



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6090 Fax (509) 576-6358

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

February 7, 2022 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the January 11, 2022 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to Transit Operator 22101 (Charter)
- 2) Consideration of revisions to IT Services Senior Application Analyst 2120 (Charter)
- 3) Consideration of revision to Fire Mechanic II and Electronic Technician II (Fire)
 - a) Fire Mechanic II 8230
 - b) Electronic Technician II 4521
- 4) Consideration of revisions to Public Safety Assistant Communications Manager 17101 (Fire Mgmt)

OTHER BUSINESS

- a) Status Report for the Fire and Police Departments
- b) Any other business before the Commission

Complete Packet available on ICE 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 – January 11, 2022

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date via Zoom video conference at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Greg Lighty; Charter Civil Service Commissioner Louisa Beckstrand; Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar.

Lighty called the meeting to order.

APPROVAL OF MINUTES

Approval of the November 1, 2021 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Lighty to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

Korevaar informed the Commissioners a chair-person is usually elected during the first meeting of the year and this action was missed on the agenda. The Commissioners agreed to amend the agenda and add the election of a Commission Chair as item 1.

1. Election of Commission Chair for Charter, Police and Fire Civil Service Commissions

Lighty explained the primary role of the Chair is to call the meetings to order and lead the meetings. He expressed his willingness to continue to chair the meetings if that was the will of the Commissions, but he stated he was happy to relinquish the position if someone else had a desire to do so.

Becker **moved** to appoint Greg Lighty as the Chair for the 2022 meeting year. Beckstrand **seconded**. Motion **passed** unanimously.

2. Consideration of revision to Office of Neighborhood Development Services Classifications (Charter)

- a) Housing Loan Specialist 5151
- b) Neighborhood Development Operations Supervisor 11410

Director of Community Development Joan Davenport referenced the memo in the packet that described the requested updates to the classifications. Neighborhood Development Services Manager Archie Matthews added it has been awhile since updates to the classifications have been made.

Lighty **moved** to approve revisions to 5151 Housing Loan Specialist and 11410 Neighborhood Development Operations Supervisor. Trevino **seconded**. Motion **passed** unanimously.

3. Consideration of revisions to Administrative Assistant for Yakima Air Terminal 11610 (Charter)

Airport Operations and Maintenance Manager Jaime Vera explained the reason for requesting the updates to the Administrative Assistant classification was primarily to document some operational duties that assist the Operations and Maintenance Manager. Korevaar added the position was already in place when the City took over the airport from the County, and the same individual has continuously held this position. Due to an upcoming retirement and the limited staff, these duties are being added in the job description to articulate and address the needs of the airport administration and operations in the event of an emergency or if there was no one else around to assist.

Lighty **moved** to approve revisions to 11610 Administrative Assistant for Yakima Air Terminal. Trevino **seconded**. Motion **passed** unanimously.

4. Consideration of revisions to Traffic Division Classifications (Charter)

- a) Traffic Signs and Markings Specialist I 8662
- b) Traffic Systems Technician I 4222

Traffic Operations Supervisor Dan Nickoloff requested updates reflecting the current equipment utilized and modern duties performed by the division. There was no recommended change in pay rate. The language allowing for automatic promotion in the minimum requirements has been removed to provide compliance with City Charter.

Lighty **moved** to approve revisions 8662 Traffic Signs and Markings Specialist I and 4222 Traffic Systems Technician I. Beckstrand **seconded**. Motion **passed** unanimously.

Other Business:

Korevaar provided an update on the new electronic performance evaluation system, advising the Commissioners nearly all of the City department and divisions have gone live with NEOGov's Perform system. The last department to be migrated from the traditional paper evaluations to the electronic evaluations is the Fire Department, and the current plan is to integrate them in February.

Status reports for the Fire and Police Departments were reviewed and attached to the minutes for the record.

Next meeting is scheduled for February 7, 2022. Materials need to be submitted to the Chief Examiner by January 20, 2022.

There being no further business to come before the Commission, the meeting was adjourned at 3:48 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.



City of Yakima, Transit Division

2301 Fruitvale Blvd.

Main Office Phone: 575-6175

January 18, 2022

To: Charter Civil Service Commission

From: Alvie Maxey, Yakima Transit Manager

Subject: Transit Operator Update

Over the past several years it has become increasingly difficult to attract qualified candidates for the Transit Operator position (22101). One of the major obstacles to hiring new candidates has been the requirement that candidates must possess a valid Class A or B Commercial Driver's License (CDL) with a passenger endorsement in order to qualify for the position. While many potential candidates have possessed a valid Class A or B Commercial Driver's License (CDL), very few have had the required passenger endorsement.

The Yakima Transit Division has created a training program in which new Transit Operators with a valid Class A or B Commercial Driver's License (CDL) may receive the training necessary to receive a passenger endorsement within a six (6) week period of time.

Furthermore, it has been several years since the Transit Operator (22101) job classification has been updated, it was deemed to be beneficial to update and more clearly describe the job duties and other related language as it pertains to this position.

Therefore, I am requesting for your consideration the updated language changes to the Transit Operator position (22101). As there have been no significant changes made to the essential duties or functions of the position, it is recommended the rate of pay remain the same.

Thank you for your consideration.

Alvie Maxey
Yakima Transit Manager

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 22101 4/142/22	TITLE: Transit Operator	Rev:
--------------------------------	--------------------------------	-------------

DEFINITION: Under general supervision; operates a City bus in a safe and efficient manner to transport passengers over local routes according to prescribed time schedules; performs related work as required.

DUTIES

ESSENTIAL FUNCTIONS: Drives transit vehicles over prescribed City routes in accordance with established safety procedures; provides information to passengers about business locations, routes, time schedules, and transfer points; collects fares from patrons and issues transfers on request; must maintain an attitude of professional concern for passengers, pedestrians and vehicular traffic around bus while operating bus in a manner to avoid traffic and pedestrian hazards, providing the greatest personal safety to passengers being transported.

Works to ensure passenger and operator safety by enforcing passenger rules, regulations and City policies and procedures. Helps ensure bus is kept clean and orderly for passenger safety and comfort.

Assists passengers with physical disabilities and secures wheelchair passengers. Cares for and turns in lost-and-found articles.

Inspects transit equipment such as lights, horn, and brakes to insure the proper and safe operation of the vehicle; cleans buses, on occasion; may periodically use two-way radio to communicate with transit office to report accidents, emergencies, or unusual operating conditions.

Participates in special events and/or operate buses on special routes that involve or promote public transit; participates in meetings with supervisors and general staff as required; completes mandatory and recommended trainings timely and as directed.

Fosters an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of Federal, State and local transit safety rules and regulations, passenger safety rules, and City of Yakima rules, regulations, policies and procedures.

Strong working knowledge of streets within urban area and scheduled bus routes. Knowledge and ability to operate and communicate via two-way radio transmission and mobile data terminals.

Knowledge of record keeping systems, processes, and practices; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of: industry applications; division procedures and practices. Ability to operate standard office equipment including but not limited to: computer, copy machine, telephone etc.

Knowledge of techniques and/or strategies for dissemination information to a wide range of individuals. Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background utilizing well-developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar and vocabulary. Must be able to respond in a diplomatic and confident manner to upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to make quick decisions; to operate transit vehicle safely in varied weather conditions with passengers in an urban environment with typical and unexpected hazards. buses in a safe and tactful manner; to meet and deal with people in a courteous and tactful manner. Must possess ability to read maps and understand verbal direction, maintain vehicle inspection records, prepare incident/accident reports, maintain ridership records and passenger counts as needed.

Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards. Ability to maintain constant attention to detail while operating a bus, and awareness of surroundings. Ability to recognize traffic hazards and other potential safety concerns. Must have ability to sustain consistent attention to maintaining bus schedules and timeliness standards.

Ability to respond to emergency situations encountered from traffic accidents, medical emergencies or bus passengers, and community disaster evacuation plans. Ability to stay calm under adverse conditions is essential.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail; and work under timeline pressures. Must possess ability to quickly adapt to changing priorities and demands.

Ability to perform a basic mathematical computations with ability to read, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify problems, establish facts and draw valid conclusions.

Ability to establish, facilitate, and maintain effective working relationships with other employees, and the public; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential.

PHYSICAL DEMANDS: Work is primarily performed on a bus while sitting for excessive periods. Constant use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skill manipulation** while performing duties and/or operating buses. Heavy work may include lifting and carrying up to 40 pounds. Occasionally ascends/descends stairs **and other inclines or uneven terrains** while maintaining balance. Occasional bending/twisting at knees/waist/neck **and occasional stooping, bending, kneeling, climbing and/or crawling while performing duties.** 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 distinguish color and maintain long-term and short-term memory. Work will require occasional travel to a variety of locations. May work outside in all weather extremes and be exposed to **members of the public and bodily fluids, traffic, stinging or biting insects, animals, dust, dirt, water, mud, snow, rain, ice, sleet, pollen, noxious odors, and fumes, chemicals, solvents, oil, needles, drug paraphernalia, and/or vibrations and/or other hazards.** May work alone, with others, confined spaces, or in noisy work area. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May encounter angry, upset and/or emotionally disturbed individuals. Continual distractions from passengers

in the bus, other motorists and pedestrians. Exposure to fumes and noise of traffic; tension caused by heavy traffic conditions; adverse and unpleasant passenger characteristics. May be required to be available by telephone and report to work on short notice and during an emergency.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Class A or B Commercial Driver's License. Passenger endorsement is preferred and must be obtained within six (6) weeks of hire. ~~with a passenger endorsement.~~ Must obtain and maintain a valid First Aid/CPR Certificate within six (6) months of appointment.

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education or experience which would demonstrate the ability to perform the work.~~ CDL license as defined. High school diploma/GED AND six (6) months driving and/or customer service experience is preferred.

Shall be subject to drug and alcohol testing, pursuant to Department of Transportation (DOT) regulations (49 CFR Part 40) and the Federal Transit Administration's Regulations (49 CFR Part 655).

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 1978
REVISED DATES: 6/96; 7/10; 6/11; 4/14; 2/22
TITLE CHANGES: _____
UNION: AFSCME TRANSIT
CIVIL SERVICE STATUS: CHARTER

MEMORANDUM

Date: January 3, 2022

To: Charter Civil Service Commission

From: John Carney, IT Services Manager

Subject: Revised Class Specifications – IT Services Senior Application Analyst

Attached is a draft updating the IT Services Senior Application Analyst. It is our desire to update this classification to more accurately define the expectations of the job prior to running a recruitment.

The language revisions being proposed are not changing the overall purpose or authority of the position, but rather the changes are necessary to clarify and update the responsibilities and tasks being performed. The Major Worker Characteristics have also been updated to better reflect the necessary knowledge, skills and abilities required for the position and to be consistent with other classification updates.

The minimum requirements have been revised to accept a wider range of educational fields of study, an additional education equivalency, and to provide a preference for candidates with experience within the IT Services Division. This is important as the position is a senior-level position for which institutional knowledge, City policy and procedure experience, and established working relationships with other City employees is a considerable asset.

The Chief Examiner has reviewed the proposed changes and has determined no salary allocation adjustment is warranted.

Thank you in advance for considering this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 2120	TITLE IT Services Senior Application Analyst	EST. 7/14/22
-------------------	---	---------------------

DEFINITION: Under limited supervision the IT (Information Technology) Services Senior Application Support Analyst is responsible for installing, configuring, troubleshooting, and maintaining applications on database platforms ~~that may include~~ including but not limited to Oracle, MS SQL Server, and additional databases developed for Windows or other operating systems and Unix. May also develop application software and perform all phases of software development including system design, software implementation, application testing and documentation. Works with various software vendors to find solutions to different application problems. Helps identify and apply required patches to resolve bugs. Works as a resource in all phases of the development and implementation process, assists with documentation, and supports implementation efforts. The IT Services Senior Application Support Analyst may assign incoming work requests and make recommendations on assigning workload to Application Support Analysts will manage incoming work requests and escalate to management where appropriate. Work is performed with considerable independence and latitude for exercising independent judgment and is evaluated by observation, performance evaluations, user satisfaction, conferences and results achieved.

DUTIES

Performs daily applications monitoring, verifying the integrity and availability of all systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as reports, data backup and integrity checks.

Works closely with users to answer requests in regards to application functions. Determines if the request has identified a system bug, training issues or needed enhancement, ~~and implements~~ effective problem-solving methods, and manages appropriate escalation.

Performs system testing, scrutinizing release documentation, ensuring release controls have been adhered to, and execution of releases to the production environment. Works closely with the vendors to ensure application performance remains within acceptable levels.

Creates help manuals and functional documentation for existing and new programs.

Works with ~~the applications team~~ application vendors to optimize application performance and functionality, Works to identify applications that may provide

solutions to users' and the department's needs, ~~and with the vendor~~ present those applications.

Works closely with the ~~Database Administrator~~ IT Services System Administrators and vendors to ensure databases are optimized and data integrity is protected. May ~~at times perform some of the Database~~ IT Services System Administrator's tasks as needed.

Conducts testing and other preparation for software upgrades or new software implementation of supported applications. Ensures software applications are up-to-date; obtains and applies necessary software patches. Obtains assistance from vendors to correct software flaws and/or inefficiencies.

Works to ensure compliance with City of Yakima and IT Services policies, and procedures. Follows prescribed change management and time reporting processes and documentation requirements. Responds to support calls according to priority and provides regular updates. Leads team in queue management and assists team members to ensure support requests are triaged and resolved efficiently. Provides clear documentation and communication for support, status, and issue resolutions.

Leads/facilitates team and cross-team meetings and initiatives, providing positive leadership within and across teams. Assists, trains, mentors and oversees work of team members and subordinate staff as appropriate. May serve as resource for new employees. Develops and maintains positive relationships with team, department, organization, and outside vendors. Participates in educational and leadership opportunities to enhance professional growth and expertise. Serves as a positive change agent within and across teams.

Contributes to the effective administration of City government 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.

May act as section supervisor in supervisor's absence.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: ~~Thorough k~~Knowledge of **concepts in application design, functions and programming and various databases systems and structures.** ~~Thorough knowledge of various databases such as Oracle, MS SQL Server, and Unix.~~ Knowledge of modern computing and ~~multiple~~ **current** operating systems. **Strong knowledge of industry standard IT best practices such as change control, version control, and the system development life cycle.**

Knowledge of applicable federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of project supervision and leadership; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; and office equipment; professional office procedures and practices. Knowledge of computerized municipal budgetary and fiscal practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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, government officials, public and private interest groups, and members of the public.

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 including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

Ability to configure, maintain and ~~at times~~ develop applications ~~ins~~ various database environments. **Ability to clearly and concisely present complex information in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public meetings. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.**

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 applicable codes, rules, regulations, policies, and/or procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, supervise, plan, organize, and direct the work of others; evaluate performance; provide constructive feedback to subordinates and leadership; 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 positively receive feedback and take direction is essential.

Ability to work extended hours as needed to carry out the responsibilities of the position.

~~The candidate must have strong knowledge of industry standard IT best practices such as change control, version control, and the system development life cycle. Ability to communicate effectively orally and in writing with a widely diverse group. Ability to establish effective working relationships with fellow employees, other departmental staff, vendors and a variety of external users.~~

PHYSICAL DEMANDS: Work is performed primarily in an office environment while sitting **or standing** at a desk or computer terminal for extended periods ~~or while standing for a period of time~~. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Occasionally needs to position self to maintain computers, including under the desks and server closet. Constant use of

both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skills manipulation** while performing duties operating on computers. Occasional heavy work includes exerting 50 pounds of force occasionally and/or 250 pounds constantly to move objects. Occasionally ascends/descends stairs and ladders while maintaining balance. 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 distinguish color and maintain long-term and short-term memory. May work outside, in remote locations 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 be required to carry a cell phone or paging device and respond to technological or operating problems during after-work time, on weekends or on holidays. May be required to be in an On-Call status with limits on travel and social activities. May work closely with the Public Safety Departments and, thereby, be exposed to highly confidential and, sometimes, disturbing information.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must **obtain**/possess and maintain a valid Washington State Driver's License.

MINIMUM CLASS REQUIREMENTS: Bachelor's degree in Computer Science, **Technology, Business Administration, Finance Management, Psychology, Sociology,** or a closely-related field and ~~five~~**four (4)** years of progressively responsible experience in computer programming, **development, management and/or maintenance of** application ~~support~~**systems** and/or database administration in an enterprise environment. **An** AA degree or certificate of completion from a vocational school in computer science or related discipline plus ~~two~~**Five (5)** additional years of experience **as listed above OR** ~~may substitute for the Bachelor's degree requirement.~~ **a high school diploma or GED and seven (7) years' additional experience may also qualify. Two (2) years' experience working within the City of Yakima IT Services Division is highly preferred.**

Candidates ~~Must~~ **be able to pass** a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 7/14
REVISED DATES: 2/22
TITLE CHANGES: _____
UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

*Previously Senior Application Analyst



YAKIMA FIRE DEPARTMENT
401 North Front Street
Yakima, Washington 98901
Phone (509) 575-6060
Fax (509) 576-6356
www.yakimafire.com

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Special Operations

MEMORANDUM

January 27, 2022

To: Fire and Police Civil Service Commissioners

From: Aaron Markham, Fire Chief

Re: Proposal for revisions to the Fire Mechanic II and Electronic Technician II classifications

Before the Police and Fire Civil Service Commissioners is a request to modify two job classifications.

The first modification is to the Fire Mechanic II classification. The impetus for this update is that WA State law exempts firefighters from obtaining a Commercial Driver's License (CDL) if they successfully complete the Emergency Vehicle Incident Prevention training and driving course; however, this does not apply to non-firefighters. Consequently, the Fire Mechanic II needs to possess or obtain a Class A or B Commercial Driver's License with air brake endorsement. Additionally, a Forklift Operators' Certification is necessary because the maintenance job has and uses a forklift. These revisions are visible in the Licenses and Certifications section of the classification. In addition, Fire Administration is proposing clarifying language to enhance and more clearly identify this position as a lead mechanic with the authority to assign work to other mechanics in the shop. The Major Worker Characteristics and Physical Demands have also been updated to better define the knowledge, skills and abilities required for lead mechanics.

The second proposed classification change is regarding the Electronic Technician II classification. The City currently has Electronic Technician I and Electronic Technician II classifications; however, due to changes in technology, the work being performed and the supervision of said work, the City and the union agree these two positions are no longer appropriate. The first change therefore, is to the title itself with the removal of the Roman numeral two changing it to Electronics Technician and to eliminate the Electronic Technician I classification. Based on the current and long-term needs, the supervision of this position has changed from the IT Services Division to the Fire Department. The Definition and Essential Functions have been updated to remove duties associated with the radio system infrastructure, and duties relevant to the installation and maintenance electronic equipment installed in vehicles and fire apparatus have been added. The Physical Demands, Unusual Working Conditions and Major Worker Characteristics sections have also been updated to reflect the current needs. To work on certain electrical components associated with emergency vehicles and apparatus, the electronics technician is required to be certified as an Emergency Vehicle Technician (EVT) with certifications in Fire Apparatus Electrical Systems, Advanced Electrical Systems, and Law Enforcement Vehicle Installations. These certifications may be obtained if not already possessed within one year of appointment. The Licenses and Certifications section of the classification reflects this change.

The Chief Examiner reviewed the two current Electronic Technician positions, the updated classification, and compared them to other classifications across the City to evaluate the pay level. Based on the required duties, certifications and training requirements, it is recommended a new pay code 549 (\$27,51-\$35.12) be established and assigned to the updated classification. This pay allocation is approximately 7% higher than the current Electronic Technician I classification and has been agreed upon by City management and IAFF Local 469 representing this position.

*We will provide all-risk emergency and non-emergency services to our community
We are committed to serving with courage and compassion as stewards of public trust
We shall leave a positive and genuine impact on all who call upon us*

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8230

TITLE: Fire Mechanic II

Rev. 02/1722

DEFINITION: Under limited supervision of the Chief or Deputy Chief, performs semi-skilled, skilled, and specialized mechanical work to repair and maintain the Fire Department apparatus, vehicles and equipment, in a consistent state of readiness. Acts as lead fire mechanic and provides leadership, work direction and assistance to other fire maintenance personnel. Work is performed with considerable latitude for independent judgment and decision-making. Performance is evaluated by conferences, observation and results achieved.

DUTIES

ESSENTIAL FUNCTIONS: Oversees mechanic shop operations; plans, prioritizes, schedules, coordinates and performs repairs and preventive maintenance on fire department apparatus, vehicles and equipment. Organizes and assigns, and reviews work to subordinate mechanics.

Acts as lead worker to provide on-going, day-to-day support of operations by being a resource to other employees; provides a high level of knowledge and skill of the equipment, policies, procedures and techniques to handle issues as they arise. Assigns, prioritizes, monitors work and provides necessary training to subordinates. Provides information and feedback to Deputy Fire Chief on subordinate performance and contributes to performance evaluation process.

Diagnoses, troubleshoots, repairs or coordinates repairs performed by vendors. Prepares estimates of the cost of maintenance and repair work. Repairs range from scheduled preventive maintenance to overhaul of diesel engines, transmissions, drive lines, hydraulic pumps, generators, gasoline engines, small two and four-stroke engines, breathing apparatus, high-pressure air compressors, and other equipment components.

Performs testing of repair work, component functionality, as well as, manufacturer and National Fire Protection Association (NFPA) required testing to include: fire pumps, ground ladders, aerial devices, extrication equipment and engine emissions. Inspects assigned equipment, diagnoses electrical, mechanical and hydraulic problems and determines the extent of repairs.

Responds to fires or emergencies as directed; assists emergency crews with on-site mechanical difficulties; transports equipment and materials to and from stations or fire scenes as required. Performs performance and safety tests as required.

Installs equipment necessary to prepare new vehicles to go into service and facilitates needed equipment changes or additions.

Performs safety inspections of vehicles and equipment; identifies safety hazards and makes necessary repairs and adjustments to assure safe operation of vehicles and equipment.

Operates and maintains a variety of tools (small and large, manual and powered) and diagnostic/testing equipment.

Tunes and adjusts a variety of diesel and gas engines, transmissions, pumps, valves and drive trains of assigned equipment.

Designs, fabricates or modifies body, engine and other parts, pneumatics, hydraulics, mounts and other components. Fabricates from wood, metal, aluminum or steel from plates, extrusions, tubing and other materials using saws, cutters, shears, metal lathe, brakes, cutters including plasma torch. Welds and cuts using oxy-acetylene, MIG, Tungsten Inert Gas (TIG), aluminum spool, and arc welders

Establishes and maintains a preventive maintenance program. Plans and schedules preventive maintenance time for all vehicles and apparatus; develops and maintains an inventory of often used spare parts; procures additional repair parts as needed. Maintains electronic maintenance reports and records for vehicles and equipment including manufacturer-required preventive maintenance work. Assists in preparing bid specifications for new equipment; writes detailed specifications for new apparatus; conducts on-site inspections of manufacturers and assembler's businesses to ensure equipment is prepared in accordance with specifications. Coordinates with vendors to obtain warranty work or obtains clearance to perform the work and receive reimbursement from the vendor or manufacturer.

Performs or coordinates mechanical maintenance functions at Fire Department facilities such as the training burn room and standby generators; and, may make building modifications and emergency repairs. Maintains records of work performed; provides information in preparation of the annual budget.

May be required to attend factory/certification training for apparatus and equipment.

Monitors shop operations for general and individual safety compliance issues.

Contributes to public safety and the effective administration of City government by fostering and mentoring an attitude among staff 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 attendance.

Performs other related duties as required.

MAJOR WORKER CHARACTERISTICS: Knowledge of: City of Yakima policies and procedures; established supervisory principles, practices and techniques; effective leadership principles, practices; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; principles and practices for project management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Knowledge of: methods and tools used in repairing and maintaining pumper and aerial-type fire apparatus, Aircraft Rescue & Firefighting (ARFF) vehicles, passenger trucks and automobiles; principles of internal combustion engines, pumps and hydraulics; air compressors, occupational hazards and safety precautions of the mechanical trade; local, state and federal laws, rules and regulations, and safety requirements relating to vehicle and equipment repair; manufacturers or suppliers of repair parts, equipment and materials to maintain emergency apparatus. **Requires working knowledge of Haz/Mat regulations, SDS sheets, personal protective equipment requirements.**

Working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite; office equipment; standard office procedures and practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

Knowledge of techniques and strategies for communicating complex and/or technical written and verbal information to a wide range of individuals, including but not limited to managers, other employees, vendors and/or members of the public.

Ability to: ~~work with limited supervision or direction;~~ use machine tools to fabricate parts and components; use a wide variety of hand and fixed power tools and equipment; diagnose and fix mechanical and electrical problems; weld, fabricate and modify equipment; use test equipment; perform strenuous work and lift heavy objects with and without assistance.

Ability to: work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; troubleshoot issues; prioritize, schedule and assign workloads; establish and maintain appropriate supplies, tools and inventory levels to perform work; train new and/or subordinate staff; instruct, mentor, lead and evaluate the work of subordinate employees; maintain records and prepare reports; and manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to: establish, facilitate and maintain effective working relationships with department employees, employees of other City departments, vendors, manufacturers, sales persons and others 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; provide constructive feedback to subordinates; develop and implement accountability methods, processes and procedures; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Must be able to communicate and negotiate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing possess well-developed communication skills, both written and oral, with appropriate use of business English including but not limited to correct grammar, vocabulary, spelling, and punctuation; read and comprehend complex diagrams, blueprints, technical manuals and other written materials; perform typing and operate various computer systems, record management systems, word processing, spreadsheets and database work; with working knowledge of Microsoft Office Suite; prepare a variety of records and reports; and answer inquiries by telephone, e-mail, or in person. Must adhere to a high level of non-disclosure standards and maintain confidentiality boundaries.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze technical information and to translate analysis into recommendations. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions

PHYSICAL DEMANDS: Work is performed frequently inside and occasionally outside. This position requires significant physical ability and

hand/eye/foot coordination and dexterity including: frequent sitting, standing and walking for prolonged periods on concrete surfaces; lifting and carrying parts, tools and equipment; pushing/pulling or forcibly moving heavy parts and equipment. Continuous use of both hands in reaching/handling/grasping/~~fingering~~ keyboarding and other fine motor skill manipulation while performing duties operating on various vehicles, equipment and machinery. Occasional heavy work includes lifting and carrying up to 50 pounds. May be required to lift heavier weight with assistance of others or mechanical devices up to 100 pounds. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, heat and generally unpleasant conditions. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Frequent kneeling/crouching/crawling while making repairs. May work at heights, alone, with others, or in noisy work area. Occasional travel to a variety of locations. Continuous moving, sitting or standing for excessive periods of time. May work outside with all weather extremes, be exposed to exhaust fumes, siren noise, high pressure hydraulic or water lines/hoses, insects, pollen, dust, grease, dirt smoke, electrical hazards, noxious odors, fumes, chemicals, oil, construction debris, vibrations, water, hot metals and/or traffic. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties; while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Will be 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: Must provide and maintain in the workplace personal a set of hand tools as required. May come in contact with stressed, angry, or upset customers. Exposure to exhaust fumes and smoke, motor and siren noise, grease, dirt, hot metals, high pressure hydraulic or water lines/hoses; and weather extremes. Subject to 24-hour emergency call back and may be required to report on-site to emergency locations. Must provide own hand tools as required. Shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations (49 CFR Part 40), and the Federal Motor Carrier Safety Regulations (49 CFR Part 382).

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must obtain/possess and maintain a valid Washington State Driver's License. Must obtain/possess and maintain: Basic First Aid card including CPR and AED, a valid Class A or B Commercial Driver's License (CDL) with airbrake endorsement, and a forklift operators certification within six (6) months of

appointment; ~~Emergency Vehicle Incident Prevention (EVIP) Certification within sixty (60) days of appointment;~~ Certification to service air brakes and air systems, and Emergency Vehicle Technician (EVT) level I and II Certifications within one (1) year of appointment; and Automotive Service Excellence (ASE) Master Certification in Automobile and Light Truck and Medium/Heavy Truck within two (2) years.

MINIMUM CLASS REQUIREMENTS: High school diploma/GED or equivalent plus five (5) years' experience in the automotive repair and maintenance of gas and diesel engines in commercial (medium to heavy) trucks, and/or heavy equipment. Certificate of completion from a trade or vocational school with emphasis on diesel engines or heavy equipment may substitute for up to two (2) years of the required experience. Lead experience is preferred. Experience as a City of Yakima Mechanic is preferred. Building maintenance experience is desirable.

Must possess the following tools at the time of appointment:

6" Diagonal Cutting Plier	6" #1 Phillips Screwdriver
5" Needle Nose Pliers with Side Cutter	6" #2 Phillips Screwdriver
6" Slip Joint Pliers	6" #3 Phillips Screwdriver
12" Multi-purpose Plier (Water Pump)	3/8" Drive Deep Socket Set 1/4" to 7/8"
1/2" Capacity Ignition Plier	1/2" Drive Socket Set 3/8" to 1-1/4"
14" Pipe Wrench	3/8" Drive Socket Set 1/4" to 3/4"
7" Vise Grip Plier	1/4" Drive Socket Set-3/16" to 1/2"
8" Adjustable Wrench	1/2" Drive Ratchet
12" Adjustable Wrench	1/2" Drive Flex Handle
1/4" to 1-1/4" Combination Wrench Set	1/2" Drive 3" Extension
Allen Wrench Set with Sizes .050" to 9/16"	1/2" Drive 6" Extension
8 Piece Basic Ignition Wrench	1/2" Drive 10" Extension
Flare Nut Wrench Set with Sizes 1/4" to 7/8"	3/8" Drive Ratchet
8 oz. Machinist Ball Peen Hammer	3/8" Drive Flex Handle
12 oz. Machinist Ball Peen Hammer	3/8" Drive 3" Extension
16 oz. Machinist Ball Peen Hammer	
8 oz. Plastic Tip Hammer	3/8" Drive 6" Extension
4" Flat Blade Screwdriver	3/8" Drive 10" Extension
6" Flat Blade Screwdriver	1/4" Drive Ratchet
3" Flat Blade Screwdriver	1/4" Drive Flex Handle
Set 3/8" Drive Univ. Sockets 3/8" to 3/4"	1/4" Drive 3" Extension
Set Overhead Valve Feeler Gauges - Blades from .0015 to .035	1/4" Drive 6" Extension
Set Punch and Chisels	Hacksaw Frame and Blades
Brake Adjusting Tool (Star Nut Adjustment)	Flashlight
16" Lady Foot Pry Bar	1" x 7" Putty Knife
Metric Allen Wrench Set 1.5 to 10mm	Rolling Cabinet (5 drawer chest)
	12 volt Test Light

3/8 Drive Metric Sockets 7mm-19mm
1/2 Drive Metric Sockets 10mm-24mm
6mm-23mm Combination Wrench Set
Brass Drift
3 Pt. File
10" Rd. Bastard File
10" Flat Bastard File
Brass Feeder Gauges .0015 to .030
1/2" Air Impact Wrench
Drive Metric Socket Set 10mm to 24mm 3/8" to 1-1/4"
Internal Torx T-10 to T-55
Mechanics Creeper
Inspection Mirror
Set Internal / External Snap Ring Pliers

5/8" Spark Plug Socket
13/16" Spark Plug Socket
~~12" Adjustable Wrench~~
Retrieval Tool, Magnetic or
Mechanical
Pocket Knife
Special Fastener Tools as Required
Wire Strip/Crimp Pliers
1/2 " Impact Drive Socket Set 1/2"
External Torx E-6 to E-16
"O"-Ring Pick Set
15" Tool Bag

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1978
REVISED DATES: 2/95; 1/02; 9/10; 2/17; 2/22
TITLE CHANGES: _____
UNION: FIRE PERS
CIVIL SERVICE STATUS: FIRE

* Replacing Maintenance Mechanic 2/17

**CITY OF YAKIMA
CLASS SPECIFICATIONS**

CODE: 4521

TITLE: Electronics Technician II

Rev. 1/14/22

DEFINITION: Under limited supervision ~~participates~~ **is responsible for** in the maintenance, ~~and repair~~ **and design** of electronic and electrical equipment and systems **for fire, law enforcement and City vehicles as approved by the Fire Chief or their designee.** Responsibilities include the design, installation, removal, maintenance, **troubleshooting** and repair of a variety of telecommunications and other electronic devices, **including but not limited to: emergency lighting, computer docking stations, portable chargers, and electrical apparatus systems. Works closely with and supports the work of the Fire Mechanics, assisting with mechanical repair of vehicles and mechanical apparatus systems as necessary.** ~~Work is evaluated through meetings, observation, user comment and results achieved.~~

DUTIES

ESSENTIAL FUNCTIONS: Participates in the day-to-day, ~~general electrical and mechanical vehicle maintenance~~ operations of the ~~electronics section Yakima Fire Department with support to the Yakima Police Department and Public Works Department as necessary.~~ Designs, installs or removes, troubleshoots and repairs **vehicle** electronic equipment including ~~as examples~~ **but not limited to:** radio communications systems; paging systems; wireless computing systems; fire alarm systems; thermal imaging equipment; dispatch equipment; public address systems; emergency lights and sirens; audio and video systems; telemetry systems; **computer docking stations, modems, antennas, audio/video (Axon, transit, etc).** circuits and circuit boards **and electrical apparatus systems.** Tests new equipment and ensures contracted work is performed to specifications. ~~Installs wiring including underground cable, in compliance with applicable regulations and licensing as requested. Can be asked to~~ **Provides** technical assistance to users in the operation, care and maintenance of equipment.

Assists in monitoring the activities of contracted work, ensuring projects meet City requirements and are in compliance with specifications. Designs, constructs or purchases parts and equipment by direct purchase or mail order as needed to provide services. Makes electrical and electronic equipment maintenance modifications in City ~~facilities~~ **vehicles** as needed. Assists in maintaining parts inventory and develops cost estimates to determine feasibility of repair versus replacement of equipment needing repairs.

Assists in preparation and maintenance of reports regarding maintenance activities, budget preparation, bid specifications, communications studies and evaluations. Coordinates electronic maintenance activities on ~~departmental~~ vehicle equipment.

Provides technical assistance and expertise to ensure compliance with federal, state and local telecommunications rules, regulations and procedures. Collaborates with Information Technology Services (ITS), other divisions and business entities as necessary in the design, development and installation of various telecommunications systems to meet present and future City needs. Ensures security and confidentiality of sensitive information as necessary.

May take direction from Fire Mechanic II and work independently or with Fire Mechanics to perform appropriate mechanical repairs of vehicles and/or mechanical apparatus systems as necessary.

May serve as the ~~City's~~ a technical representative of the City with local and regional committees and/or represent the City in meeting with community, governmental and business representatives on telecommunications matters. May be required to be on the scene of emergency incidents to provide technical assistance. ~~Performs other duties as assigned.~~

Contributes to the effectiveness of the Fire Department by demonstrating an attitude 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 works cooperatively and jointly to consistently provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of emergency and safety equipment relating to fire and police emergency vehicles. Knowledge of: ~~the City's telecommunications and electronic systems including~~ **but not limited to computers,** ~~as examples radio communications; paging, cellular telephone, PA systems, transmitters, fire alarm systems, thermal imaging systems, dispatch equipment, emergency lights and sirens, audio and video systems; microwave radio, emergency power plants, microprocessor controlled equipment and circuits and circuit boards.~~ Knowledge of: current electronic maintenance practices; principles of operation, repair, maintenance and installation of electricity and electrical equipment; troubleshooting and technical electronic theory. **Knowledge of tools and methods used for installation, repair and maintenance.** **Knowledge of manufacturers or suppliers of repair parts, equipment and**

materials to maintain electronics for emergency and public works vehicles. Knowledge of modern safety practices in an electronics shop.

Knowledge of industry applications including Microsoft Office Suite. Knowledge of techniques and strategies for comprehension and dissemination of complex and/or technical written and verbal information to a wide range of individuals.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing well-developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, spelling, and punctuation. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to: identify and correct problems in ~~telecommunications and~~ electronic systems. Ability to: work with small hand and power tools. Ability to: operate aerial lift (bucket) trucks. Ability to identify and diagnose equipment and repair problems. Ability to perform a variety of mathematical computations with ability to read, interpret and analyze technical information/manuals/schematics/diagrams and to translate analysis into recommendations or reports. Ability to negotiate, and clearly and concisely present complex information in both written and verbal formats. Ability to follow written and oral instructions and to give job-related instruction to others. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

~~Ability to: establish and maintain effective working relationships with fellow employees, employees of other departments, vendors, manufacturers' representatives, contractors and the public. Ability to: communicate effectively orally and in writing; to read and understand related technical manuals, schematics and diagrams. Ability to: operate computers, computer systems and related computer software.~~

Ability to create written documents or reports and to input and extract data from databases, spreadsheets, or documents as needed. Ability to operate standard office equipment and various communication devices including but not limited to: computer, fax machine, copy machine, telephone, mobile phones, and other electronic communication devices. Ability to operate applicable computer systems and related computer software.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; prioritize workload; manage multiple tasks with

competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, outside vendors 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. Ability to positively receive feedback and take direction is essential.

Ability to work extended hours as needed and be available for callback in case of emergency. Ability to be on the scene of emergency incidents, to remain calm, think logically and provide technical assistance.

PHYSICAL DEMANDS: Work is often performed inside, outside in all types of weather, and/or in shop type environment. Work may be performed in confined spaces, at heights, in a noisy work area, alone or with others. Outside work may be performed in all weather extremes with exposure to multiple hazards, including but not limited to: pollen, dust, smoke, electrical hazards, noxious odors, exhaust fumes, chemicals, solvents, grease, oil, vibrations, hot metals, high pressure hydraulic or water lines/hoses, unsanitary conditions, siren noise, and/or traffic. May be exposed to shocks, burns, and other related injuries. Constant use of both hands in reaching/handling/grasping/~~fingering~~keyboarding and other fine skill manipulation while performing duties operating on a variety of electronic and technical equipment, machinery and vehicles. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform duties for extended periods under wet, cold, heat and generally unpleasant conditions. Constant kneeling/bending/crouching/reaching/twisting at knees/waist/neck while making repairs. 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 distinguish color and maintain long-term and short-term memory. Occasional heavy work includes lifting and carrying up to 50 pounds. On rare occasions may be required to lift heavier weight with assistance of others or mechanical devices up to 100 pounds. Occasionally work is performed in an office environment while sitting at a desk or computer terminal for periods of time or while standing for an excessive period of time. Occasional travel to a variety of locations. May be exposed to shocks, burns, and other related injuries. Required to wear safety protective gear as required. 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, irate, or upset individuals. ~~Subject~~ Frequent exposure to electrical shock, burns, and other related electrical or electronic injuries. ~~Subject to adverse weather conditions: dust, heat, snow, rain and temperature extremes.~~ May require some evening or weekend work to address workload. Subject to 24-hour emergency call back. Must furnish required hand tools (see attached list). ~~Must pass a background investigation.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must obtain/possess and maintain a valid Washington State Driver's License, CPR/First Aid certification ~~and a Federal Communications Commission (FCC) General radio-telephone license or equivalent~~ to be obtained and maintained within 6 months of hire. Must obtain EVT certification F-4 Fire Apparatus Electrical Systems, FA4 Advanced Electrical Systems and L-1 Law Enforcement Vehicle Installation within 1 year of appointment.

MINIMUM CLASS REQUIREMENTS: Three (3) years experience in electronics or a related field of which graduation from a two (2) year technical, vocational or community college with emphasis in electronics, instrumentation or related field may substitute for up to two (2) years of experience on a month-for-month basis. (Work with public safety vehicles and/or vehicle electronics and installations is preferred.)

~~Must pass background investigation including criminal history and credit checks.~~

Successful candidates must pass a background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history checks prior to hire.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 6/95
REVISED DATES: 1/02; 4/03; 7/10; 1/14; 2/22
TITLE CHANGES: _____
UNION: IAFF
CIVIL SERVICE STATUS: FIRE

ELECTRONIC TECHNICIAN I & II

REQUIRED TOOL LIST

Allen Wrench Set with sizes .050" to 9/16"
Burnisher
Crimping Tool, w/bolt cutter
Ice Pick, Scribe
Mirror, Inspection
Oiler, instrument type
Pliers, 5" diagonal cutter
Pliers, 6" long nose w/side cutter
Pliers, Internal/External Snap Ring
Rule, 6"
Screwdriver, Offset #6-10 screws
Screwdriver, Phillips #1, 3" blade
Screwdriver, Regular, 1/8", 8" blade
Screwdriver, Regular, 1/4", 4" blade
Screwdriver, Regular, 5/16", 6" blade

Screwdriver, screwholding type
Scissors, thinline
Socket Set, 14 pc., 1/4" drive, 3/16" to 1/2"
Solder Aid, Fork & Hook
Tweezers, Reverse Action
Wrench, 4" adjustable
Wrench Set, ignition type, open end

Alignment Tools, 2 ea., multi-purpose
Center Punch, 3/32" point
Hammer, Ball Pein, 4 oz.
Knife, Electrician's
Nutdrivers, sizes 3/16" to 1/2"
Pin-punch set, sizes 1/16" & 1/8"
Pliers, Instrument type 4 1/4" Chain Nose
Pliers, 4" diagonal cutter
Pliers, Grooved Joint -10"
Screwdriver, Jewelers Set .025 to 1"
Screwdriver, Phillips #0, 2-1/2" blade
Screwdriver, Phillips #2, 4" blade
Screwdriver, Regular, 3/32", 2" blade
Screwdriver, Regular, 3/16", 3" blade
Screwdriver, Regular, 1/8", 4" blade,
1-1/4" blade
Spring Hooks, Push & Pull Tools
Soldering Iron, min. 20 watts
Solder Brush
Wire stripper/cutter w/adj. stop
Wrench, 8" adjustable
Carrying Case



YAKIMA PUBLIC SAFETY COMMUNICATIONS CENTER

2403 S 18th Street Suite: 400
Yakima, Washington 98903

MEMORANDUM

Date: January 28, 2022

To: Fire and Police Civil Service Commissioners

From: Erica McNamara, Public Safety Communications Manager

Re: Proposed Changes to the Public Safety Assistant Communications Manager

Due to the recent departure of the Public Safety Assistant Communications Manager, a review of the classification was performed prior to posting the position for recruitment.

This review provided an opportunity to take a more critical look at the classification and revise it to more clearly define the knowledge, skills and abilities needed to be an effective Public Safety Assistant Communications Manager. As you can see, many of the revisions are focused on the overall employee competencies required to successfully perform the duties of the position.

This classification revision is solely to better define the qualifications, responsibilities and competencies required by the position. No elevation of authority or responsibility is proposed, and thus no salary adjustment is recommended.

Thank you for your consideration of this request.

Providing Emergency Communication Services to Yakima County

Business Phone: 509.248.9911

Business Fax: 509.576.6555

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 17101 TITLE: Public Safety Assistant Comm Manager Rev. 11/102/22

DEFINITION: Under general supervision **of the Public Safety Communication Manager, plans, organizes, directs, leads, mentors, and supervises the operational functions of the Public Safety Communications Center (SunComm), including but not limited to** ~~is responsible for the day-to-day operation of the fire, emergency-medical, and law enforcement dispatch and 911 call answering. Provides direct supervision of sections (Communications Center).~~ **Supervises subordinate personnel in the Communications Center.**

DUTIES

~~The following duties are illustrative only and not all encompassing. Other related duties may be required as a function of this position.~~

ESSENTIAL FUNCTIONS: **Organizes, implements, directs and participates in the activities and performance of a Public Safety Communications/Dispatch Center. Provides operational oversight, leadership, guidance and direction for the Communications Center. Evaluates assigned responsibilities; recommends improvements and modifications; and prepares various reports and statistical data. Responsible for development and implementation of Communications Center procedures and techniques.**

~~direct supervision of the Communications Center. Provides direct supervision, training, mentorship, and guidance of subordinate center staff as assigned, including but not limited to Public Safety Supervisors; provides assistance in resolving difficult or unusual issues; plans, prioritizes, assigns, and reviews the work of Communications Center personnel including recommending or taking disciplinary action as necessary/directed; prepares subordinate staff performance evaluations including, but not limited to supervisory staff; oversees the preparation of line staff evaluations.~~

Administers the 9-1-1 Public Safety Answering Point (PSAP) and the Computer Aided Dispatch system (CAD). Manages CAD recommendations and response plans for fire user agencies; manages premise hazards and entries; extracts data and manages statistic fulfillment; particiaptes in the Spillman Northest Users Group (SNUG). Works with the Information Technology Services (ITS) Division and the Public Safety Communications Manager to ensure the CAD and related systems are operational and updated to meet the Communications Center's requirements.

Analyzes system problems and refers significant failures to the proper source of service; consults with vendors regarding communications equipment and techniques, coordinates vendor purchases, assists in systems analysis and makes recommendations for efficiency. Ensures the alarm receiving systems are in compliance with local, state and federal regulations and laws. Ensures proper records and reports on the alarm receiving systems are maintained.

Acts as Communication Center's A Central Computerized Enforcement Service System (ACCESS) Terminal Agency Coordinator (TAC); responds to audits and works to comply with standards as needed; maintains formal written procedures as they relate to the proper use of criminal history; completes and documents monthly federally required record validations as applicable.

~~Responsible for the preparation and maintenance of payroll for the personnel in the Communications Center.~~

~~Responsible for development and implementation of Communications Center procedures and techniques.~~

~~Ensures that Communications Center personnel receive proper training in communications techniques, operation of equipment, procedures, computers and computer[ME1] programs and applications.~~

~~Ensures that the Master Street Addressing Guide (MSAG) and other programs[ME2]/projects specific to 911 are maintained and performed in a timely, efficient manner.~~

~~Coordinates and supervises emergency communications for other agencies that use the[ME3] services of the Communication Center.~~

~~Ensures that alarm receiving systems are in compliance with local, state and federal regulations and laws. Ensures proper records and reports on the alarm receiving systems are maintained.~~

~~Works with the Information Systems Division and the Division Manager to ensure that the Computer Aided Dispatch and related systems are operational and updated to meet the Communications Center's requirements.~~

~~Ensures security and confidentiality of sensitive information.
Conducts performance evaluations of subordinate personnel.~~

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary. —Investigates complaints. —Fulfills responsibilities of the grievance procedure.

Provides Emergency Medical Dispatch (EMD) oversight; works with the Emergency Medical Services (EMS) Board to ensure compliance with local, state, federal laws and regulations; acts as a liasion between Communication Center and other divisions, departments and agencies to fulfill requirments.

Secondary Duties:

Provides support to user agencies, investigates complaints and provides statistical data when requested. May represent Communications Center to outside agencies and organizations; participates in outside community and professional groups and committees in absence of, or as assigned by, the Public Safety Communications Manager. Makes presentations to management, representatives of the community and other agencies in regards to the Center's operation. Meets and works with representatives of community, city officials, government officials, businesses and agencies in formal and informal forums. Prepares reports as required by the division and for other agencies.

Responsible for the preparation and maintenance of payroll for the personnel in the Communications Center. Provides assistance to the Public Safety Communications Manager and/or the Fire Chief in preparation and maintenance of the Communications Center budget. May be tasked with shift scheduling, overtime hiring and mandating staff to ensure minimal staffing requirements are met.

Ensures security and confidentiality of sensitive information.

Contributes to the effectiveness of City government and public safety by demonstrating and fostering an attitude 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 to provide exceptional customer service to internal and external customers.

May act on manager's behalf as designated by Public Safety Communications Manager and/or Fire Chief. Serves as Acting Division Manager responsible for Communications Center in the absence of the Public Safety Communication Manager.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Thorough knowledge of: principles of dispatch and 911 call answering operations as related to telephone, radio procedures and computer programs and systems; principles of alarm monitoring systems and related regulations and standards, computer operations, software and systems. **Knowledge of federal, state and city laws and ordinances, and City of Yakima policies and procedures. Knowledge of best principles and techniques of management, supervision and leadership; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project management; municipal records retention procedures, and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.**

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including Excel; report writing tools; and office equipment; professional office procedures and practices; and computerize municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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, government officials, and members of the public.

Must be able to assume the duties of the Telecommunicator when necessary and to communicate clearly and effectively, with public safety personnel, 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, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must be able to respond in a clear, calm, diplomatic and confident manner to upset and emotionally distressed individuals.

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

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 codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to emergency situations with changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, user agencies, the public, community organizations and other government agencies; to consistently demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; train, supervise, plan, organize, and direct the work of subordinate 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 positively receive feedback and take direction is essential.

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 extended hours as needed to carry out the operational, management and supervisory responsibilities and functions for the Public Safety Communications/Dispatch Center.

Ability to: supervise, train and instruct personnel in the operation of the Communications Center; assume the duties of dispatcher when necessary; and meet and deal with people in a courteous and tactful manner.

PHYSICAL DEMANDS: Work is performed primarily in an office environment with occasional traveling to different locations. While in the office, will be sitting at a desk or computer terminal for extended periods of time or standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Continuous use of both hands in reaching/handling/grasping/fingering **keyboarding and other fine motor skill manipulation** while performing duties and operating on computers. **Occasional stooping and/or bending/twisting at knees, waist, or neck while performing duties.** Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs **or other inclines** while maintaining balance. Continuous 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 distinguish color and maintain long-term and short-term memory **to learn and remember simple to complex procedures.** May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: Subject to stress due to the nature and urgency of the emergency services provided. **May work with or come in contact with, angry, irate, upset or distraught individuals.** Works in a secured environment with artificial lighting. No smoking is allowed in the building. May be required to work shift work **or beyond the normal work schedule when necessary including weekends and holidays to address workload or the operational needs of the center.** May be required to work beyond the normal work schedule. **May be required to carry a cell phone or paging device and respond to technological or operating issues and/or emergency situations.** **May require occasional travel from site to site for attendance at meetings, including evening meetings.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess/obtain and maintain **a valid Washington State Driver's License.** **May be required to possess/obtain and maintain all licenses, registrations and/or certifications to meet standards for the operation of a consolidated communications center.** ~~required to perform the duties of dispatcher, including ACCESS certification.~~ **Must obtain A Central Computerized Enforcement Service System (ACCESS) Terminal Agency Coordinator (TAC) certification and a Communications Center Management Training program within twelve (12) months of appointment.**

MINIMUM CLASS REQUIREMENTS: High school diploma or equivalent and two **(2) years supervisory experience** as a Public Safety Communications Supervisor or equivalent or two years experience in a supervisor capacity in a **consolidated Public Safety Communications Center, Air Traffic Control or**

~~similar organization. — Emergency Dispatch experience is preferred. — Must successfully pass background check, polygraph, physical exam, and psychological evaluation.~~ **Prior experience at SunComm is highly preferred. Candidates not currently working at SunComm must successfully pass pre-suitability testing, comprehensive background check (assessing applicant's aptitude, character, judgment, credit, driving record and criminal history), polygraph, hearing exam, drug screening and psychological evaluation.**

*Title change from Public Safety Communication Supervisor

FLSA STATUS: EXEMPT
ADOPTED DATE: 1/97
REVISED DATES: 9/00; 3/06; 11/08; 11/10; 2/22
TITLE CHANGES: 11/08
UNION: NON-UNION
CIVIL SERVICE STATUS: FIRE MANAGEMENT

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

(509) 575-6060
Fax (509) 576-6356
www.yakimafire.com

MEMORANDUM

January 20, 2022

TO: City of Yakima Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: January 2022 – 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. Probational or temporary appointments made.

Promotions:

Nothing new to report.

New Hires:

Nothing new to report.

2. Refusal or neglect to accept an appointment by a person who has been duly certified.

Nothing new to report.

3. Suspension or other disciplinary action made of any officer or employee with the reasons therefore.

Nothing new to report.

4. Separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.

Stacey Garcia, Public Safety Assistant Communications Manager – resigned
1/3/2022

5. Positions created or abolished.

Nothing new to report.

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



Memorandum

January 31, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: January 2022 – 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. Probational or temporary appointments made.

Name	Position	Date of Appointment
Dana Kavanagh	Crime & Intelligence Analyst	1/1/2022

2. Every refusal or neglect to accept an appointment by a person who has been duly certified.
(none)

3. Every suspension or other disciplinary action made of any officer or employee with the reasons therefore.

Police Officer	1/26/2022	24-hour suspension/written reprimand
----------------	-----------	--------------------------------------

4. Every separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.

Mark Williams	1/1/2022	resignation
Justin Krebs	1/19/2022	resignation

5. Every position created or abolished.
(none)