



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**

**March 13, 2023 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**RECOGNITION**

- 1) Recognition of Commissioner Lighty Retirement from the Charter/Police/Fire Commissions
- 2) Introduction of Incoming Charter/Police/Fire Civil Service Commissioner Sean Worley

**APPROVAL OF MINUTES**

- 3) Approval of the January 9, 2023 minutes for the regular Charter, Police and Fire Civil Service Meeting.

**NEW BUSINESS**

- 4) Consideration of revision to 7181 Economic Development Services Assistant (Charter)
- 5) Consideration of Solid Waste classifications (Charter)
  - a) 8430 – Solid Waste Lead – New
  - b) 8433 – Solid Waste Code Compliance Officer - Revision
  - c) 8433 – Solid Waste Collector Driver - Revision
  - d) 8641 – Solid Waste Maintenance Worker – Revision
- 6) Consideration of Probation Suspension for two Lieutenants (Fire)

**OTHER BUSINESS**

- 7) Public Comment
- 8) Status Report for the Fire and Police Departments
- 9) Any other business before the Commission

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

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

**JOINT MEETING – January 9, 2023**

**MINUTES**

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Greg Lighty, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Charter Civil Service Commissioner Louisa Beckstrand 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 November 7, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Lighty and **seconded** by Trevino to approve the minutes. Motion **passed** unanimously.

**NEW BUSINESS**

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

Lighty addressed the need to elect a Chair to lead the meetings. He noted he is willing to continue as Chair if the commissioners so chose.

Beckstrand moved to elect Greg Lighty as Chair for 2023. Trevino seconded. Motion passed unanimously.

**2. Consideration of revision to 1232 City Purchasing Manager classification (Charter)**

Director of Finance and Budget Jennifer Ferrer-Santa Ines requested modification to the minimum qualifications updating the Certified Professional Purchasing Buyer (CPPB) designation to reflect the certification as a preference, instead of a requirement. The update also included allowing up to 2 years for a candidate to obtain the certification.

Lighty clarified the intent is to increase the pool of qualified candidates by not requiring the license, but allowing candidates time to obtain the certification. Ferrer confirmed.

Lighty moved to approve revisions to classification 1232 City Purchasing Manager. Beckstrand seconded. Motion passed unanimously.

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

**3. Consideration of revisions to Irrigation Specialist classifications (Charter)**

- a) 8671 Irrigation Specialist I
- b) 8672 Irrigation Specialist II

Water/Irrigation Manager Dave Brown presented the need to remove language regarding an automatic promotion. The promotional process needs to be completed through an open competitive process per the City Charter. Another update is for the Commercial Driver License (CDL) requirement timeframe to be increased to allow 9 months to obtain the training and license as opposed to the current 6 months. This is due to process changes with the Department of Licensing. Other modifications to the classifications include modernizing language similarly to other recent classification updates.

Lighty noted it made sense to be consistent with the City Charter. Korevaar added we have been working on removing the language recently as positions became vacant. However, it has been challenging when people were in the positions.

Lighty moved to approve revisions to classification 8671 Irrigation Specialist I. Beckstrand seconded. Motion passed unanimously.

Lighty moved to approve revisions to classification 8672 Irrigation Specialist II. Beckstrand seconded. Motion passed unanimously.

**4. Consideration of revisions to Planning classifications (Charter)**

- a) 3311 - Assistant Planner
- b) 3321 - Associate Planner
- c) 3322 - Senior Planner

Planning Manager Joseph Calhoun explained the purposes of the classification updates are to provide consistency across the three classifications' minimum class requirements, to broaden the degrees recognized, provide additional clarification of hierarchy of the positions, and better define the authority, duties and responsibilities for each position. The AICP (American Institute of Certified Planners) certification has also been identified as a preference. Other language additions throughout the classifications have been inserted to provide consistency with other city classifications.

Beckstrand moved to approve revisions to classification 3311 Assistant Planner. Trevino seconded. Motion passed unanimously.

Beckstrand moved to approve revisions to classification 3321 Associate Planner. Trevino seconded. Motion passed unanimously.

Beckstrand moved to approve revisions to classification 3322 Senior Planner. Trevino seconded. Motion passed unanimously.

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

**5. Consideration of Probation Suspension (Police)**

Korevaar presented a request to suspend probation for an employee on medical leave. The suspension will continue until they are able to return to full duty and pick up where they left off in the probation period.

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

**Other Business:**

a) Public Comment – none

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

Next meeting is scheduled for February 6, 2023. Materials need to be submitted to the Chief Examiner by January 20, 2023.

There being no further business before the Commission, the meeting was adjourned at 3:47 PM.

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

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Chief Examiner

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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.



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

**Memorandum**

**DATE:** February 15, 2023  
**TO:** Charter Civil Service Commission  
**FROM:** Rosylen Oglesby, Assistant City Manager  
**SUBJECT:** Considerations of Revisions to Economic Development Services Assistant (7181)

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I am submitting proposed revisions to one job classification within the Economic Development Division for your consideration.

This classification was just updated in September 2022; however, the attached draft includes proposed changes to remove items presently under contract with an outside agency. This update will better outline the current work performed, define the classification duties more clearly, and clarify the job expectations.

The Chief Examiner reviewed the proposed changes, and as the revisions will not substantially impact the level of authority or scope of responsibility for the position, no change to the payment allocation is recommended. The revisions focus on updating and clarifying the current duties and the required knowledge, skills, and abilities.

I appreciate your consideration.

CITY OF YAKIMA

CLASS SPECIFICATION

**CODE:** 7181    **TITLE:** Economic Development Services Assistant  
**REV:**9/223/23

**DEFINITION:** Under limited supervision and exercising considerable independent judgment, performs a variety of complex, analytical and administrative functions of a consequential nature to support programs, policies and procedures focused on community and economic development. Position provides specified professional guidance and leadership in the facilitation, development, and implementation of assigned programs, projects and/or grant preparation.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Performs a variety of complex and sophisticated professional level activities supporting community and economic development and city-wide programs/projects.

**Works with a wide variety of event organizers, community leaders and City personnel to ensure successful City event planning.** Acts as liaison with community groups, business groups, associations, and City divisions and departments by attending meetings, coordinating and facilitating projects. Assists in the implementation of City's retail recruitment and development efforts. **Interfaces with prospects, commercial real estate brokers, and developers to assist the City's efforts with attracting and retaining new and existing businesses.** Researches local data as it relates to community and economic development in key economic driver areas including vacancy / occupancy issues, and sales tax growth. Tracks, analyzes and presents trend information related to businesses, residents, and overall development.

This position acts as the focus for obtaining community and economic development related grants from the state and federal governments and other sources. Responsible for grant writing, and submission of completed applications. Will identify, develop, and define funding sources to support existing and planned programs as well as develop, write and submit grant proposals. Responsible for collecting, analyzing and reporting data on the performance of programs or activities funded by public and private sources as assigned.

Researches major economic trends on both the local and national level. Provides research-based information to the division manager, City Manager, Assistant City Manager and/or other stakeholders. Makes proposals for development solutions and innovations to promote the growth and success of the City's projects and initiatives.

~~Performs lead role in issuing Special Events Permits for city wide events and activities. Works with a wide variety of event organizers, community leaders and City personnel to ensure successful event planning. Provides notification to affected residents or businesses, works with City divisions and/or departments to ensure safety and coordination methods are in place.~~

Prepares reports, tables, letters, email correspondence or other written documentation as necessary. Makes presentations and facilitates meetings with stakeholders and other interested parties.

Maintains up to date databases including but not limited to City development projects, available office and retail space, and inventory of existing tenants and buildings

~~Leads implementation and partnership efforts for City Sponsored Special Events programs such as Downtown Summer Nights, Lunchtime Live, Yakima Blues and Local Brews, County Americana Festival, Windows Alive and development of new events and activities.~~

Ensures information updates are made via social media, the City's website and utilizing other business-related communication methods as appropriate.

~~Works with Downtown Yakima Business Improvement District by assisting in the administration of the Cleaning Ambassador Program, Landscaping Program and other special projects as needed.~~

Compiles information and prepares a variety of reports for Division Manager, City Manager or City Council related to project management, development and other community and division activities. Attends City Council or other management meetings as required.

Composes and prepares news releases on City or department activities. Coordinates press conference arrangements, including contacting appropriate media.

Position is responsible for a variety of office administrative tasks related to community and economic development and relieving the Manager of important details; creates, types and/or processes a variety of materials, including meeting announcements, bill payment, meeting minutes and daily public correspondence; produces reports for reproduction and distribution; organizes and maintains division files and records of a complex and confidential nature; performs detailed research projects based on general data; compiles supportive data for projects to aid decision making; independently performs follow-up action to assignments.

Position contributes to the effective administration of City government by fostering an attitude that encourages cooperation and coordination of efforts and efficient use

of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively 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: modern clerical practices and office principles, practices and techniques; highly developed communication techniques, and mathematical skills; organizations, functions and activities to which the work relates; public relations techniques; best practices and procedures regarding project development and management; efficient and effective records management and retention practices.

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including, but not limited to: staff, City Council, business owners, community groups and other members of the public. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Proficient knowledge of Microsoft Office Outlook, Word, and PowerPoint with a working knowledge of Excel. Knowledge of: grant availability, budget and budget monitoring processes, purchasing guidelines and procedures. Must actively pursue current knowledge of economic trends on both a local and national level.

Ability to: create a variety of written documents based on minimal guidelines; research and create programs, policies and procedures; understand and execute complex oral and written instructions; anticipate division needs and requirements; apply extensive or obscure guidelines to a wide variety of work situations; express ideas clearly and concisely, orally and in writing with other employees; research, analyze, and evaluate complex economic, social, demographic, and/or legal data from a variety of sources to determine and recommend the most effective course of action for the city and members of the public representing diverse education, background and beliefs; research and analyze possible funding sources for existing or proposed programs to enhance the City's service base and better meets the needs of residents; and establish 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 sometime under difficult or stressful situations.

Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc. Must be able to perform typing, operate



various computer systems and office equipment, word processing, spreadsheet development and database work.

Must be able to communicate clearly and effectively with employees and members of the public, representing diverse education and 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 be able to respond in a diplomatic and confident manner to upset individuals.

Ability to make informative and persuasive presentations to individuals and groups, facilitate public meetings, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

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

**PHYSICAL DEMANDS:** Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills while performing duties and operating on computers. Occasional heavy work includes lifting and carrying up to 40 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May at times work in remote locations or in noisy work area. May work outside with all weather extremes, be exposed to pollen and dust and other environmental hazards, and 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:** Frequent extension of work day to meet deadlines; frequent interruptions to concentration. May have to interact with irate, emotionally disturbed or agitated individuals. Work includes night and weekend work.

**LICENSES, REGISTRATION AND CERTIFICATES:** Must possess and maintain a valid Washington State Driver's License.

**MINIMUM CLASS REQUIREMENTS:** A Bachelor's Degree from an accredited college or university in business or public administration, urban planning, finance, marketing or a related field and three (3) years working experience in those fields. Additional qualifying experience related to program development, program analysis, budget analysis, or revenue and financial analysis may be substituted for the required education on a month for month basis.

\*Previous title: Economic Development Assistant changed 12/13/22

**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** 12/14  
**REVISED DATES:** 9/22; 3/23  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** AFSCME  
**CIVIL SERVICE STATUS:** CHARTER



*SOLID WASTE DIVISION  
2301 Fruitvale Blvd.  
Yakima, Washington 98902  
Phone (509) 576-6421 Fax (509) 576-6711*

## **MEMORANDUM**

**DATE:** March 6, 2023

**TO:** Charter Civil Service Commission  
Debbie Korevaar, Civil Service Chief Examiner

**FROM:** Trace Bradburn, Solid Waste Manager  
Scott Schafer, Public Works Director

**SUBJECT:** Considerations of a new classification Solid Waste Lead (8430) and revisions to Solid Waste Collector/Driver (8433), Solid Waste Maintenance Worker (8641), and Solid Waste Code Compliance Officer (8434)

As the new Solid Waste Manager, and after consultation with the Public Works Director, I am requesting your consideration of a new job class for the Solid Waste Division.

Due to the growth of the Solid Waste Division, and the continuous draw on resources, I believe the development of a Solid Waste Maintenance Lead (8430) will provide much needed support to the leadership of the division by improving operational effectiveness and creating a more clearly defined career ladder within the division. This classification will provide leadership and supervisory opportunities not currently available within the division, by enabling Solid Waste Collector/Drivers to advance to a higher level of responsibility, allowing for improved cross-training, and empowering individuals to supervise day-to-day activities and personnel in the absence of the Solid Waste Supervisor. This will aid operations by providing more consistent support, guidance and oversight of subordinate staff, while assisting the Supervisor with routine administrative duties.

Following a thorough review of the level of the level of responsibility and authority by the Chief Examiner, it is recommended this position be allocated to pay code 18.5 (\$26.70-\$32.16)

It was recognized the Solid Waste Maintenance Worker, the Solid Waste/Collector Driver and the Solid Waste Code Compliance Officer should also be updated to provide a more accurate reflection of the knowledge, skills, abilities and duties required for each position, as well as to identify their relationship with the lead position. While there are no major changes in the duties, these revisions provide greater clarity and consistency amongst the classifications, as well as with the Code Compliance Officer classification in our Codes Division. The minimums have also been adjusted to provide more clarity for external candidates and to enhance the opportunities for internal promotion within the division.

Thank you for your consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 8430

**TITLE:** Solid Waste Lead

**EST.** 3/23

**DEFINITION:** Under limited supervision, provides oversight, leadership and direction to Solid Waste Collector Drivers, Maintenance Workers and other subordinate staff in the activities of the Solid Waste Division. Responsibilities include, but are not limited to: the operation of heavy special purpose vehicles collecting and dumping refuse; developing and scheduling routes; scheduling repair and maintenance of equipment; and assisting with staffing issues. Assists supervisor with various other leadership responsibilities.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Acts as lead worker by being a resource to other Solid Waste Division employees; provides a high level of knowledge and skill of the equipment, policies, procedures and techniques to resolve day to day operational issues as they arise. Assists in the oversight of the Solid Waste Division, by providing ongoing leadership, assistance, guidance, training and direction to subordinate staff members.

Responsible for leading assigned personnel; participating in scheduled and unscheduled work assignments; ensuring work site safety for personnel and public; instructing employees in proper work methods and standards; oversight and monitoring staff quality; ensuring adherence to time schedules and safe work practices. Assigns, prioritizes, monitors work and provides necessary training to subordinates. Provides information, support and feedback to the Solid Waste Supervisor on employee performance and contributes to performance evaluation process.

Assists supervisor with various leadership responsibilities including, but not limited to: developing routes, scheduling routes, scheduling repair and maintenance of equipment, ensuring equipment is fueled and operating safely, and ensuring crews understand safe working practices/procedures.

May assign routes and determines which equipment to use based on knowledge of the routes; prepares for any special needs the routes may require. Operates a variety of single or tandem axle compactor trucks collecting refuse from an assigned route; operates bin dumping packer collecting refuse at selected sites; drives loaded truck to solid waste disposal site and dumps refuse; trains and monitors work of subordinate staff in the collection of refuse and in developing a knowledge of the routes. Troubleshoots and reports any hazards on routes immediately to the proper department. Stays on the scene to ensure public safety is maintained until the proper supporting departments arrive.

Makes operational checks of the trucks for safe, trouble free operation according to DOT guidelines; takes applications for new services from the public on routes; responds to and resolves public inquiries and complaints; makes repairs to bins; maintains collection records. Checks route information in route books and enters data on services not out for collection and extra service charges as needed. Logs/notes information in service account logs. Reports and/or reviews any code violations observed on the route.

May perform all of the duties of the Solid Waste Collector Driver position. Lead may operate the heavier and more complex equipment and must be knowledgeable and proficient in equipment use and capabilities. May assume the duties of the Solid Waste Supervisor during absences.

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: the services required on an assigned route; solid waste and/or recycling customers; refuse regulations; operating characteristics of the refuse truck. Knowledge city, state and federal traffic laws, rules and regulations with ability to direct traffic utilizing proper flagging processes and procedures;

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

Working knowledge of and ability to operate personal computer, necessary mobile devices, and other office equipment. Knowledge and ability to utilize applicable computer programs, including, but not limited to: routing programs, Microsoft Outlook, and basic internet access capabilities. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Knowledge and understanding of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

Ability to: operate equipment and tools with precision, speed, and safety; operate heavy trucks and attachments in a safe, efficient manner; recognize uncollectable refuse (overweight containers, oversized containers or toxic, caustic, inflammable, explosive or corrosive materials); instruct others in work methods. Ability to perform strenuous physical work including, but not limited to pushing, pulling and/or lifting heavy refuse containers.

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. Ability to follow verbal and written instruction.

Must be dependable; able to work independently with limited supervision maintain sustained attention to detail and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines; be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands. Strong mechanical and organizational skills are essential.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and 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 positively receive feedback and take direction is essential. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

Ability to recognize traffic hazards and other potential safety concerns. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards.

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

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

Ability to diverse work shifts and/or routes to including, but not limited to: weekend and holiday work, and to work extended hours as necessary. to carry out the responsibilities and functions of the position.

**PHYSICAL DEMANDS:** Continual use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skills while performing duties, including but not limited to operating electronic devices, various vehicles, equipment and machinery. Occasional heavy work includes lifting and carrying up to 65 pounds. 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, inclines and uneven terrains while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, hot, dry, and generally unpleasant conditions. Occasional to frequent bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling, crouching and/or stooping. May work alone, or with others. May require constant moving, sitting or standing for excessive periods of time. Work is done primarily in an outside environment with all weather extremes, be exposed to: aggressive animals; stinging or biting insects; dust; smoke; noxious odors; hazardous refuse; chemicals; vibration; gases and vapors; needles; drug paraphernalia; and traffic. 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. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** Work schedule is subject to change due to needs of the division. Work is required on some holidays and Saturdays. 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.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must possess and maintain a valid Commercial Driver's License (CDL) with either an A, B or C endorsement as required by the State regulations. Must obtain and maintain First Aid/CPR Certificate, Bloodborne Pathogen and Hazardous Waste Certifications within six (6) months of appointment.

**MINIMUM CLASS REQUIREMENTS:** A high school diploma or GED, three (3) years' experience using medium/heavy vehicles and/or equipment. Previous solid waste routing experience and/or experience working in the Yakima Solid Waste Division is preferred.

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**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** March 5, 2023  
**REVISED DATES:** \_\_\_\_\_  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** AFSCME

**CIVIL SERVICE STATUS: CHARTER**



**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 8434	<b>TITLE:</b> Solid Waste Code Compliance Officer	<b>Rev:</b> 4/143/23
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**DEFINITION:** Under general supervision, operates a heavy special purpose vehicle collecting and dumping refuse; **responds to complaints**, inspects and enforces a variety of City codes pertaining to solid waste, scattered litter, illegal dumping, and other ordinances. Responds to and investigates complaints. Coordinates efforts with appropriate City departments. May act as a lead worker ~~supervising~~ **overseeing**, training, **directing** and monitoring small crews of workers. Assists **lead and/or** supervisor with various **leadership** responsibilities. **Applies independent judgment and discretion within set guidelines in making decisions, resolving problems, enforcing regulations and policies, and when dealing with the public.**

<b>DUTIES</b>
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**ESSENTIAL FUNCTIONS:** Conducts field investigation for **Solid Waste/Refuse** Division ordinances concerning scattered litter, illegal dumping and other matters. **Responds to resident complaints pertaining to nuisances, hazardous debris and miscellaneous code violations.** Responsible for identifying sites where violations occur. **Gathers evidence, issues notice of violation and prepares written reports.** Determines the responsible party and/or property owner and notifies them regarding the clean-up requirements. Monitors property for compliance. Promotes open and constructive communications with property owners and other appropriate parties. **Resolves complaints through enforcement of codes, mediation between parties involved, and/or legal action. Obtains appropriate documentation & permissions from residents to complete job functions as needed.** Coordinates clean-up efforts when there is non-compliance and is responsible for properly billing the responsible party for clean-up. ~~Responds to citizen complaints pertaining to nuisances, hazardous debris and miscellaneous code violations.~~

Coordinates efforts with other **divisions or** departments **including but not limited to public safety personnel** to assure appropriate action and uniformity of interpretation, application and enforcement of regulations and codes. **Provides direct assistance to City Legal Department as required. Appears as a witness for the City in legal actions taken to gain compliance.**

Prepares and maintains detailed records and statistics related to enforcement activities. ~~Uses a computer to e~~**Compiles** data and makes summary reports as required. **May involve statistical calculations and tabulations in accordance with established formulas, equations, and technical data, or analysis and**

**interpretation of data.** Maintains follow-up system on reports or other matters requiring action on a periodic basis. Creates, mails and/or posts written communication regarding code violations.

**May perform any/all of the duties of the Solid Waste Maintenance Collector/Driver classification and must be available to fill in as a Solid Waste Collector/Driver, as assigned. Provides assistance, guidance, training and direction to subordinate staff members as needed.**

Obtains assigned routes and determines which equipment to use based on knowledge of the route; prepares for any special needs the route may require. Operates a variety of single or tandem axle compactor trucks collecting refuse from an assigned route; operates bin dumping packer collecting refuse at selected sites; drives loaded truck to solid waste disposal site and dumps refuse; occasionally trains and supervises work of one to two assistants in the collection of refuse and in developing a knowledge of the route.

Makes operational checks of the truck for safe, trouble free operation according to DOT guidelines; takes applications for new services from the public on the route; answers public inquiries and complaints on the route; makes repairs to bins; maintains collection records. Checks route information in route books and enters data on services not out for collection and extra service charges as needed. Logs/notes information in service account logs. Reports any code violations observed on the route.

Reports any hazards on the route immediately to the proper department. Stays on the scene to ensure that public safety is maintained until the proper supporting departments arrive.

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Considerable knowledge of **national, state** city and county **zoning and** related codes and regulations. Knowledge of: the services required on an assigned route; **solid waste and/or recycling customers;**

operating characteristics of the refuse truck. Knowledge of city, state and federal traffic laws, rules and regulations with ability to direct traffic as necessary. —office and technical computer programs and personal computer operations.

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

Working knowledge of and ability to operate personal computer, necessary mobile devices, and other office equipment. Knowledge and ability to utilize applicable computer programs, including, but not limited to: routing programs, Microsoft Outlook, and basic internet access capabilities. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Knowledge and understanding of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

Ability to: operate equipment and tools with precision, speed, and safety; operate heavy trucks and attachments in a safe, efficient manner; recognize uncollectable refuse (overweight containers, oversized containers or toxic, caustic, inflammable, explosive or corrosive materials); instruct others in work methods. Ability to perform strenuous physical work including, but not limited to pushing, pulling and/or lifting heavy refuse containers.

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. Ability to follow verbal and written instruction.

Must be dependable; able to work independently with limited supervision maintain sustained attention to detail and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines; be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands. Strong mechanical and organizational skills are essential.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and 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 positively receive feedback and take direction is essential. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

Ability to recognize traffic hazards and other potential safety concerns. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards.

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

Must be able to obtain Limited Commission designation and to retain and recall information including, but not limited to, circumstances surrounding citations and provide detailed testimony in court as necessary.

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

Ability to diverse work shifts and/or routes to including, but not limited to: weekend and holiday work, and to work extended hours as necessary. to carry out the responsibilities and functions of the position.

~~Ability to: operate heavy trucks in a safe, efficient manner; instruct others in work methods; continuously lift weights up to 50 pounds; communicate effectively orally and in writing; prepare written informational material for the public; obtain and impart information; respond in a diplomatic and confident manner to upset citizens; deal courteously and fairly with the public; establish and maintain effective working relationships with staff, community and special interest groups and members of the general public; prepare written informational material for the public; operate and perform word processing and computer data entry; maintain records of monetary transactions and complex filing systems for other records and plans; make mathematical calculations; make decisions based upon policies and procedures; work under pressure; work independently on a number of tasks simultaneously; and meet deadlines.~~

**PHYSICAL DEMANDS:** Work ~~will~~ requires travel to a variety of locations. Work is performed primarily in an outside environment with exposure to weather extremes. Frequent standing in combination with walking short distances throughout work day. **Occasionally ascends/descends stairs, ladders, inclines and uneven terrains while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, hot, dry, and generally unpleasant conditions. Occasional to frequent bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling, crouching and/or stooping. May work alone, or with others.** Heavy work includes lifting and carrying up to ~~65~~ 50 pounds. On rare occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Sitting at a desk while performing administrative functions or while driving. Continual use of both hands in reaching/handling/grasping/~~fingering~~ **keyboarding and other fine motor skill manipulations** while performing administrative duties including but not limited to operating **electronic devices, computer, various vehicles, equipment, and machinery.** Ability to take and process pictures of code violations and other occurrences as needed. Continual use of all senses including feeling/talking/hearing/smelling/seeing while performing duties and while communicating with co-workers, general public and completing all administrative tasks as assigned. Must possess good field of vision and be able to distinguish color. Employee may be exposed to **aggressive animals; stinging or biting insects; dust; smoke; noxious odors; hazardous refuse;** chemicals; **vibrations; gases and vapors; needles; drug paraphernalia;** traffic hazards; and inclement weather. Required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** May come in contact with **individuals who are irate, upset or emotionally disturbed.** ~~hostile citizens.~~ Subject to frequent interruptions and extensive contact with the public. ~~Exposed to and work in: adverse weather and environmental conditions; extreme traffic hazards; insect bites and stings; dog attack; hazardous refuse, offensive odors and materials contact.~~ Work schedule is subject to change due to needs of the Division. Work is required on some holidays and Saturdays. 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.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must obtain and maintain a First Aid/CPR Certificate within six **(6)** months of appointment. ~~This position will need to maintain a commercial driver's license and must be available to fill in for Solid Waste Collector/Driver, when needed.~~ Possess and maintain a valid Commercial Driver's License with either an A, B or C endorsement as

required by the State regulations **or obtain within 9 months of employment and maintain thereafter.** ~~or qualify for Commercial Driver's License (CDL) within 30 days of employment.~~ Must obtain **and maintain** Flagger License, Bloodborne Pathogen and Hazardous Waste Certifications within six (6) months of appointment.

**MINIMUM CLASS REQUIREMENTS:** A high school diploma or GED ~~plus one year of any combination of education or experience in code enforcement or direct contact with the public dealing with code related issues.~~ **and two (2) years' experience in a direct public contact and service oriented environment, to include at least five (5) months code compliance and/or enforcement experience.**

**OR**

**Two (2) years' experience as a Solid Waste Maintenance Worker, or one (1) year experience Solid Waste Collector/Driver, for the City of Yakima.**

**Must pass a background investigation regarding applicant's aptitude, character, and judgment; credit, driving record and criminal history.**

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**FLSA STATUS:** Non-Exempt

**ADOPTED DATE:** 3/09

**REVISED DATES:** 11/10; 4/14; 3/23

**TITLE CHANGES:**

**UNION:** AFSCME

**CIVIL SERVICE STATUS:** CHARTER

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 8433  
**11/103/23**

**TITLE:** Solid Waste Collector/Driver

**Rev.**

**DEFINITION:** Under general supervision, operates a heavy special purpose vehicle collecting and dumping refuse; occasionally acts as a lead worker training, ~~supervising~~ directing and monitoring a small crew of workers. Assists lead and/or supervisor with various leadership responsibilities.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Obtains assigned routes and determines which equipment to use based on knowledge of the route; prepares for any special needs the route may require. Operates a variety of single or tandem axle compactor trucks collecting refuse from an assigned route; operates bin dumping packer collecting refuse at selected sites; drives loaded truck to solid waste disposal site and dumps refuse; occasionally trains and ~~supervises~~ monitors work of one to two assistants in the collection of refuse and in developing a knowledge of the route. Reports any hazards on the route immediately to the proper department. Stays on the scene to ensure that public safety is maintained until the proper supporting departments arrive.

~~Makes operational checks of the truck for safe, trouble free operation according to DOT guidelines;~~ Performs pre and post trip inspections in accordance with state and federal regulations. Ensures vehicle meets compliance for trouble-free daily operation; takes applications for new services from the public on the route; answers public inquiries and complaints on the route; makes repairs to bins; maintains collection records.

~~Checks~~ Verifies route information ~~in route books and~~ enters data on services not out for collection and extra service charges as needed. Logs/notes information in service account logs. Reports any code violations observed on the route.

Assists lead and/or supervisor with various leadership responsibilities including, but not limited to: developing routes, scheduling routes, scheduling repair and maintenance of equipment, ensuring equipment is fueled and operating safely, and ensuring ~~that~~ crews understand safe working practices/procedures.

May perform any/all of the duties of the Solid Waste Maintenance Worker classification. Provides assistance, guidance, training and direction to subordinate staff members as needed.

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: the services required on an assigned route; solid waste and/or recycling customers; city and county refuse related codes and regulations; operating characteristics of the refuse truck. Knowledge of city, state and federal traffic laws, rules and regulations with ability to direct traffic as necessary.

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

Working knowledge of and ability to operate personal computer, necessary mobile devices, and other office equipment. Knowledge and ability to utilize applicable computer programs, including, but not limited to: routing programs, Microsoft Outlook, and basic internet access capabilities. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Knowledge and understanding of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

Ability to: operate equipment and tools with precision, speed, and safety; operate heavy trucks and attachments in a safe, efficient manner; recognize uncollectable refuse (overweight containers, oversized containers or toxic, caustic, inflammable, explosive or corrosive materials); instruct others in work methods. Ability to perform strenuous physical work including, but not limited to pushing, pulling and/or lifting heavy refuse containers.

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. Ability to follow verbal and written instruction.

Must be dependable; able to work independently with limited supervision maintain sustained attention to detail and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines; be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands. Strong mechanical and organizational skills are essential.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and 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 positively receive feedback and take direction is essential. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

Ability to recognize traffic hazards and other potential safety concerns. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards.

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

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

Ability to diverse work shifts and/or routes to including, but not limited to: weekend and holiday work, and to work extended hours as necessary. to carry out the responsibilities and functions of the position.

Ability to: operate heavy trucks in a safe, efficient manner; instruct others in work methods; deal effectively with the public; ability to continuously lift weights up to 65 pounds.

**PHYSICAL DEMANDS: Work requires travel to a variety of locations. Continual use of both hands in reaching/handling/grasping/fingering keyboarding and other fine motor skill manipulations while performing duties, including but not limited to operating electronic devices, various vehicles, equipment and**

machinery. Occasional heavy work includes lifting and carrying up to 65 pounds. 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~~ inclines and uneven terrains while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, hot, dry, and generally unpleasant conditions. Occasional to ~~F~~ frequent bending/twisting at knees/waist/neck while performing related activities. Occasional ~~bending~~ kneeling, crouching and/or stooping. May work alone, or with others. May require constant moving, sitting or standing for excessive periods of time. Work is done primarily in an outside environment with all weather extremes, be exposed to: aggressive animals; stinging or biting insects; dust; smoke; noxious odors; hazardous refuse; chemicals; vibration; gases and vapors; needles; drug paraphernalia; and traffic hazards and inclement weather. 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. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** ~~Exposed to and work in adverse weather and environmental conditions; extreme traffic hazards; insect bites and stings, dog attack; hazardous refuse, offensive odors and materials contact.~~ May come in contact with individuals who are irate, upset or emotionally disturbed. Work schedule is subject to change due to needs of the ~~D~~ division. Work is required on some holidays and Saturdays. 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.

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must possess a First Aid/CPR Certificate within six **(6)** months of appointment. Possess and maintain a valid Commercial Driver's License (CDL) with either an A, B or C endorsement as required by the State regulations ~~or qualify for Commercial Driver's License (CDL) within 30 days of employment.~~ Must obtain Flagging License, and maintain Bloodborne Pathogen and Hazardous Waste Certifications within six (6) months of appointment.

**MINIMUM CLASS REQUIREMENTS:** A high school diploma or GED ~~or past experience which shows the ability to perform the duties of the position plus any combination of education and experience equivalent to~~ and two (2) years' experience in public works using medium/heavy vehicles and/or equipment.

**One (1) year experience as a Solid Waste Maintenance Worker for the City of Yakima may substitute for the required two (2) years' experience.**

\*Title change from Refuse Crew Leader – 3/80

\*Title change from Solid Waste Crew Leader – 4/00

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**FLSA STATUS:** Non-Exempt

**ADOPTED DATE:** 1978

**REVISED DATES:** 3/80; 3/90; 3/95; 6/96; 4/00; 7/05; 2/09; 11/10; 3/23

**TITLE CHANGES:** 4/00; 3/80; 2/09

**UNION:** AFSCME

**CIVIL SERVICE STATUS:** CHARTER

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 8641    **TITLE:** Solid Waste Maintenance Worker

**Rev. 11/103/23**

**DEFINITION:** Under supervision, assists Solid Waste Collector/Driver collecting special hauls and other debris. Performs variety of work as assigned. May operate a heavy special purpose vehicle collecting and dumping refuse.

**DUTIES**

~~Assists in the collection of bagged leaves.~~ Delivers and removes metal bins, refuse and yard waste containers. Cleans collection vehicles. Cleans collection containers with a pressure washer and loads them into container washer. Paints containers that may have graffiti. Uses hand and power tools to build and repair containers. Prunes overgrown trees and shrubs around collection sites. Assist in the collection of special hauls that may include household items and/or large volumes of yard debris. Uses shovel and/or pitch fork to scoop debris and garbage into collection vehicles. Operates vehicles as required between collection sites, provides ground guidance to assist Solid Waste Collector/Driver while backing or moving vehicle.

Assists **Solid Waste** eCollector/dDriver with various assigned tasks including ensuring equipment is fueled and operating safely, reporting hazardous waste or code violations, and entering information into service account logs.

**Ensures work area is clean and organized to maintain accessibility and prevent accidents and unsafe conditions.**

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

Requires regular and reliable attendance.

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS: Knowledge of: the services required on an assigned routes as applicable; solid waste and/or recycling customers; refuse regulations; and operating characteristics of the refuse truck. Knowledge city, state and federal traffic laws, rules and regulations with ability to direct traffic as necessary.**

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

Working knowledge of and ability to operate personal computer, necessary mobile devices, and other office equipment. Knowledge and ability to utilize applicable computer programs, including, but not limited to: routing programs and basic internet access capabilities. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve routine maintenance issues effectively. Seeks training and guidance as appropriate.

Knowledge and understanding of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary.

Ability to: operate equipment and tools with precision, speed, and safety; operate heavy trucks and attachments in a safe, efficient manner; recognize uncollectable refuse (overweight containers, oversized containers or toxic, caustic, inflammable, explosive or corrosive materials). Ability to perform strenuous physical work including, but not limited to pushing, pulling and/or lifting heavy refuse containers.

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. Ability to follow verbal and written instruction.

Must be dependable; able to work independently with limited supervision maintain sustained attention to detail and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines; be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands. Strong mechanical and organizational skills are essential.

Ability to establish and maintain effective working relationships with other employees, contractors and other members of the public, and 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 positively receive feedback and take direction is essential. Must demonstrate an attitude of

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

Ability to recognize traffic hazards and other potential safety concerns. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards.

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

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

Ability to diverse work shifts and/or routes to including, but not limited to: weekend and holiday work, and to work extended hours as necessary. to carry out the responsibilities and functions of the position.

~~Ability to deal courteously with the public. Knowledge of refuse regulations and customers; ability to recognize uncollectable refuse (overweight containers, oversized containers or toxic, caustic, inflammable, explosive or corrosive materials) and to perform very strenuous physical labor, including continually lifting weights up to 65 pounds. Ability to operate heavy trucks in a safe, efficient manner when assigned.~~

**PHYSICAL DEMANDS:** Work will requires travel to a variety of locations. Work is performed primarily in an outside environment with exposure to weather extremes. Frequent standing in combination with walking short distances throughout work day. Heavy work includes lifting and carrying up to 65 pounds. On rare occasions maybe required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Sitting while driving or at a desk while performing administrative functions. Constant use of both hands in reaching/pushing/pulling/handling/grasping/fingering **keyboarding and other fine motor skills** while **performing duties, including but not limited to:** moving refuse containers, operating hand and power tools, pressure washer, paint brushes and **operating electronic devices, various vehicles, equipment and machinery.** Ability to take and process pictures of code violations and other occurrences as needed. Constant use of all senses including feeling/talking/hearing/smelling/seeing while performing duties and while communicating with co-workers, general public and completing all administrative tasks as assigned. Must possess good field of vision and be able to distinguish color. ~~Employee may be exposed to chemicals, traffic hazards and inclement weather.~~ **Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, hot, dry, and generally unpleasant conditions. Occasional to frequent bending/twisting at knees/waist/neck while performing related activities. Occasionally ascends/descends stairs, ladders,**

inclines and uneven terrains while maintaining balance. Occasional kneeling, crouching and/or stooping. May work alone, or with others. May require constant moving, sitting or standing for excessive periods of time. Work is done primarily in an outside environment with all weather extremes, be exposed to: aggressive animals; stinging or biting insects; dust; smoke; noxious odors; hazardous refuse; chemicals; vibration; gases and vapors; needles; drug paraphernalia; and traffic hazards. Required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~Exposed to and work in adverse weather and environmental conditions; extreme traffic hazards; insect bites and stings, dog attack; hazardous refuse, offensive odors and materials contact.~~ May come in contact with individuals who are irate, upset or emotionally disturbed. Work schedule is subject to change due to needs of the division. Work is required on some holidays and Saturdays. 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.

LICENSES, REGISTRATION AND CERTIFICATE: Must obtain a First Aid/CPR Certificate within six **(6)** months of appointment. Must possess and maintain a valid Commercial Driver's License **(CDL)** with either an A, B or C endorsement as required by State regulations or ~~qualify for Commercial Driver's License (CDL)~~ obtain within 30 days - 9 months of employment and maintain thereafter. Must obtain and maintain Flagger License, Bloodborne Pathogen and Hazardous Waste Certifications within six (6)- months of appointment.

MINIMUM CLASS REQUIREMENTS: Must be 18 years of age and six (6) months construction, mechanical maintenance or other related manual labor experience. ~~Must have a combination of education and experience that would demonstrate the ability to perform the duties of the position.~~

\*Replaces Refuse Helper – 3/90

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FLSA STATUS: Non-Exempt  
ADOPTED DATE: 1978  
REVISED DATES: 3/98; 6/96; 4/95; 4/09; 11/10; 3/23  
TITLE CHANGES: 3/90  
UNION: AFSCME  
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**

DATE: March 2, 2023  
TO: City of Yakima Police and Fire Civil Service Commission  
FROM: Aaron Markham, Fire Chief  
SUBJECT: Request for Probation Suspension of a Lieutenant

The Yakima Fire Department is respectfully requesting to suspend the probation of a Lieutenant. This Lieutenant is currently on medical leave and off duty as the result of sustaining an injury that occurred while off duty.

The Lieutenant on the medical leave went into this status on January 12, 2023, and is expected to be out for several more weeks. Because of this absence, the Shift Commander is unable to evaluate the progress for a successful completion of probation during the medical leave for the employee.

Our request, which follows past practice of the Commission and the Yakima Fire Department, is to allow them to resume probation once the employee returns to full duty, crediting them for the probationary period they have completed prior to their medical and injury leave.

Thank you for your consideration.

Sincerely,

Aaron J. Markham, Fire Chief

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





YAKIMA FIRE DEPARTMENT  
401 North Front Street  
Yakima, Washington 98901  
Phone (509) 575-6060  
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*Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Special Operations*

## **MEMORANDUM**

DATE: March 2, 2023  
TO: City of Yakima Police and Fire Civil Service Commission  
FROM: Aaron Markham, Fire Chief  
SUBJECT: Request for Probation Suspension of a Lieutenant

The Yakima Fire Department is respectfully requesting to suspend the probation of a Lieutenant. This Lieutenant was on medical leave and off duty as the result of medical procedure and recovery time.

The Lieutenant on the medical leave went into this status on December 8, 2022, and is expected to be released for full duty on March 4, 2023. Because of this absence, the Shift Commander is unable to evaluate the progress for a successful completion of probation during the medical leave for the employee.

Our request, which follows past practice of the Commission and the Yakima Fire Department, is to allow them to resume probation once the employee returns to full duty, crediting them for the probationary period they have completed prior to their medical and injury leave.

Thank you for your consideration.

Sincerely,

Aaron J. Markham, Fire Chief

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

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



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**MEMORANDUM**  
February 15, 2023

TO: City of Yakima Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: January 2023 – 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:  
Matthew Orthmann – Firefighter  
Joshua Henden – Firefighter

**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.**

Rosendo DeLoza, Community Risk Reduction Specialist – resignation  
Trenton Nelson, Firefighter – resignation  
Steven Babcock, Firefighter – failure to complete probation  
Michael Barnes, Firefighter – resignation  
Donald Wolterstorff, Fire Captain – retirement, 26 years & 4 months service

**5. Positions created or abolished.**

Nothing new to report.

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

Administration  
Fire Suppression  
Fire Investigation  
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Fire Prevention  
Public Education



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**MEMORANDUM**  
February 15, 2023

TO: City of Yakima Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: February 2023 – 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:

Jeremiah Stilley, Fire Captain  
Patrick Riffie, Fire Lieutenant

New Hires:

Tyler Williams – Firefighter  
Brendan Primm – Firefighter  
Derae Elmo – Firefighter  
Gabiella McGee – Telecommunicator

**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.**

Gary Gefre, Fire Lieutenant – retirement, 30 years & 9 months service  
James Giles, Public Safety Communications Supervisor – retirement, 37 years & 8 months service

**5. Positions created or abolished.**

Nothing new to report.

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



## Memorandum

January 31, 2023

To: Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: January 2023 – Status Report

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*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
Yansey Cahue	Lateral Police Officer	1/3/22

**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)



## Memorandum

February 28, 2023

To: Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: February 2023 – Status Report

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*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
Matt Sutton	Police Lieutenant	2/1/23
Josue Rodriguez	Corrections Officer	2/1/23

**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.**

Courtney Zarson, Police Officer	resignation	1/26/23
Nathaniel Murillo, Police Officer	resignation	1/31/23

**5. Every position created or abolished.**  
(none)