airport Operations and Maintenance Manager ~~will performs~~, plans, and coordinates the daily operations and maintenance personnel assignments. Work is performed independently under minimal supervision and ~~will perform~~ includes airfield inspections, wildlife mitigation, snow removal operations, and emergency response (including afterhours, weekends, or holidays). The Operations and Maintenance Manager ~~will be~~ is frequently required to make presentations and interact with airport personnel, regulatory agencies, city departments, airport tenants, and the general public on an individual or group basis. The Operations and Maintenance Manager ~~will~~ trains, supervises, and evaluates the performance of assigned personnel. Provides support to the ~~D~~director for day-to-day management and operational functions and assists with short and long-term planning for the Yakima Air Terminal.

DUTIES

ESSENTIAL FUNCTIONS: Performs administrative, budgetary and operational support to and for the Director of the Yakima Air Terminal. Serves as Acting Director of Yakima Air Terminal in absence of the ~~D~~director.

Ensures airport compliance with governmental regulations, advisory circulars and security directives. Responsibilities include but are not limited to: conducting research and review of current and proposed regulations; implementing airport rules and regulations to ensure compliance with governmental regulations; administering required Federal Aviation Administration training for staff and tenants regarding airport regulations and policies; implementing operational changes as necessary; and enforcing existing regulations.

Leads airport security functions to ensure continued airport certification. Responsibilities include, but are not limited to: serving as Airport Security Coordinator; updating Yakima Air Terminal's Airport Security Plan as required; inspecting aviation and building facilities for compliance with all safety and security procedures; instituting corrective measures as required; teaching, implementing and enforcing safety and security rules and regulations;

maintaining appropriate safety and security related records; serving as airport focal point for Transportation Security Administration (TSA) certification audits.

Leads airport safety functions to ensure continued airport certification. Serves as coordinator of required airport documents such as Airport Certification Manual and Airport Emergency Plan. Serves as primary contact with FAA's Airport Safety & Certification Inspector and coordinates airport's annual certification inspections. Issues, cancels, and amends NOTAMs issued by airport staff to ensure safe airfield conditions are disseminated to all users. Administers airport's Wildlife Hazard Management Plan and all applicable documentation to ensure wildlife is managed to minimize the risks for airport users. Coordinates and manages all snow operations in accordance with the Snow & Ice Control Plan to ensure safe aircraft operations.

Assists in the oversight and management of airport operations, including, but not limited to: **supervises and participates in the work of the department;** evaluates and improves operational processes; **hires, trains, and develops staff providing professional leadership and ongoing development opportunities; provides guidance, direction, train-mentorship and motivate** ion to operations and maintenance personnel.; **Evaluates individual performance and completes timely and thorough employee evaluations as required, including taking or recommending disciplinary action as necessary;** assigns and reviews maintenance work; provides **constructive** observations, critics, -and recommendations on staffing performance and needs; meets agreed-upon deadlines and turnaround times for inputs, approvals, submittals, and other deliverables.

Provides assistance to staff in resolving difficult or unusual situations and problems. Responsible for performance of subordinates; ensures compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practice

Manages various routine and specialized projects. Conceives, researches, estimates, and executes repair and improvement projects; oversees repairs and maintenance of all aviation facilities and infrastructure; oversees repairs and maintenance of airport buildings, building equipment, vehicles and other mobile equipment; oversees improvement projects conducted by lessees.

Develops, amends, and tracks operational and capital budgets including, but not limited to: development of draft annual budgets; identification and proposition of potential amendments to budget during fiscal year; **management** and

implementation of property leases, rates and charges, and other revenue sources; management of operational expenses. Coordinates airport's Capital Improvement Project budget with FAA's program manager.

Researches, writes, and submits grant applications and administers grant contracts. Writes requests for proposals.

Purchases equipment and supplies as necessary; determines need-necessity and cost effectiveness of purchases; researches items and vendors; writes specifications and creates designs; prepares bid documents; purchases, receives and inspects items.

Manages environmental compliance. Reviews current and potential environmental regulations pertinent to the airport and makes recommendations for compliance; coordinates with City, County, State and Federal environmental agencies to ensure airport procedures and policies are correct; creates, implements, and oversees Sstormwater permit and associated processes and practices at airport; assists and oversees contractors and consultants as necessary. **Analyzes and solves complex problems including thoroughly researching, proposing, developing, coordinating, writing and/or implementing guidelines, policies and procedures.**

Maintains positive relationship with tenants and airport users. Provides support, maintenance and repair services as appropriate; resolves problems effectively per approved processes; seeks input regarding satisfaction with airport relationships and implements appropriate actions.

Oversees and facilitates field and emergency operations, including, but not limited to: prioritizing job duties of maintenance and operations staff persons; authorizing overtime as necessary; ensuring accurate and complete airport records are kept for all activities; ensuring training, staffing, and processes support efficient and effective performance of work activities; **and driving** on airfield as required. Responds to emergencies and implements the Airport Emergency Plan as needed. May join or become Incident Commander depending on the severity of the incident.

Maintains positive and productive relationships with staff. Provides effective and timely problem resolution; solicits and responds to employee input regarding processes, practices, and issues; informs Director of issues and needs; provides timely information and reports as requested; ~~coach and develop staff;~~ assists during emergencies and peak load times; ~~be a respected~~ **consistently demonstrates professional, respectful and effective leadership in a variety of situations.**

Keeps required licenses and/or certifications up-to-date and completes mandatory and otherwise assigned trainings as required.

Safely drives and operates vehicles and other motorized equipment to perform required duties. Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules, regulations, policies and procedures when driving/operating City vehicles, equipment and/or machinery to perform required on and off-site duties.

Contributes to the effective administration of City government and the Yakima Air Terminal by fostering an attitude among staff that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Requires regular, ~~and-reliable~~ and punctual attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of governmental regulations applicable to airports and procurement regulations in Washington State. Knowledge of Federal ~~and~~ State and City laws and regulations, local ordinances, and City policies and procedures. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to managers, staff, City Council; government officials, and members of the public.

Knowledge of best practices regarding record keeping systems, processes, and practices; principles and techniques of management, supervision and leadership; principles and practices of work flow and systems analysis; best principles and practices for project and financial management; municipal budgetary and fiscal management practices, records retention procedures, and techniques.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; professional office procedures and practices.

Knowledge of Commercial Driver's License (CDL) testing and training requirements.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English, and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

Ability to negotiate and present information clearly and concisely complex information in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to effectively write and implement policies, rules and procedures; maintain accurate records and documents; evaluate field conditions and implement corrective actions; develop, implement, and conduct training courses; operate various office equipment including ~~Microsoft Office (Word, Excel, PowerPoint), Digital NOTAMs, etc;~~ operate two-way radios, cell phones, computers, and other equipment associated with position; **effectively use City programs including but not limited to Microsoft Office (Word, Excel, PowerPoint), Digital NOTAMs, records management, time-keeping, budgeting software, etc.-**

Must possess ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail; **formulate goals** and work under **mandated** timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines; **handle stressful situations, and complete work quickly and accurately while managing multiple interruptions;** successfully develop and administer budgets; and effectively work, make decisions, and communicate under a variety of emergency conditions involving public safety.

Ability to implement and enforce safety and security procedures; provide maintenance or airfield construction project management; implement operational environmental regulations; and demonstrate excellent analytical and organizational skills. **Must possess ability to quickly adapt to changing priorities and demands.**

~~Knowledge of Commercial Driver's License (CDL) testing and training requirements.~~

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain complex laws, codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions. ~~Excellent analytical and organizational skills are essential.~~

Ability to establish, facilitate, and maintain effective working relationships with other employees, government officials, employees of State and Federal agencies, airport users and tenants, airport staff, media representatives and the public; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

Ability to coach, mentor, train, supervise, plan, organize, and direct the work of a staff of technical, operational and clerical personnel; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement modern auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to receive feedback and positively take direction is essential.

Ability to understand and implement current legislative requirements, rules and regulations. Ability to develop, present and gain acceptance for long-range programs and budgets. Must be able to locate grant resources and prepare grant proposals for projects.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused, teamwork, professionalism, positive communication, and accountability in a punctual, regular and reliable manner.

When driving and/or operating City vehicles and machinery, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles, tools and machinery.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

Ability to work extended hours **and/or to respond to emergencies** as needed to carry out the management and supervisory responsibilities and functions for the ~~division~~**department**.

PHYSICAL DEMANDS: Work is performed in an office and/or airport environment often while sitting at a desk or inside a vehicle for extended periods of time. **Frequently drives to other locations to perform duties or attend meetings.** Ability to move inside the facility to access file cabinets, office machinery, etc. with additional work required outside the facility. Constant use of both hands in reaching/ handling/ grasping/ ~~fingering~~ **keyboarding and other fine motor skills manipulation** while **driving**, performing duties and operating

computers, various vehicles, equipment and/or machinery. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/ talking/ hearing/ seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction. Must be able to maintain long-term and short-term memory to process incoming stimuli, recall information and complete complex matters. May work in remote locations and/or in noisy work areas with exposure to frequent aircraft noise and/or exhaust fumes. May work outside with all weather extremes, and may be exposed to airfield hazards, stinging insects, animals, rodents, pollen, dust, dirt, mud, water, unpleasant odors, smoke, raw sewage, electrical hazards, construction debris, waterborne diseases, moving mechanical parts, fumes or airborne particles, and toxic acidic or caustic chemicals, solvents, oil/grease, and combustible fuels and/or gases, vibrations, and/or traffic. Occasionally exposed to high, precarious places; extreme heat and risk of electrical shock and various types of wildlife. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to communicate clearly.

UNUSUAL WORKING CONDITIONS: Required to meet inflexible deadlines. Required to be accessible during off-hours to deal with emergencies or situations. Exposed to frequent interruptions. Required to deal with distraught, ~~or~~ uncooperative, angry or otherwise emotionally distressed people. Requires physical dexterity, mobility, and situational awareness to drive on airfield. Occasionally requires physically strenuous activities such as emergency first aid or accident assistance. Exposed to physical danger during some fieldwork. Exposed to airfield hazards. Requires safety awareness. ~~May be occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic, acidic or caustic chemicals and gases; outside weather conditions and extreme cold. Occasionally exposed to high, precarious places; extreme heat and risk of electrical shock and various types of wildlife.~~ May be required to carry a cell phone or paging device and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including weekends and holidays. May be called out at night or on weekends to resolve problems at facility. May be required to be in an on-call status with limits on travel and social activities. ~~Required to~~ routine driving/travel around the airport and to meetings or conferences within the city and occasionally out of town.

LICENSE, REGISTRATION & CERTIFICATIONS: Possess/obtain and maintain a ~~Valid~~ Washington State driver's license. Must obtain and maintain valid First Aid and CPR certification within six (6) months of hire. Obtain and maintain Security Identification Display Area Permit upon hire. Must obtain and maintain an Airport Movement Area Driver's Permit within thirty (30) days from date of hire.

MINIMUM CLASS REQUIREMENTS: ~~Graduation from an accredited (4) four-year college or university with a Bachelor's Degree from an accredited college or university in Aviation Management, Business Administration, Public Administration, or related field and (4) Four (4) or more years of airport operations experience with at least three (1) one year of supervisory or lead experience.~~

OR

Associate's Degree in Aviation Management or related field and six (6) or more years of airport operations experience.

OR

High School Diploma/GED and eight (8) or more years of airport operations experience including responsibilities related to airport management and/or airport security regulations/administration.

OR

High School Diploma/GED, certification as an Airport Security Coordinator or Airport Certification Safety Inspector, and five (5) or more years of airport operations experience including responsibilities related to airport management and/or airport security regulations/administration.

Allowable Substitutions:

~~10 years of airport experience plus an Associate's Degree in Aviation Management or related field may be accepted in lieu of a Bachelor's Degree and five (5) years of experience on a case-by-case basis.~~

Experience must include at least one (1) year of supervisory or lead experience.

Additional Preferred Experience:

Preferred Experience:

- ~~Two (2) years of Experience at a Part 139 certificated airport; Experience directly supervising personnel.~~
- Knowledge of the Airport Certification Manual, Airport Emergency Plan, and TSR Part(s) 1540 and 1542 Airport Security Regulations.

- Completion of an American Association of Airport Executives Certified Member (CM),
- Airport Certified Employee (ACE), or an A.A.E designation. ~~In addition, a~~
- ~~p~~Pilot's license is preferred.

Required to pass Criminal History Record Check and Security Threat Assessment to obtain Security Identification Display Area Permit (issued upon hire and duration of employment).

FLSA STATUS: EXEMPT
ADOPTED DATE: 12/07/2016
REVISED DATES: 12/18; 10/25
TITLE CHANGES:
UNION: NON-UNION
CIVIL SERVICE STATUS: CHARTER



Memorandum

September 25, 2025

To: Civil Service Commission

From: Shawn Boyle, Chief of Police

Subject: September 2025 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. New Hires – permanent or temporary appointments:

Name	Position	Date of Appointment
Saemira Gray	Police Services Specialist I	09/15/2025

2. Promotional or Provisional/Acting appointments: None

3. Failure(s) to pass probation: None

4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken: None

5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death): None

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

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www.yakimafire.com

MEMORANDUM
September 29, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: September 2025 – YFD Monthly Report

In accordance with the City of Yakima's Civil Service Rules, Article as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. **New Hires - permanent or temporary appointments:**
Sydney Jordan – Telecommunicator
Todd Wisser - Telecommunicator
2. **Promotional or provisional/acting appointments:**
(none)
3. **Failure(s) to pass probation:**
(none)
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:**
(none)
5. **Separation from service, and reason (e.g.: termination, medical separation, resignation, retirement or death):**
(none)

***"The Yakima Fire Department is dedicated to providing
quality public safety services to our community."***