



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**

**August 8, 2022 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

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

**NEW BUSINESS**

- 1) Consideration of revisions to 5267 - Aquatic Leader classification (Charter)
- 2) Consideration of revisions to Solid Waste classifications
  - a. 7155 - Solid Waste Services Specialist (Charter)
  - b. 14101 - Solid Waste Supervisor (Teamsters)

**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 – July 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; Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service Commissioner Louisa Beckstrand and Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino and Chief Examiner Debbie Korevaar. and were absent and excused.

Lighty called the meeting to order.

Lighty addressed a request to add a last-minute agenda item. Becker moved to approve the addition of item 4 a request for extension of Wastewater Treatment Plant (WWTP) Operator-in-Training (OIT) certification deadline. Trevino seconded. Motion passed unanimously.

**APPROVAL OF MINUTES**

Approval of the June 13, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Trevino to approve the minutes. Motion **passed** unanimously.

**NEW BUSINESS**

**1. Consideration of revisions to 2314 Budget Analyst classification (Charter)**

Director of Finance Jennifer Ferrer-Santa Ines explained a consultant hired by the City recommended the City have a Finance Analyst to help more clearly convey and communicate information regarding the annual report and budget. She noted through working with the Chief Examiner, it was determined there was an inactive classification, the Budget Analyst, that could be revised to update with currently desired analyst duties and responsibilities. Other revisions included a salary reallocation and change of union to the Teamsters group. Lighty inquired about the union change. Korevaar explained it falls into a community of interest with other Teamster's finance positions, allocated above and below the analyst. She clarified the Teamsters group was not yet formed when this classification was last active, and noted an MOU between the unions and the City is currently in process.

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

Lighty moved to approve the revisions to 2314 Budget Analyst classification, with title change to Finance Department Analyst at paycode 975SA. Beckstrand seconded. Motion passed unanimously.

**2. Consideration of new classification 2121 GIS Specialist (Charter)**

IT Manager John Carney explained this new classification reflects changes in GIS that have occurred over the past several years, GIS support has evolved from slower low-tech data entry in-office functions, to a need for a higher-level position to manage the field applications, storybooks, dashboards and other types of support. The position has been created to meet this need. Carney clarified GIS stands for Geographical Information Systems.

Lighty moved to approve new classification 2121 GIS Specialist. Trevino seconded. Motion passed unanimously.

**3. Consideration of probation suspension for Transit Operator (Charter)**

Lighty noted they have seen a few of these requests recently where an employee is on probation, but is out on a medical leave. The intent is to suspend their probation then restart upon their return. Korevaar confirmed.

Lighty moved to approve suspension of probation for the Transit Operator. Trevino seconded. Motion passed unanimously.

**4. Request for extension of Wastewater Treatment Plant (WWTP) Operator-in-Training (OIT) certification deadline. (Charter)**

Mike Price shared the Operator-In-Training (OIT) position requires new employees to pass the OIT certification test within 9-months of employment. Historically, there have not been issues with new employees meeting this requirement. That has changed recently, due to the COVID pandemic. A current employee has missed the 9-month deadline due to complications in scheduling. In light of these unique challenges, Price expressed a request to extend the deadline for an extra couple months, still within the probation period, for the employee to complete the requirement.

Lighty inquired if the employee and the division has been reasonably diligent in attempting to complete the requirement despite the scheduling complications. Price acknowledged that was partially true. Price noted the requirement was documented at the 3-month and 9-month evaluations; however, they have recognized there were more steps they could have taken to proactively assist in the process.

Lighty confirmed the probation period is one year. He inquired about another certification documented in the classification that new employees are required to obtain within 12 months. Due to that requirement, and the probation period being 12 months, he recommended revising the classification to allow 12 months to successfully complete the OIT test and certification. Price indicated this could be a possibility in the future, and Korevaar added they may look at an 11-month requirement, to allow for timely

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

termination process prior to the 12-month mark if a new employee does not meet the requirement.

Lighty moved to approve the extension of Wastewater Treatment Plant (WWTP) Operator-in-Training (OIT) certification deadline through August 31, 2022. Trevino seconded. Motion passed unanimously.

**Other Business:**

a) Public Comment

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

Next meeting is scheduled for August 1, 2022. Materials need to be submitted to the Chief Examiner by July 15, 2022.

There being no further business to come before the Commission, the meeting was adjourned at 3:46 PM.

---

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

---

Chief Examiner

---

Date

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

## Memorandum

Date: July 28, 2022  
To: Charter Civil Service Commission  
From: Ken Wilkinson, Parks and Recreation Manager  
Subject: 5267 - Aquatic Leader Revision

I am requesting your consideration regarding a revision to the Aquatics Leader classification. This classification is currently being utilized at the pools and holds a slightly higher level of authority or responsibility than our Lifeguard/Instructor classification. This position works to help ensure the programs are running efficiently.

It recently came to the attention of the Chief Examiner that this classification was being utilized for temporary staff, but it has not been updated since 2001. The classification was "inactive" when the Physical Demands were added in to all of the City's classifications. This is why the entire "Physical Demands" section is bolded at this time.

Since the classification needed to be updated to add the Physical Demands, we have taken this as an opportunity to update the classification as a whole. We are not proposing a change to the pay code for this position, as the authority and responsibility levels inherent to this position are not being changed by these revisions. It is currently allocated at pay code 7.0 (\$15.63-\$18.63) which is approximately 7% higher than the Lifeguard/Instructor classification.

Thank you for your consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 5267

**TITLE:** Aquatic Leader

Rev. ~~7/018/22~~

**DEFINITION:** Under general supervision, leads and participates in **a range of aquatic activities in a City-wide Aquatic Program including, but not limited to: swimming; lifeguarding; cashiering;** and ~~assists in the maintainance~~ **maintaining the** of City pool facilities.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Instructs aquatic activities including, **but not limited to;** swimming lessons, ~~diving lessons,~~ water **therapy and** exercise classes, ~~and therapy classes.~~ May teach competitive swim classes. May coach master swimmers, ~~diving teams, synchronized swimming, water polo or other aquatic activities for the Parks and Recreation, Yakima School District or similar programs.~~ Performs lifeguard duties as necessary. Monitors activities to ensure smooth operations of programs. Directs the work of ~~part-time~~ **subordinate** employees and volunteers.

**Follows and enforce established procedures and guidelines. Maintains the safety of all patrons by enforcing rules, taking preventative measures to recognize and eliminate potential hazards, and utilizing effective public and staff communications.**

**Provides information to the public to promotes participation in aquatic programs. Greets people in a professional manner both by telephone and/or in-person.** Advises the Aquatic Program Supervisor of the need for changes in programs and the degree of community involvement in the present programs.

**May register participants for aquatic programs or services;** Receipts participant payments, records cash received and operates a cash register. Keeps daily, weekly and monthly attendance records.

Tests water, records test results and maintains chemical balance of swimming pool as required by law or health standards. May be required to perform general pool maintenance duties when maintenance personnel are not available.

Cleans and sanitizes restrooms, locker rooms and shower areas and replenishes supplies. Cleans pool deck areas making sure they are free of debris and broken glass; empties waste receptacles. May remove snow from facility entrances and sidewalk.

**Completes mandatory trainings as required.**

Will act in the head instructor/lifeguard capacity as needed.

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.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of City of Yakima policies and procedures. Thorough knowledge of the philosophy, principles, and practices of American Red Cross aquatics instructional methods. Knowledge of the methods, techniques, materials, equipment, and safety precautions associated with teaching and operating aquatic programs. Knowledge of the routine maintenance of commercial pool facilities.

Must be able to communicate clearly and effectively, with employees and 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. Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication. Ability to read, interpret, and explain safety procedures and protocols.

Ability to perform or instruct beginning through advanced swim lessons, competitive strokes, ~~diving, synchronized swimming,~~ exercise and therapy classes and other aquatic programs consistent with community needs and interest for all age groups. Ability to direct the work of employees and volunteers. ~~Ability to communicate effectively orally, in writing, and by demonstration.~~

Ability to establish and maintain effective working relationships with City employees, participants, and the public; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, beliefs, economic and social backgrounds.

Ability to work with self-direction and limited direction or oversight; maintain sustained attention to detail, and work under timeline pressures. Must possess ability to make appropriate decisions and quickly adapt to changing priorities and demands. Ability to positively receive feedback and take direction is essential.

Ability to work in a punctual, regular and reliable manner.

PHYSICAL DEMANDS: Will be constantly swimming and be exposed to water, chlorine, and other chemicals related to pool maintenance, cleaning agents and disinfectants, slippery surfaces, heat, sun, insects and other summer weather conditions. Needs to be able to move around pool area and into/out of pool area. Constant use of arms and hands in reaching/handling/grasping/fingering while performing duties. Frequently ascends/descends stairs, ladders and other inclines while maintaining balance. Occasional heavy work includes lifting and carrying up to 50 pounds. Constant use of all senses including feeling/talking/hearing/seeing while performing tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May be required to work evenings, weekends, early mornings, split shifts and/or holidays depending on the time of year and programs in progress. May require lifting objects weighing over 50 pounds. Will be exposed to chlorine and other chemicals related to pool maintenance, cleaning agents and disinfectants, slippery surfaces, heat, sun, insects and other summer weather conditions. **May come in contact with angry, upset or emotionally disturbed individuals. May need to provide CPR or other life saving measures.**

LICENSES, REGISTRATION AND CERTIFICATE: Possess or obtain within 60 days and maintain a valid Washington State Driver's License. Possess and maintain a Red Cross Lifeguard Training Certificate, a YMCA Lifeguard Certificate or a National Pool Water Park Lifeguard Certificate. Must possess or obtain within one (1) year and maintain a current Water Safety Instructor Certificate and Red Cross Lifeguard Instructor Certificate.

MINIMUM CLASS REQUIREMENTS: Six (6) months of instructing experience in a public or private aquatic program.

FLSA STATUS: NON-EXEMPT

ADOPTED DATE: 11/90

REVISED DATES: 7/01; 8/22

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER





*City of Yakima, Solid Waste and Recycling Division  
2301 Fruitvale Blvd., Yakima, Washington 98902  
Phone (509) 575-6005*

**DATE:** August 1, 2022  
**TO:** Yakima Civil Service Commission  
**FROM:** Scott Schafer, Public Works Director  
Dave Brown, Assistant Public Works Director  
**RE:** Solid Waste Supervisor and Solid Waste Services Specialist positions

We are respectfully requesting that the Civil Service Commission consider modifications to the Solid Waste Supervisor and Solid Waste Specialist positions in the Solid Waste and Recycling Division.

City of Yakima Solid Waste and Recycling Division (SWRD) makes every effort to excel in quality solid waste management for the 95,500 residents of Yakima, amounting to over 25,800 accounts and over 34,000 points of contact weekly. The City's embrace of automated service created a complex delivery, collection, asset management and billing system which utilizes advanced industry hardware and software.

The SWRD is currently recruiting for a new division manager, and while the Solid Waste and Recycling Manager classification was updated in 2018, it has been recognized that the supervisor position has not been updated since 2010 when the Physical Demands were added to all of the City's classifications. We believe it is important for a new manager to be equipped with the tools necessary for success, and current job descriptions of the subordinate staff directly under his/her supervision is key.

In addition, the SWRD has a current opening for a Solid Waste Specialist; therefore, some minor updates are being proposed prior to advertising for the position. The revisions being proposed to the Solid Waste Specialist and Solid Waste Supervisor are being proposed to reflect the current duties, knowledge, skills and abilities required for the positions. As no higher level authority or responsibility is being added to the classifications, there is no recommendation for salary adjustments at this time.

Thank you for your consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 7155  
04/178/22

**TITLE:** Solid Waste Services Specialist

**ESTREV.**

**DEFINITION:** Under general supervision, performs complex customer service and technical duties in the operation and maintenance of solid waste and recycling collection, billing, and account management systems. Ensures that transactions, service orders, route books, and landfill receipts and tonnages are accurate, consistent, and conform to procedures. Provides guidance and instruction to other staff on daily system operations. Coordinates workflow internally and with outside entities to build positive and effective working relationships. Uses customized routing and mobile management app to address service order issues with customers, drivers and maintenance workers. Generates, analyzes, evaluates and proposes new or updated Solid Waste and Recycling services policies, procedures and operating practices as they relate to field and office issues, customer service, billing, and account management. Aids with operation of automated route tracking devices. Makes recommendations for improvement.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Responds to inquiries by telephone, computer or in person related to the operations of the Solid Waste and Recycling Division. Handles difficult, complex or irregular customer service and billing issues related to the daily functions of the Solid Waste and Recycling Division. In coordination with the Division Manager and/or Supervisor, helps to ensure all administrative, office and field staff are properly instructed and are performing all tasks accurately and efficiently. Gathers, analyzes and reports statistical data. Prepares a variety of daily, monthly and annual reports, logs and other records. Works closely with other divisions and outside agencies to coordinate efficiency of division activities. Adheres to the highest standards of customer service and professionalism. Responds to public inquires and complaints about the billing process and takes appropriate action.

Uses phone, radio, electronic routing tools and mobile maintenance applications in coordination with site-employees and drivers to optimize customer service, (e.g. removals, exchanges, missed carts, special hauls).

Coordinates and/or schedules accurate and timely billing functions and processes. Provides procedural expertise with Utility Services Division to resolve problems; provides information to customers, vendors and employees as needed; trains other employees on procedures; evaluates system or billing errors, and takes corrective measures; contacts outside vendors/technical staff to initiate corrective measures;

provides system user support. Performs system audits and reviews to verify accuracy of information and automated billing system operations.

Follows established procedures and guidelines and ~~under manager's supervision as~~ **appropriately approved**, authorizes adjustments and credits to customer's accounts. **Keeps division files and records in accordance with the City's retention guidelines.** Assists with difficult customers to ~~help defuse and~~ address **customer service related** issues. **Operates and aids in the use of City software systems including accounting, mapping and timekeeping.**

Researches issues and makes recommendations to improve the division's efficiencies, effectiveness and/or overall customer service. Recommends changes and/or enhancements of the computer systems, electronic devices, division operating practices and procedures to the Division Manager or Supervisor. Works to ensure excellent service is provided to internal and external customers, vendors and other affected parties. **May assist with City/community projects including, but not limited to clean-up events/activities.**

Explains Solid Waste and Recycling procedures and cart placement/requirements to customers. Accurately establishes and enters into the system new and/or revised information on accounts, assuring compliance with legal requirements. Initiates, revises, completes, and/or closes service orders. Assists with delinquency management, and removes, replaces, and/or edits accounts as necessary.

**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 punctual, regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of City of Yakima ordinances, state laws and various rules and regulations related to municipal solid waste and recycling services; and City's procedures, policies, applicable laws and codes. Must possess strong working knowledge of City's billing software programs including but not limited to operating practices affecting the maintenance and operations of automated billing systems. Knowledge of basic accounting principles, practices and procedures; **effective practices and principles of work flow and systems analysis; municipal records retention procedures, and techniques; research techniques; data compilation;** modern clerical and administrative support practices; office principles, practices, and techniques; database and file

management systems. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

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

Strong working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite; and Outlook.

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. Must be able to respond in a diplomatic and confident manner to upset individuals.

Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication.

~~Must possess well developed communication skills, both written and oral with appropriate use of business English including correct grammar, letter composition, spelling, punctuation and mathematical skills.~~

Ability to efficiently and effectively enter moderately complex data/information into a computer system with speed and accuracy. Ability to troubleshoot system issues; document business and software operating procedures; and assist other software users as needed.

Ability to answer inquiries by telephone, computer or in person; operate standard office equipment including a personal computer, telephone, copy and fax machine and standard office programs (Microsoft Office Suite; database software with reporting tools and spreadsheets, etc.). Ability to effectively utilize City's billing, **routing** and GIS software programs; conduct account audits and take corrective action as necessary; evaluate problems with billing software and implement corrective measures; perform research and analysis of system data and make recommendations for improvements or revisions. Must be able to independently plan, organize, and schedule job tasks; make appropriate decisions within legal guidelines under limited supervision; read interpret, apply and explain practical procedures and/or governmental regulations; and perform moderately complex mathematical calculations.

Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to work with self-direction and limited direction or oversight; maintain sustained attention to detail, formulate goals, and work under timeline pressures. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively receive feedback and take direction is essential.

Ability to assist customers in a courteous and tactful manner; resolve customer complaints or concerns in a manner consistent with City of Yakima values and service standards; defuse situations that involve angry or hostile customers, or interpersonal conflict, and guide toward positive resolution; work cooperatively as a member of a team and adhere to the department's values including, but not limited to accountability, customer focused, teamwork, professionalism and communication. Must possess capability to set and manage priorities, with competing timelines, for work in a public environment with frequent interruptions while providing excellent customer service to ~~a wide variety of~~ internal and external customers; establish and maintain effective working relationships with other City employees, outside agencies, vendors, public officials and with persons ~~from representing~~ widely diverse opinions, beliefs, ethnic, economic and social backgrounds; ~~ethnic and economic backgrounds;~~ organize work for maximum efficiency; maintain sustained attention to detail and work under the pressure of strict timelines; coordinate activities of other work groups to provide a comprehensive service; work in a punctual, regular and reliable manner.

Ability to accurately type 35 wpm.

**PHYSICAL DEMANDS:** Work is performed primarily in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Continuous use of both hands in reaching, handling, grasping, and/or ~~fingering~~ keyboarding and other fine motor skills manipulation while performing duties and operating computers. Occasional lifting and carrying up to 25 pounds; occasionally ascends/descends stairs, ladders and other inclines while maintaining stability. Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, and/or crawling while performing duties. Continuous use of all senses and speech 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May occasionally ~~drive around with~~ accompany the Solid

Waste Collector/Driver in all weather conditions and be exposed to many outdoor hazards including, but not limited, to traffic.

**UNUSUAL WORKING CONDITIONS:** Has frequent contact with the public who may be angry, ~~or~~-upset, and/or emotionally unstable. May be required to work beyond the normal work schedule to complete projects. Occasional weekends, evenings, or holidays may be required.

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

**MINIMUM CLASS REQUIREMENTS:** High school diploma or GED and ~~T~~two (2) years general office experience with increasing responsibilities including one (1) year in a service or transportation industry utilizing routing and complex billing/accounting software and reporting tools. Previous experience in solid waste and/or recycling is preferred. Must be proficient at Microsoft Excel and Word. Must be able to accurately type a minimum of 35 words per minute.

---

**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** 04/2017  
**REVISED DATES:** 8/22  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** AFSCME  
**CIVIL SERVICE STATUS:** CHARTER

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 14101	<b>TITLE:</b> Solid Waste Supervisor	<b>Rev.</b> 12/108/22
--------------------	--------------------------------------	-----------------------

**DEFINITION:** Under limited direction, supervises the planning, scheduling and operations of the City's refuse, recycle and yard waste collection programs. Typical duties include **but are not limited to:** training and mentoring staff; assigning and supervising work crews; monitoring equipment and personnel performance; participating in hiring processes; determining routes and schedules; investigating accidents and injuries; responding to public inquiries and complaints; operating related equipment; assisting with budget preparation, providing ongoing feedback and needs analysis information to Solid Waste Manager; and performings other related supervisory work as assigned. Work is evaluated through direct observation, annual performance evaluations, conferences, and user satisfaction.

<b>DUTIES</b>
---------------

**ESSENTIAL FUNCTIONS:** ~~Trains and assigned staff in~~ Performs work and provides supervision within the Solid Waste Division. Makes recommendations and assists in the development and implementation of division goals, priorities and objectives. Oversees daily operations and refuse, yard waste, and recycle collection activities consistently evaluating programs for cost-effectiveness and functionality.; Supervises, trains and assigns personnel and equipment to job tasks daily; supervises the daily maintenance of equipment; supervises collection and makes adjustments where needed. Coordinates activities with Yakima County Landfill Operations as necessary. ~~Conducts routine safety classes for employees.~~ Coordinates efforts associated with the Clean City Program.

~~Supervises~~ Performs, plans, schedules, directs and oversees work of regular full-time and part-time and temporary collection-workers employees; assigns routes and crew composition; evaluates performance and prepares probationary and annual evaluations timely, professionally and proficiently; plans and schedules work crews based on known employee availability; approves leave requests; and makes recommendations to management in personnel matters such as hiring, evaluations, training, discipline and termination. Develops staff providing professional leadership and ongoing training and/or development opportunities. ~~May~~ Interviews applicants, check references, makes recommendations for hire, and ~~see that~~ submits the proper paperwork for hiring, timekeeping and/or employee terminations. ~~layoffs are submitted.~~ Supervises yard waste collection program. [BD1]

**Monitors expenditures and ensures division operates within budget.** Collects and keeps accurate records and reports data on personnel, vehicles, service requests, timesheets, accidents and other special reports. Certifies daily time sheets; makes recommendations for the repair or replacement of equipment and vehicles. Reviews crew route books and determines appropriateness and fairness of extra charges. Collects tonnage tickets for landfill. **Prepares various reports and assists Solid Waste Manager with preparing data and documents for presentations and/or City management review.**

Investigates accidents and injuries. Interviews witnesses to determine cause of accidents and injuries and identifies remedial actions needed and implements correction plans accordingly. Files accident investigation reports as required.

Responds to public inquiries regarding complaints and special requests and takes direct remedial action as appropriate. Interprets ordinances and advises the customer as to what action must or will be taken; investigates special problems and reports the findings with a recommendation or course of action or ~~takes action~~ **acts** to resolve issues and problems. Determines adherence to ordinances or regulations. Determines if violations have occurred and fees and/or fines required. Notifies customers of violations and corrective action as appropriate. Documents actions with written correspondence to customers as necessary.

~~Makes adjustments in~~ **Analyzes and adjusts** routes as required by ~~new~~ annexations or other ~~changes~~ **efficiency needs**. Reads maps and locates routes.

**Assigns staff to P** ~~picks up and/or delivers~~ **deliver** refuse carts or other **special** collection devices as requested by customers. ~~Collects~~ **collects refuse-solid waste** from specific service areas not serviced by garbage trucks or for missed services. ~~Lifts up to 65 pounds. or as otherwise limited by statute.~~

Prepares special hauling cost estimates based on time, equipment, landfill charges, staffing needs ~~or~~ **and** other related factors.

**May O** ~~perates~~ refuse collection, flatbed and pickup trucks **as needed and qualified.**; **Routinely operates** cellular telephones; radios; computers; **advanced technology** **technology such as GPS – AVL and automated devices for route collection** and other equipment required of the job.

**Enforces safety rules and procedures; holds safety meetings as necessary, conducts safety inspections of facilities, work sites, crews and equipment. Ensures all safety equipment is available and in good condition. Eliminates potential hazards and investigates accidents.**

**May act in Solid Waste Manager's role during absence.**



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 work as assigned.

**MAJOR WORKER CHARACTERISTICS: Knowledge of solid waste collections best practices and principles; employee and route scheduling; route design and implementation; City of Yakima policies, rules and regulations; applicable City, state, and federal laws and ordinances; best principles and techniques of 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.**

~~Knowledge of: refuse collection; ordinances and applications; modern supervisory practices, employee and route scheduling; route design and implementation; and public relations including interacting with angry, irate or upset customers.~~

Ability to: effectively supervise assigned work crews; identify training needs and provide necessary training; interpret, follow and enforce ordinances and regulations; investigate accidents and injuries, identify appropriate remedial action, and correct unsafe acts or practices; perform the physical aspects of the job including ~~lifting up to 65 pounds~~; operate collection, ~~flatbed and pickup trucks~~ **equipment**, radios, cellular telephones, computers and other job-related equipment; ~~establish effective working relationships with the general public and subordinate staff~~; estimate costs and requirements of special hauls and routine residential collection; read and understand operations manuals, ordinances, regulations, contracts and procedures; ~~communicate effectively, both orally and in writing.~~

**Strong working knowledge of: GIS and routing software; Microsoft Office Suite; and office equipment; professional office procedures and practices; and computerized budget management practices. Ability to operate standard office equipment including but not limited to: computer, copy/fax machine, telephone etc.**

Knowledge of techniques and strategies for dissemination of written and verbal information to a wide range of individuals, including but not limited to City employees, contractors, vendors, and members of the public.

Must be able to communicate clearly and effectively, with employees, contractors, vendors, members of the public representing diverse education and background, and with individuals 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, spelling, and punctuation. Must be able to interpret documents such as safety rules, regulations, operating and maintenance instructions and procedure manuals. Ability to write routine reports compose letters and other written documents as necessary.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under adverse or stressful conditions including but not limited to project timelines; prioritize and assign workloads; manage multiple tasks with competing deadlines. Ability to read, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and render a timely, appropriate judgment or decision within broad or specific guidelines. 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 and contractors; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Must possess ability to interact in a diplomatic and confident manner to upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to supervise, coach, mentor, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; utilize mathematical practices and skills; perform mathematical calculations; maintain files and records and prepare reports; 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 supervisory responsibilities.**

**PHYSICAL DEMANDS:** Work is occasionally performed in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Work requires frequent travel to a variety of locations. Continuous use of both hands in reaching/handling/grasping/fingering **keyboarding and other fine motor skill manipulations**, while **using computer and** performing duties. On rare occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/kneeling/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 **with ability to recall complex information**. May work outside in all weather extremes and be exposed to insects, **animals**, water, dirt, dust, **mud, oil**, construction debris, **electrical hazards**, noxious odors, fumes, substances or chemicals, solvents, **needles, drug paraphernalia, vibrations**, traffic, and/or rough, **slippery** and/or uneven terrain. May work at heights, in confined spaces or awkward positions, remote locations 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:** ~~Exposed to: adverse weather conditions; extreme heat, snowy and icy roads and walkways; traffic hazards; hazardous and/or poisonous substances and fumes; and uneven terrain.~~ **May encounter angry, upset, or emotionally disturbed individuals. May be required to work some evenings, weekends and/or holidays. Those with CDL S** shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations. ~~May work evenings or weekends as may be required.~~

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Possess and maintain a valid First Aid/CPR Certificate within six **(6)** months of appointment. ~~Must p~~**Possession** and ~~maintain~~**maintenance of** a valid Commercial Driver's License with either an A, B or C endorsement ~~as required by State regulations or qualify for Commercial Driver's License (CDL) within 30 days of~~ **is desired upon hire, and required within one year of** employment.

**MINIMUM CLASS REQUIREMENTS:** **Graduation from high school or GED. Three (3) years' solid waste collection experience. Previous lead or**

supervisory experience is preferred. ~~Four years training and/or work experience which demonstrates the ability to perform the duties of the position.~~

**\*Replaces Refuse Supervisor**

---

**FLSA STATUS: Non-Exempt**

**ADOPTED DATE: 6/82**

**REVISED DATES: 5/91; 6/96; 7/98; 9/03; 12/10; 8/22**

**TITLE CHANGES: 9/03**

**UNION: PW SUPERVISOR**

**CIVIL SERVICE STATUS: CHARTER**

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**

July 29, 2022

TO: City of Yakima Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: July 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:

David Stark, Fire Shift Commander

Gerard Moore, Fire Captain

Jacob Heilman, Fire Lieutenant

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.**

Adam Bese, Firefighter – resignation

Ashley Stuker, Telecommunicator – resignation

**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

July 31, 2022

To: Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: July 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.**

<b>Name</b>	<b>Position</b>	<b>Date of Appointment</b>
Todd Breitenfeldt	Building Maint. Specialist	7/5/22
Morgana Holman	Police Services Specialist I	7/6/22
Elizabeth Doan	Intern	6/21/22
Misael Garcia-Tellez	Intern	6/21/22

**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.**

Police Officer    32 hours

**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)