



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**

June 13, 2022 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the May 2, 2022 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to 6221 Corrections Officer/Corrections Lateral Officer classification (Charter)
- 2) Consideration of revisions to Wastewater Classifications (Charter):
 - a) 8241 Industrial Maintenance Mechanic
 - b) 8242 Preventative Maintenance Technician
- 3) Consideration of Probation Suspension for Wastewater Facility Maintenance Specialist (Charter)

OTHER BUSINESS

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

**Complete Packet available on the City of Yakima's website under Human Resources
or by prior request at Human Resources.
Recordings of prior meetings are 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 – May 2, 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 3:34 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; and Chief Examiner Debbie Korevaar. Police/Fire Civil Service Commissioner Camille Becker was absent and excused.

Lighty called the meeting to order.

APPROVAL OF MINUTES

Approval of the April 4, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Lighty and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of Probation Suspension for Police Service Specialist II (Charter)

Police Services Manager Jeannette Mora, requested suspension of probation for an employee who recently promoted and is currently out until August on family leave.

Lighty **moved** to approve the suspension of probation for Police Service Specialist II. Trevino **seconded**. Motion **passed** unanimously.

Other Business:

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

Next meeting is scheduled for June 13, 2022. Materials need to be submitted to the Chief Examiner by May 26, 2022.

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

There being no further business to come before the Commission, the meeting was adjourned at 3:40 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.

<https://videos.yakimawa.gov/vod/11847-City-of-Yakima-Civil-Service-Commission-05-02-22-v1/vod.mp4>

City of Yakima
Police Department

200 S. 3rd Street
Yakima, Washington 98901

Matthew Murray, Chief of Police

Telephone (509) 575-6200 Fax (509) 575-6007



Date: June 7, 2022
To: Yakima Civil Service Commission
From: Maritza Davis, Corrections Manager
Matthew Murray, Chief of Police
Subject: Eliminate PAT for Lateral Corrections Officers

The Corrections Division is requesting your consideration in eliminating the physical ability testing (PAT) requirement for candidates who are applying as Lateral Corrections Officers.

In 2021, the Criminal Justice Training Commission (CJTC) modified PAT components, making them less relevant to the actual duties of the corrections officer positions. Candidates who qualify for Lateral Corrections Officer positions are experienced officers who were required to successfully pass the PAT at entry level. Additionally, the pre-employment testing for Lateral Corrections Officer includes a comprehensive medical examination which should identify any health concerns or disqualifying physical limitations.

Lateral Corrections Officers possess prior training and corrections experience and they do not have to attend the 10-week academy that entry level candidates are required to attend. This is a significant asset to the Yakima Police Department. As an ongoing effort to fill current and future vacancies in the Yakima City Jail, we hope that by removing the PAT requirement, we can broaden the candidate pool of Lateral Corrections Officers.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 6221	TITLE: Corrections Officer	Rev. 9/198/22
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DEFINITION: Under the general supervision of a Corrections Sergeant, performs specialized duties involving the control and management of detainees in the City Jail, and supervises detainee work crews in the maintenance of public facilities and equipment. Ensures safety and proper treatment of detainees, in accordance with department directives and applicable law. Work is performed in accordance with established procedures, but employees are expected to apply independent judgment in making routine and emergency decisions.

DUTIES

ESSENTIAL FUNCTIONS: Receives detainees, and conducts body searches. Maintains physical control of detainees using minimum force required. Obtains required information from detainees; inventories and properly stores detainees' valuables and other personal property; issues uniforms and other items per directive. Supervises and guards detainee work crews, both within and outside the detention facility; escorts, transports and guards prisoners in non-secure areas, including court, hospital, and work sites. Coordinates and supervises City Jail detainees assigned to custodial and exterior building maintenance duties; obtains and provides necessary equipment; monitors detainee activity; inspects and directs work; identifies needed facility repairs; and coordinates with the Building Superintendent.

Assists other Corrections Officers and other Department employees; performs court security duties; operates electronically-controlled access doors; summons assistance when necessary; communicates with other personnel by means of intercom and two-way radio.

Monitors activities of detainees within jail facility, both visually and by means of closed-circuit television; communicates with detainees directly or by means of intercom.

Performs and/or supervises preparation and delivery of meals, laundry, and housekeeping within the facility.

Works continuously to maintain safety of employees, detainees and other members of the public by adhering to safety procedures and protocols at all times. Provides first-aid to detainees and assists medical personnel as required.

Coordinates and monitors visitation of detainees with family members, friends, attorneys, and members of other criminal justice agencies.

Maintains appropriate records of booking, detention and release of detainees; operates computerized records management system; enters and maintains computerized data regarding warrants, arrests, convictions and sentences.

Accepts and accounts for detainees' money and handles commissary transactions; accepts deliveries and assists with ordering and inventory of jail supplies; accounts for inventory and control of department equipment and supplies.

Operates City-owned vehicles when required to transport detainees, travel to training, or ~~en~~**perform** other department business.

Contributes to the effective administration of the City Jail and the Yakima Police Department by demonstrating an attitude that encourages cooperation, coordination of efforts, **productive time management**, efficient use of resources, and exceptional customer service. Provides continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality services. Proactively introduces suggestions for change to address emerging issues and opportunities.

Requires regular and reliable attendance.

Performs other duties as required or assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge/understanding of and ability to apply statutory and judicial limitations on prisoner confinement, and the rights of all persons under the constitution of the United States and the State of Washington. **Knowledge and understanding of safety practices and procedures.**

Knowledge and understanding of the strategic objectives of City Council as they relate to the Police Department. Knowledge of, and clear commitment to, the principles of 21st Century Policing.

Knowledge of 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 and understanding of the concept of exceptional customer service. Models this behavior and encourages it from other employees.

Knowledge and understanding of policies, procedures, laws, rules and regulations related to Corrections operations and staff, in accordance with policies and procedures of the department and the City of Yakima.

Ability to read, **research**, interpret, learn, explain and apply: modern prisoner detention methods and techniques; State, Federal and City laws, regulations, **codes, rules**, and ordinances; and City and Department policies and procedures. Ability to understand and apply the rules of evidence and to obtain information through interview, interrogation and observation.

Must possess ability to identify and define complex problems, establish facts and draw valid conclusions. Ability to evaluate circumstances and make sound judgments and decisions in a timely manner, based on training and experience, to analyze situations quickly and objectively, and to determine the proper course of action; ability to react quickly and calmly under emergency conditions; ability to cope with stressful situations firmly, courteously and tactfully; ability to do strenuous physical work.

Ability to **handle concerns or complaints skillfully and respectfully, and to communicate and negotiate** clearly and effectively, with employees, members of the public representing diverse educational and cultural backgrounds, 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. Must **prepare a variety of records and reports; and answer inquiries by telephone, e-mail, or in person while routinely and regularly maintaining** a high degree of confidentiality and discretion through all forms of communication.

Ability to **effectively work in a team-based approach to problem-solving and solution implementation, and to** establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; 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 perform the essential physical requirements of the job, including but not limited to Ability to confront and affect the apprehension of prisoners by means of command presence, voice control and physical force, up to and including deadly force, if necessary.

Demonstrates knowledge of and adherence to a high standard of personal and professional ethics. Ability to positively receive feedback and take direction is essential.

Ability to work independently with self-direction and minimal supervision or oversight; use initiative and independent judgment within established procedural guidelines; 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 be innovative and flexible with ability to quickly adapt to changing priorities and demands. Requires ability to perform effectively and efficiently with frequent interruptions with competing deadlines, priorities and objectives in a calm and professional manner.

Ability to operate standard office equipment including but not limited to a personal computer, utilize specialized software, and enter information into a computer system with speed and accuracy; effectively use City programs including but not limited to records management and automated information systems. Must have strong working knowledge of Microsoft Office Suite and office equipment including but not limited to computer, fax machine, copy machine, telephone etc.

Ability to maintain annual training and credit requirements of the position, including but not limited to City mandatory training requirements, and position specific training. Ability to work extended hours as needed to carry out responsibilities of the position.

PHYSICAL DEMANDS: Work is normally performed in a confined indoor environment while sitting, standing and/or walking for an extended period of time. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with inmates, co-workers, general public and completing all tasks as assigned, including operating a motor vehicle. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills while performing duties. May be exposed to bio-hazardous materials, slippery surfaces, dirt, and unpleasant working conditions. Frequent kneeling/bending/crouching/ crawling/reaching/walking. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs and inclines while maintaining balance. May work outdoors, at heights, confined spaces, alone, with others, or in noisy work area. Must be able to distinguish color and maintain long-term and short-term memory. Will be required to wear safety protective gear when necessary.

UNUSUAL WORKING CONDITIONS: Working conditions include: working nights, weekends, holidays and rotating shifts; carrying and qualifying with a firearm; overtime and callback; contact with violent, intoxicated and/or mentally ill criminal offenders; possibility of exposure to bloodborne pathogens, drug paraphernalia and other health hazards.

LICENSES, REGISTRATIONS AND/OR CERTIFICATIONS: Must possess a valid Washington State Driver's License. Must be able to satisfactorily complete the course of study prescribed for Correction Officers by the Washington State Criminal Justice Training Commission.

MINIMUM CLASS REQUIREMENTS: For entry to the class: must be 20 years of age or older at time of appointment (19½ at time of application) and a U. S. citizen or a lawful permanent resident. Must have a good command of the English language, both written and verbal, and be a high school graduate or equivalent. Must be in good physical condition, good moral character, and capable of performing the full range of required duties, including physical control of violent offenders. Meet State and Federal laws to possess and carry a firearm and must be able to meet and maintain the department standards for firearm qualification. Applicants must pass a written examination, oral board, physical agility examination, pre-selection interview, polygraph examination, psychological examination, medical examination, drug screening, and a comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

OR

ADDITIONAL MINIMUM CLASS REQUIREMENTS FOR LATERAL TRANSFERS TO THE CLASS: Must have successfully completed the course of study prescribed for Correction Officers by the Washington State Criminal Justice Training Commission and have two (2) years continuous experience as a Correction/Detention Officer within the last five (5) years. Must be 20 years of age or older and be lawfully employable in the U. S. Must have a good command of the English language, both written and verbal, and be a high school graduate or equivalent. Must be in good physical condition, good moral character, and capable of performing the full range of required duties, including physical control of violent offenders. Meet State and Federal laws to possess and carry a firearm and must be able to meet and maintain the department standards for firearm qualification. Applicants must pass a ~~written examination, oral~~ **and written** examinations, ~~physical agility examination, pre-~~ **suitability testing and selection** interviews, polygraph examination, psychological examination, medical examination, drug screening, and a comprehensive background investigation regarding applicant's aptitude, character, judgment, credit, driving record and criminal history.

*Title Change from Police Support Officer

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 11/95

REVISED DATES: 12/95; 4/00; 11/10; 10/11; 9/19; 8/22

TITLE CHANGES: 4/00

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



Memorandum

TO: Civil Service Commission
FROM: Mike Price, Wastewater/Stormwater Division Manager
DATE: May 28, 2022
Subject: Title Changes and Revisions for the Preventative Maintenance Technician and Industrial Maintenance Mechanic Classifications

The Wastewater Division is requesting your consideration of title changes and revisions to the Preventative Maintenance Technician and Industrial Maintenance Mechanic classifications.

The title changes and classification revisions are intended to create a promotional series that fosters advancement through professional development and experience at the wastewater treatment plant. The title change of the Preventative Maintenance Technician to Industrial Maintenance Mechanic I reflects the entry level status of the position in the Mechanic promotional series. The revised classification retains the preventative maintenance role of the original, but enhances the professional development aspect by including the responsibility of the occupant to receive training and experience in equipment repair under the guidance and leadership of a Mechanic II.

The title change of Industrial Maintenance Mechanic to Industrial Maintenance Mechanic II clarifies that the position is senior to the Mechanic I position and that it is part of a series. The classification revisions reflect the leadership role of the Mechanic II in guiding and training a Mechanic I. The revisions add the requirement that the eligible Mechanic II candidates will hold a Washington State Group I Wastewater Treatment Plant Operator Certification. This revision does not impact current occupants of the position at the City of Yakima wastewater treatment plant as all of the current Industrial Maintenance Mechanics possess this license.

Revisions to both of the classifications also include extensive changes to modernize language. After review of these revisions, the Chief Examiner is not recommending any change in the pay allocations for either position.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATIONS**

CODE: 8241	TITLE: Industrial Maintenance Mechanic <u>II</u>	Rev.
<u>9/104/22</u>		

DEFINITION: ~~Under general supervision, performs skilled journey-level~~ Under the direction and limited supervision of the Industrial Maintenance Supervisor, performs technical and mechanical work in the installation, preventative and corrective maintenance services to the wastewater treatment plant and liftstation, including stormwater, industrial equipment, machinery and facilities. Utilizes mechanical, welding, machining fabrication and troubleshooting skills for work in the installation, repair, diagnostics and maintenance and fabrication of mechanical devices, and process equipment, tools and parts. Serves as lead worker on assigned projects.

This is a journey level position in the Wastewater Treatment Plant Industrial Maintenance Mechanic series. Acts as lead maintenance mechanic, providing leadership, guidance, work direction, assignment and assistance to other maintenance personnel. Work is performed with considerable latitude for independent judgment, initiative and decision-making discretion.

DUTIES

ESSENTIAL FUNCTIONS: Assigns, leads, and participates in the maintenance and replacement of industrial equipment and facilities. Plans, prioritizes, schedules, coordinates and performs repairs and preventive maintenance. Organizes, oversees, assists, schedules and reviews work of Industrial Mechanics. Provides on site training to subordinate maintenance personnel. Provides input for employee reviews and is responsible for site safety of assigned projects.

Installs, diagnoses equipment failures, overhauls and repairs large industrial utility equipment and machinery such as pumps, compressors, motors, engines, gearboxes, boilers, generators, hydraulic systems, valves, piping, environmental process control systems, security systems, and chlorination systems.

Bio-Terrorism, Security and Federal Emergency Management: In accordance with the Bio-Terrorism law, must be sensitive concerning the security of the wastewater treatment plant and discharges to the Yakima River and its tributaries. Must also comply with the National Incident Management System.

Inspects, cleans, test, lubricates, greases, changes oil and filters, disassemble, repair, replace, reassemble, install, align, and performs other

preventive and corrective maintenance functions. Restores to operation a variety of wastewater mechanical equipment and systems including but not limited to the following: pumps, compressors, motors, engines, power transmission equipment, explosion proof equipment, gear boxes, boilers, generators, hydraulic systems, valves and piping appurtenances, tanks, screening devices, generators, HVAC systems, chemical feed systems, auxiliary equipment and complex process control systems as part of a comprehensive maintenance program.

Diagnoses equipment failures, aAligns machinery; replaces gas seals and bearings utilizing machinist tools such as micrometers, dial indicators, calipers, dividers and gauges.

References engineering drawings, blueprints, specifications, maintenance manuals, parts books, department maintenance records and schedules to accomplish repair and maintenance activities to improve performance and simplify equipment maintenance.

Evaluates inspections, data and provides input for the best course of action in the repair or replacement of industrial equipment and environmental process control systems.

~~cleans, lubricates, greases, changes oil and performs other maintenance functions on a scheduled basis as part of a comprehensive preventive maintenance program.~~

Maintains and uses a computerized database including: inventories for equipment, tools, materials, and spare parts; work orders; preventative and corrective maintenance systems, measures and requirements; evaluate equipment operation, specifications, and work histories. Maintain a safe and clean work area; clean and maintain tools and equipment used in the performance of duties.

~~Documents completed activities and operates computer terminal to input and retrieve information related to the preventive maintenance program. Assists in maintaining parts inventory and control; orders repair and replacement parts; contacts vendors for equipment and machinery information.~~

Performs skilled pipefitting, welding and layout work in the fabrication and repair of mechanical equipment, piping and structures. Welds, cuts, heats, or brazes a variety of materials using welding techniques as required by the nature of the task. Operates lathes, drill presses, vertical milling machine, grinders, metal and wood saws.

Performs carpentry and masonry work related to the maintenance and installation of equipment, facilities, and machinery, ~~such as pouring concrete bases, building~~

~~wooden forms, installing windows, framing walls, etc.; performs electrical installation and repair as required.~~

Assist the certified electrician or Instrument Technician during electrical installation, diagnostics and electrical repair of industrial equipment and environmental process control systems.

Operates boom trucks, cranes, backhoes, fork lifts and related **hand and power** equipment for the installation and repair of large industrial equipment and machinery.

Reviews plans, schematics, diagrams and equipment specifications **and provides feedback** to determine **the** best course of action for replacing or rehabilitating equipment.

Works with design engineers to determine appropriate equipment selection and preferred construction, materials and installation for enhancing long term maintainability of treatment facilities.

Works to meet environmental health and safety obligation, including, but not limited to, maintaining records to ensure appropriate reporting to regulatory agencies related to the handling of chemicals, equipment maintenance, and log book entries.

Establishes and maintains cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public.

Works safely and in compliance with all federal, state and local regulations, laws, policies and standards.

Responds to emergency calls, diverse work shifts, weekend and holiday work.

Must be able to perform any/all duties of the Industrial Maintenance Mechanic I. May act as Industrial Maintenance Supervisor during absences as assigned.

Contributes to and fosters 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 assigned.

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 the **proper operation maintenance** of complex industrial equipment **and environmental control systems**; hydraulics; welding techniques; machining tools and equipment; metals and metal working tools; pipefitting; electricity; and carpentry; **and basic scientific formulas and the effects of temperature, humidity, elevation and hydraulics as related to machinery tolerances and performance**;

~~occupational hazards and safety precautions in the operation and maintenance of industrial machinery and equipment.~~

Knowledge of: tools, methods and materials, and techniques commonly used in the maintenance, repair, and operation of industrial equipment and systems associated with industrial process control of wastewater treatment plants and pump stations. Knowledge and understanding of the occupational hazards and necessary safety precautions applicable to a wastewater treatment plant maintenance and repair facility; municipal wastewater treatment plant and collection system and its operating facilities; and hydraulics, welding and welding equipment, machining tools and equipment.

Working knowledge of: computer spreadsheets; databases; industry applications; office equipment; standard office procedures and practices. Proficient knowledge of Microsoft Office Suite with working knowledge of Excel. 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, supervisors, other employees, vendors, contractors and/or members of the public.

Must be able to safely complete assigned tasks, recognize equipment and machinery malfunctions; perform preventive maintenance and routine repair activities including maintaining an adequate inventory of spare

parts, and an accurate record of equipment repairs, using the City's automated maintenance software.

Ability to: use machine tools to fabricate parts and components; safely and efficiently operate and utilize with skill all tools and equipment associated with the corrective and preventative maintenance activities in an industrial setting; diagnose and repair mechanical 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, sound judgement, 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; guide performance improvements through training, encouragement and documentation; 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 and calmly respond to changing priorities and demands, including emergency situations.

Ability to: effectively work in a team based approach to problem-solving and solution implementation, and to establish, facilitate and maintain effective working relationships with department employees, employees of other City departments, vendors, contractors, manufacturers, 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; 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 handle customer concerns or complaints skillfully and respectfully, and to communicate and negotiate 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; 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; 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.

Ability to perform the essential physical requirements of the job, including but not limited to strenuous physical labor. Ability to maintain annual training and credit requirements of the position, including but not limited to City mandatory training requirements, and position specific training. Ability to work extended hours as needed to carry out responsibilities of the position.

~~Ability to: recognize and diagnose faulty equipment operations; perform skilled mechanical installation and repairs; operate a variety of machining and metal working tools (i.e. micrometers, dial indicators, calipers, dividers, gauges, lathes, drill presses, grinders, metal saws, etc.), hand and power tools and welding equipment; layout and fabricate metal tools, parts and devices; read and interpret manufacturer's maintenance manuals, blueprints, specifications, parts books and related reference materials; maintain records accurately; perform strenuous physical labor; communicate effectively both orally and in writing. Must be able to effectively work in a team based approach to problem solving and solution implementation. Work is performed with considerable independence, discretion and initiative under the general direction of the Industrial Maintenance Supervisor. Possession of mechanical aptitude.~~

PHYSICAL DEMANDS: Work is performed inside and outside in an industrial environment with continuous moving, sitting or standing for extended periods of time. Continuous use of both hands in reaching/handling/grasping/fingering **keyboarding and other fine motor skills manipulation** while **working with computers and performing other duties including but not limited to** operating on various vehicles, **utilizing test equipment, troubleshooting, maintaining and repairing industrial equipment and machinery. Rarely does Occasional heavy work which includes lifting and carrying up to 50 pounds. On occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds.** Frequently ascends/descends stairs, ladders, and/or inclines, **and may encounter uneven terrain or slippery surfaces** while maintaining balance **and stability**. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, and generally unpleasant

conditions. Frequently bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Frequent kneeling/crouching/crawling while making repairs and on occasions shoveling/digging, in confined spaces and awkward positions. May work at heights, confined spaces, awkward positions, alone, with others, or in noisy work area. ~~Continuous moving, sitting or standing for excessive periods of time.~~ May work outside in all weather extremes, be exposed to stinging insects, animals, pollen, dust, dirt, mud, water, smoke, electrical hazards, explosive environments, noxious odors, fumes, or chemicals, solvents, raw sewage, combustible and/or toxic gases, acids and caustic materials, oil, construction debris, asbestos cement pipe, vibrations, needles, drug paraphernalia, and/or traffic hazards. Exposure to hazards associated with the use of machine tools, equipment and products. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, the general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory with ability to recall complex information. Will be required to wear safety protective gear. Work will require occasional travel to a variety of locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May encounter angry, upset, or emotionally disturbed individuals. May be required to carry a cell-phone and to respond to emergency situations outside the normal work schedule including evenings/weekends/holidays. ~~Exposure to raw sewage, combustible and toxic gases, acids and caustic materials, unpleasant odors, extremes of weather, heights and confined areas; may be required to lift or carry objects weighing 50 pounds and occasionally heavier objects.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License, and First Aid/CPR Certificate within six **(6)** months of appointment. A Washington State Group I Wastewater Treatment Plant Operator Certification is required at the time of application.

MINIMUM CLASS REQUIREMENTS: High School Diploma or GED and four (4) years maintenance work experience on industrial equipment and machinery. Completion of an apprenticeship as a machinist, millwright, pipefitter or related trade may substitute for two (2) years of the required experience. Certificate of completion from a trade or vocational school as a machinist, millwright, pipefitter or related trade may substitute for ~~two~~ one (1) years of the required experience. Previous experience at a wastewater treatment plant is preferred.

Previously Replaceds: Utility Mechanic

Title Change from Industrial Maintenance Mechanic 4/22

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 5/85; 6/96; 11/96; 09/10; 4/22

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATIONS**

CODE: 8242	TITLE: <u>Industrial Preventative Maintenance</u> <u>Mechanic Technician I</u> Rev. 09/104/22
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DEFINITION: Under general supervision, Performs routine preventative and corrective maintenance services to wastewater and stormwater and maintains large industrial utility equipment, and machinery and facilities, complete work order tasks and duties assigned,; maintains asset based computerized recordkeeping system.

This is an entry level position in the Wastewater Treatment Plant Industrial Manitenance Mechanic series. With the guidance of a Industrial Maintenance Mechanic II or the Supervisor, trains in a variety of crafts to perform highly skilled work related to construction, maintenance and repair of the City's wastewater treatment plant, lift stations, buildings, and related facilities to obtain the skills and knowledge necessary to work independently.

DUTIES

ESSENTIAL FUNCTIONS: Inspects, cleans, tests, lubricates, greases, changes oil and filters, disassembles, repairs, replaces, reassembles, installs, aligns, and and performs other preventive and corrective maintenance functions. Restores to operation a variety of wastewater mechanical equipment and systems including, but not limited to, the following: on large industrial equipment and machinery such as pumps, compressors, motors, engines, power transmission equipment, gear boxes, boilers, generators, hydraulic systems, valves and piping appurtenances, tankspiping, screening devices, generators, HVAC systems, chemical feed systems, auxiliary equipment and complex process control systems environmental control systems and chlorination systems as part of a comprehensive preventive maintenance program.

May reference engineering drawings, blueprints, maintenance manuals, parts books, department maintenance records and schedules to accomplish repair and maintenance activities. Read and interpret manufacturer's maintenance manuals, blueprints, specifications, parts books, and related reference materials to accomplish repair and maintenance activities.

Bio-Terrorism, Security and Federal Emergency Management: In accordance with the Bio-Terrorism law, must be sensitive concerning the security of the wastewater treatment plant and discharges to the Yakima River and its tributaries. Must also comply with the National Incident Management System.

~~Documents—~~**Maintains and uses a computerized database including: inventories for equipment, tools, materials, and spare parts; work orders; completed preventative and corrective maintenance systems, measures and requirements; evaluates equipment operation, specifications, and work histories.**~~activities and operates computer terminal to input and retrieve information related to the preventive maintenance program.~~

~~Maintains parts inventory and control.~~

Performs carpentry and masonry work related to the maintenance and installation of equipment, **buildings**, and machinery.

~~, such as pouring concrete bases, building wooden frames, installing windows, framing walls, etc.;~~**may under direct supervision of the certified electrician, will** assist in electrical installation and repair as required**needed**.

~~Takes an assigned task through to completion, including installing, diagnosing equipment failures, overhauling and repairing large industrial utility equipment and machinery. Assists in aligning machinery and replacing gas seals and bearings utilizing machinist tools such as micrometers, dial indicators, calipers, dividers, and gauges.~~

~~Takes an assigned task through to completion, including pipefitting, welding and layout work in the fabrication and repair of mechanical equipment, piping and structures. May weld, cut, heat or braze a variety of materials using welding techniques as required by the nature of the task. Operates lathes, drill presses, grinders, metal and wood saws.~~

Works with design engineers to determine appropriate equipment selection **and**, preferred construction **materials** and installation for enhancing long term maintainability of treatment facilities.

Works to meet environmental health and safety obligation, including maintaining records to ensure appropriate reporting to regulatory agencies related to the handling of ~~ehlorine, sulfur dioxide and caustic soda~~**chemicals, equipment maintenance, and log book entries.**

Operates boom trucks, cranes, backhoes, forklifts and related **hand and power tool** equipment for the installation and repair of ~~large~~ industrial equipment and machinery.

Maintain a safe and clean work area; clean and maintain tools and equipment used in the performance of duties.

May be required to respond to emergency calls, diverse work shifts, weekend and holiday work. Subject to after hours and weekend work as needed. Depending on assigned task and experience, may work as a team member or alone. Must safely perform all job functions, working in compliance with all federal, state and local regulations, laws, policies and standards.

Contributes to and fosters 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 assigned.

MAJOR WORKER CHARACTERISTICS: —Knowledge of 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,the tools, methods and materials used in the repair and maintenance of industrial equipment and structures. —Familiarity with hydraulics, welding and welding equipment, machining tools and equipment. —

Knowledge of basic scientific formulas and the effects of temperature, humidity, elevation and hydraulics as related to machinery tolerances and performance; tools, methods and materials, and techniques commonly used in the maintenance, repair, and operation of industrial equipment and systems associated with industrial process control of wastewater treatment plants and pump stations. Knowledge and understanding of the occupational hazards explosion proof equipment, and necessary safety precautions applicable to a wastewater treatment plant maintenance and repair facility; municipal wastewater treatment plant and collection system and its operating facilities; and hydraulics, welding and welding equipment, machining tools and equipment.

Working knowledge of: computer spreadsheets; databases; industry applications; office equipment; standard office procedures and practices. Proficient knowledge of Microsoft Office Suite with working knowledge of Excel. 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, supervisors, other employees, vendors, contractors and/or members of the public.

Must be able to safely complete assigned tasks, recognize equipment and machinery malfunctions; perform preventive maintenance and routine repair activities including maintaining an adequate inventory of spare parts, and an accurate record of equipment repairs, using the City's automated maintenance software. Upon approval of the overseeing supervisor that adequate experience and knowledge is obtained, work may be performed with considerable independence, discretion and initiative.

Ability to: use machine tools to fabricate parts and components; safely and efficiently operate and utilize with skill all tools and equipment associated with the corrective and preventative maintenance activities in an industrial setting; diagnose and repair mechanical 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, sound judgement, and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; troubleshoot issues; prioritize workload; assist with establishing and maintaining appropriate supplies, tools and inventory levels to perform work; 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 and calmly respond to changing priorities and demands, including emergency situations.

Ability to: effectively work in a team based approach to problem-solving and solution implementation, and to establish, facilitate and maintain effective working relationships with department employees, employees of other City departments, vendors, contractors, manufacturers, 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; provide develop and implement accountability methods, processes and procedures; facilitate and participate in 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 handle customer concerns or complaints skillfully and respectfully, and to communicate and negotiate 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; 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; 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.

Ability to perform the essential physical requirements of the job including but not limited to strenuous physical labor. Ability to maintain annual training and credit requirements of the position, including but not limited to City mandatory training requirements, and position specific training. Ability to work extended hours as needed to carry out responsibilities of the position.

~~Ability to: recognize equipment and machinery malfunctions; performs preventive maintenance and routine repair activities; operates hand and power tools, read and interpret manufacturer's maintenance manuals, blueprints, specifications, parts books, and related reference materials; maintain records accurately; communicate effectively, orally and in writing; perform strenuous physical labor. Possession of mechanical aptitude.~~

PHYSICAL DEMANDS: ~~Work is often performed in an inside and outside in an industrial environment while with continous moving, sitting or /standing for~~ **extended** periods of time. ~~Constant~~ **Continous** use of both hands in reaching/handling/ grasping/~~fingerin~~ **keyboarding and other fine motor skills manipulation** while performing duties operating **on various vehicles, on computers, test equipment, troubleshooting, maintaining and repairing industrial equipment and machinery** and other machinery. ~~Rarely~~ **Occassional** heavy work ~~which would~~ includes lifting and carrying up to 50 pounds. ~~On Occassionally may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Frequently ascends/descends stairs, ladders, and/or inclines and may encouter uneven terrain or slippery surfaces 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. Must be able to distinguish color and maintain long-term and short-term memory to recall complex information. Occasional work at heights, confined spaces, alone, with others, or in noisy work area. Work will require 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 stinging insects, animals, pollen, dust, dirt, mud, water, smoke, raw sewage, electrical hazards, explosive environments, asbestos cement pipe, noxious odors, fumes, chemicals, solvents, oil, combustible and/or toxic gases, acids and caustic materials, construction debris, vibrations needles, drug paraphernalia, and/or traffic hazards. Exposure to hazards associated with the use of machine tools, equipment and products. 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 encounter angry, upset, or emotionally disturbed individuals. May be required to carry a cell-phone and to respond to emergency situations outside the normal work schedule including evenings/weekends/holidays. ~~Exposure to raw sewage, combustible and toxic gases, acids and caustic materials, unpleasant odors, extremes of weather, heights and confined areas; may be required to lift or carry objects weighing 50 pounds and occasionally heavier objects.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License, and obtain a basic First Aid Certificate within six (6) months of appointment.

MINIMUM CLASS REQUIREMENTS: ~~One~~ High School Diploma or GED and two (2) years maintenance work experience on industrial equipment and machinery. Certificate of completion from a trade/vocational school as a machinist, millwright, pipefitter or related trade may substitute for one year of the required experience.

*Title Change from Industrial Maintenance Worker.

*Title Change from Preventative Maintenance Technician 4/22

FLSA STATUS: Non-Exempt

ADOPTED DATE: 5/85

REVISED DATES: 6/96; 10/97; 09/10; 4/22

TITLE CHANGES: 10/97

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



Wastewater / Stormwater Division

2220 E Viola Ave
Yakima, WA 98901

Memorandum

TO: Yakima Charter Civil Service Commission
FROM: Mike Price, Wastewater/Stormwater Division Manager
DATE: June 2, 2022
Subject: Request for suspension of Probation due to leave resulting from an on-the-job injury

The Wastewater Division is requesting that the Civil Service Commission approve this request for suspension of probation due to leave resulting from an on-the-job injury. The Wastewater Division has a Facility Maintenance Specialist on leave resulting from an on-the-job injury as of May 2, 2022. The employee was hired in September 2021 and is currently on probation.

We are respectfully requesting that the Commission suspend this employee's probationary period until the employee returns to full duty. It is our recommendation and would follow past practice of the Commission to resume his probation period upon his return, crediting him for the probationary time he completed prior to his leave resulting from the on-the-job injury.

Thank you for your consideration.

Michael A Price 6-2-2022
Mike Price, Wastewater/Stormwater Division Manager

Approved:



Scott Schafer, Director of Public Works

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

May 24, 2022

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: May 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:

Dylan Hudson, Firefighter
Kevin Durand, Firefighter
Darin Deccio, Mechanic II

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.

Nothing new to report.

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

May 31st, 2022

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: May 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
Luisa Lopez	Police Services Specialist I	5/2/22
Karley Jacobs	Police Services Specialist II	5/2/22

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.

(none)

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

(none)

5. Every position created or abolished.

(none)