



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
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Phone (509) 575-6090 Fax (509) 576-6358

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

February 5, 2024 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the November 6, 2023 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Election of Chairman for Charter, Police, and Fire Civil Service Commissions
- 2) Consideration of revisions to 11251 Supervising Code Inspector (Charter)
- 3) Consideration of revisions to 8817 Parks Maintenance Technician (Charter)
- 4) Consideration of Utility Services Probation Suspension (Charter)

OTHER BUSINESS

- 2) Public Comment
- 3) Status Report for the Fire and Police Departments
- 4) 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 – November 6, 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 Sean Worley, Charter Civil Service Commissioner Louisa Beckstrand, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker via Zoom, and Chief Examiner Debbie Korevaar.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the October 2, 2023 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Trevino and **seconded** by Worley to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of revisions to 8331 Water Treatment Plant Operator-in-Training (Charter)

Water/Irrigation Manager Mike Shane requested approval of an update to the Water Treatment Plant Operator-In-Training classification. This is the entry level position at the Water Treatment Plant. The classification was last updated in 2010. Shane explained the revisions better define the skills and abilities necessary for the classification and are consistent with other recently updated classifications. The minimum requirements have been updated to allow for more broad education and experience in hopes of expanding the candidate pool when it is time to recruit for the position.

Beckstrand **motioned** to approve revisions to 8331 Water Treatment Plant Operator-in-Training. Worley **seconded**. Motion approved unanimously.

2. Consideration of new classification: 3155 Victim Services Coordinator (Charter)

Police Lieutenant Chad Janis shared there has been an increase in domestic violence cases in the Yakima community over the years, which has resulted in a need for more advocates in the field. To address this need, the Yakima Police Department applied for and has been awarded, a 2-year grant to bring law enforcement-based victim services into the department. Janis included that he worked with civil service to create the classification. The intent is to continue the position after the 2 years, and to actually expand their victim services over time.

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Worley inquired if the intent is for the position to work with City prosecutors in the City or if it is to overlap with Yakima County regarding felony crimes. Janis shared this position will work with the police department and have first line of sight with the victims. The advocate work directly with the police department staff, victims and families impacted by domestic violence and other violent crimes. They will also work with victims and families of cases that aren't necessarily filed with the courts.

Korevaar explained a few years ago a Victim Advocacy Coordinator position was created in the Legal Department. This position is very similar to the new Victim Services Coordinator classification; however, additional duties within the police department were incorporated, including some medical protocols. Due to the higher-level duties, the new classification is allocated at a slightly higher pay grade. Additionally, as there is an applicable community of interest within the police department, it is being represented by the AFSCME Municipal union.

Trevino **motioned** to approve new classification 3155 Victim Services Coordinator. Beckstrand **seconded**. Motion passed unanimously.

3. Consideration of Firefighter Probation Suspension Firefighter (Fire)

Fire Chief Aaron Markham requested suspension of probation for a firefighter who obtained an on the job injury, and has been off work, with an unknown return to work date. Due to the extended leave, they are unable to observe his performance and are requesting the probation be paused and then resumed upon his return to full duty.

Trevino **motioned** to approve the revisions to. Worley **seconded**. Motion passed unanimously.

OLD BUSINESS

4. Chief Examiner follow-up regarding added posting clarification of experience requirements for City classifications.

Korevaar repeated the Commissioners of an employee who spoke at the last meeting. He had applied for a position and had expressed frustration on how the qualifying experience was calculated.

Korevaar recapped there are 2 factors the City reviews when calculating credit for experience. First, the City validates the number of separate months of experience (12 months equal one year); and second, the experience must equate to full-time work for each month (173.33 hours). For example, if someone was working overtime for 3 months we wouldn't count that as 6 months, it would still be 3 months experience; likewise, if someone was working part-time (20 hours), we wouldn't count that as a one month, it would be count as ½ month of experience.

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Following the meeting, a change was made to the City job postings to add transparency and explanation to clarify these requirements. Language on the job postings now clearly detail the requirements.

For calculation of experience, one year of experience equals 12 months with a minimum of 173.33 hours per month.

Other Business:

5. Public Comment – There was no public comment.
6. Status reports for the Fire and Police Departments were reviewed and attached to the record.

Next meeting was scheduled for January 8, 2024. Materials were to be submitted to the Chief Examiner by December 15, 2023. *(In December, this meeting was postponed to February 5, 2024.)*

There being no further business before the Commission, the meeting was adjourned at 3:45 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.



COMMUNITY DEVELOPMENT DEPARTMENT

Code Administration Division

129 North Second Street, 2nd Floor Yakima, Washington 98901

Phone (509) 575-6126 • Fax (509) 576-6576

codes@yakimawa.gov • www.buildingyakima.com

Date: January 25, 2024

To: Civil Service Commission
Debbie Korevaar, Chief Examiner

From: Glenn Denman, Code Administration Manager
Joan Davenport, Director of Community Development

Re: Proposed Changes for class spec 11251 Supervising Code Inspector

The City of Yakima Code Administration Division will be recruiting for a Supervising Code Inspector, and as the classification has not been updated since October 2011, we thought it prudent to review and updated the classification to better reflect the current knowledge, skills and abilities necessary for a successful candidate. These changes are consistent with other classification updates approved by the Commission over the past several years.

Below is a brief summary of the proposed changes to the Supervising Code Inspector class specification:

- Essential Functions:
 - Updating administrative functions to reflect actual day by day activities related to the position
 - Consolidating/generalizing construction field inspection activities rather than referencing specific types of inspections or specific codes related to those inspections
- Major Worker Characteristics:
 - Adding characteristics that are closer aligned with actual day by day activities
 - Updates to reflect current technological work characteristics
- Physical Demands
 - Updating physical demands to more closely align with industry standards
- Licenses, Registrations and/or Certificates
 - Clarifying certificate types to align with current national standards
- Minimum Class Requirements
 - Adding high school diploma or GED
 - Adding "lead" experience to be acceptable in lieu of supervisory experience

The proposed changes are meant to update and add clarity to the classification. These edits have been reviewed by the Chief Examiner and there are no proposed changes to the pay allocation as the revisions do not impact the overall job functions, authority or responsibility level of the position.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 11251	TITLE: Supervising Code Inspector	Rev. 10/11/24
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DEFINITION: Under limited direction and supervision ~~is responsible for~~ performs supervisory and administrative work assisting the Code Administration Manager in planning, supervising, organizing, facilitating, ~~and directing and participating in~~ the activities of the Code Administration Division. Responsible for direct supervision, coordination and execution of the duties and activities of the code compliance work unit. Conducts subordinate employee performance evaluations as assigned. Coordinates recruitment efforts, and new employee training activities.

DUTIES

ESSENTIAL FUNCTIONS: Supports for day-to-day operational functions of the Code Administration Division. Assist Code Administration Manager with oversight and strategic planning of division priorities and direction including service levels, performance and operations.

Assists in supervising, planning, organizing, facilitating, and supporting ~~direction of all the programs, processes, procedures, requirements and~~ activities of the Code Administration Division. ~~Acts as Code Administration Manager in his/her absence.~~

Participates in the work, and supervises, directs, coordinates and facilitates the activities of the code compliance work unit and other units within the division as assigned. Oversees the issuance of permits and other responsibilities of permit staff. Provides guidance, mentoring, training, support and assistance to ensure work is performed efficiently and effectively, with excellent customer service and response.

~~Assists in directing work of~~ Establishes and coordinates employee work schedules and coordinates work performed with other divisions as needed. Provides effective leadership and /or direction to subordinates engaged in all facets of building inspection, ~~fire inspection, and code compliance~~ and code inspections. ; ~~assists in rectifying complex or unusual work problems in field or office.~~ Assists, supervises and participates in the checking of building, mechanical and plumbing plans and calculations. Monitors major or highly complex construction projects for code compliance. Provides for assistance to Fire Department as necessary with regard to fire inspections and the work of the Community Risk Reduction Specialists. Evaluates the

~~work of Code Inspectors and clerical staff and may assist in hiring, and disciplinary actions.~~

Supervises, reviews and assists with work of assigned staff within the Code Administration Division; trains, and develops staff in City standards and other related work; provides professional leadership and ongoing development and learning opportunities to staff. Responsible for completing timely subordinate performance evaluations, regularly evaluating performance thoroughly and professionally, including, but not limited to providing performance feedback, recommending employment and/or disciplinary action. Provides guidance, assistance and direction to staff in resolving difficult or unusual situations and problems in the field or office.

Responsible for performance of subordinates; ensures compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practices. Recommends improvements to department operating systems and procedure. Observes, promotes, trains and enforces appropriate safety practices and procedures.

Performs field inspections to ensure compliance with City ~~building and fire~~ construction and compliance related codes and specifications. Advises and interprets codes, regulations and departmental policies to other inspectors, contractors, engineers, architects and the general public.— Helps facilitate electronic plan review methods and procedures.

~~Assists other inspectors in resolving problems in the field with contractors.~~

Assists the Code Administration Manager by researching problems and complaints regarding commercial and residential building construction and code compliance. Promotes open and constructive communications with owners, contractors, architects, engineers and other appropriate parties. Researches and addresses concerns, issues and/or complaints in the field with contractors and customers. Assists in developing division policies and interprets policies and relevant codes and regulations to division employees and the public.

Prepares and/or reviews written reports with Code Inspectors and/or Contractors and other customers. Prepares and issues notices of violation. Writes, edits, reviews and evaluates various reports, correspondence, policies, procedures and assists with the preparation and completion of the division budget, state and federal grants and other funding matters as necessary. May assist manager with grant applications and monitoring budget expenditures. grants and other funding opportunities.

Creates reports, memos and provides oral and/or written presentations and testimony at City Council meetings, hearings, court proceedings and committee meetings.

~~Monitors major or highly complex construction projects for code compliance.~~

~~Identifies performance issues through performance evaluations and recommends appropriate discipline to the Code Administration Manager.~~

~~Recommends improvements to department operating systems and procedure.~~

~~Assists, supervises and participates in the checking of building, mechanical and plumbing plans and calculations.~~

~~Assists in developing division policies and interprets these policies and relevant codes and regulations to division employees and the public.~~

~~Promotes open and constructive communications with owners, contractors, architects, engineers and other appropriate parties.~~

~~Observes and promotes safety practices and procedures.~~

~~Assists Code Administration Manager in budget preparation and personnel administration.~~

May act as Code Administration Manager in his/her absence.

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

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

~~Performs other related duties as required.~~

MAJOR WORKER CHARACTERISTICS: Thorough knowledge of: applicable Federal, State and local laws, rules, regulations and processing requirements; City policies and procedures; Considerable knowledge of national, state and local building, fire, and zoning and construction and fire related codes and regulations; Considerable knowledge of modern developments,

current literature, and sources of information in the field of building construction, building plan review, and building and fire inspection.

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

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

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

Ability to: administer, oversee, coordinate and assign projects; assist with the preparation and administration of budgets; research and prepare technical reports; plan, direct, and supervise work; apply relevant laws, ordinances, standards and specifications to the work of the division; establish, facilitate and maintain effective working relationships with individuals, groups and organizations representing a wide variety of ethnicities, cultures, opinions, and beliefs; continually demonstrate tact, diplomacy, and respect, with other City employees, officials, contractors, consultants, property owners, community organizations, government agencies and the general public; communicate clearly and effectively, with employees, 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, including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

Ability to: read, interpret and execute complex oral and written instructions, including, but not limited to, construction plans and specifications; apply extensive or obscure guidelines to a wide variety of

work situations; perform a variety of mathematical computations with ability to read, interpret and analyze technical documents and to translate analysis into reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Coordinates with other departments in the application of various City codes as needed. Must possess ability to identify and define problems, establish facts, and draw valid conclusions.

Ability to negotiate, and clearly and concisely present complex information in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate in public forums. Must routinely and regularly maintain confidentiality and discretion through all forms of communication; facilitate and lead cohesive, positive, and highly productive, work teams with a customer service focus.

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, handle stressful situations, and complete work quickly and accurately while managing multiple interruptions. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

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

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

~~Knowledge of modern principles and practices of effective management and supervision.~~

~~Knowledge of safe working policies.~~

~~Ability to delegate authority and to coordinate and supervise the work of a group of technical and clerical personnel in a manner conducive to full performance and high morale.~~

~~Ability to effectively communicate, both orally and in writing while maintaining positive working relationships with the general public, employees and contractors.~~

~~Ability to work with Department budget.~~

~~Ability to read and interpret construction plans and specifications.~~

~~Ability to maintain records and prepare written reports.~~

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. Continuous use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skills manipulation** while performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 250 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. Continuous use of all senses including feeling/talking/ hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term **memory to accurately recall complex information**. Work may require occasional travel to a variety of locations. May work outside in all weather extremes and be exposed to **stinging or biting** insects, **aggressive animals, vermin,** water, dirt, dust, construction debris, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, **needles/drug paraphernalia,** –vibrations, traffic, and rough and 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: **May come in contact with irate, upset, emotionally disturbed, or uncooperative individuals. Will require travel to a variety of locations. May require some evening or weekend work to address workload and when meeting with the public. May be**

required to carry a cell phone or paging device and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including evenings, weekends and/or holidays.

~~Exposed to dirty and dusty conditions when performing inspections at construction sites.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess/~~maintain~~—a valid Certified Building Official, Commercial and Residential Building Inspection Certificates from the International Code Council or the International Conference of Building Officials ~~at time of appointment.~~ Must possess an International Code Council Certification as a Certified Building Official **at time of appointment.** Must obtain/possess and maintain a valid Washington State Driver's License.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and Five (5) years' building or fire code inspection and compliance enforcement experience as a Building Inspector or its equivalent. ~~Some~~ Two (2) years' lead or supervisory experience is preferred. ~~desirable.~~

FLSA STATUS: Exempt

ADOPTED DATE: 6/91

REVISED DATES: 7/98; 11/10; 10/11; 2/24

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER

Memorandum

Date: January 29, 2024

To: Charter Civil Service Commission

From: Ken Wilkinson, Parks and Recreation Manager
Scott Schafer, Public Works Director

Subject: Park Maintenance Technician, Class Code: 8817

Currently the Park Maintenance Technician classification (8817) includes the requirement of “must possess and maintain a Washington State Public Pesticide Operator’s License”; however, currently not all of the positions utilizing this classification need such a license to perform their job duties.

For example, we recently budgeted a 9-Month Park Maintenance Technician position with a primary focus on irrigation responsibilities. An individual filling this position does not need to possess or maintain a valid Washington State Public Pesticide Operator’s license or a Traffic Flagging certificate. Their position focuses more on the complexity and technical aspects of our park irrigation systems, as opposed to general park maintenance; therefore, we are requesting the job description be revised to indicate a Washington State Public Pesticide Operator’s License and a Traffic Flagging certificate “may be required”. This allows the supervisor the latitude to manage the requirements by position based on the duties being performed in that position. For the positions that do need these certifications, fulfillment will be addressed through division planning, goal setting and performance evaluations, thereby, not creating unnecessary licensing requirements for positions not responsible for these duties.

The classification has not been updated since November 2010. At that time, the City only added the Physical Demands section, and did not review the entire classification. At this time, we have reviewed the classification in its entirety and updated as needed to better detail the knowledge, skills and abilities required to successfully perform the job. This includes changes to the minimum requirements to add clarity and specificity.

The proposed changes are consistent with other updates we have made to classifications over the past several years. No changes are being proposed to enhance or decrease the general authority or responsibility of the classification; therefore, no change in pay is warranted.

Thank you in advance for considering this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8817	TITLE: Parks Maintenance Technician	Rev: 11/102/24
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DEFINITION: Under limited supervision, performs a variety of ~~highly skilled park and facility care and~~ maintenance tasks in the **grooming, operations, and maintenance construction, repair and beautification** of ~~city parks~~ properties and facilities. Duties typically include, **but are not limited to: grounds/park maintenance, planting, weeding, pruning, mowing, and fertilizing; irrigation system design, installation, repair and maintenance;** carpentry; painting; metal-working, fabricating and welding; electrical wiring, **repair** and maintenance; masonry; equipment operations, **repair and maintenance;** plumbing; **cleaning and stocking;** ~~pruning; spraying; mowing; fertilizing; irrigation system design and maintenance;~~ and other ~~like~~ **related parks and facilities responsibilities and** tasks.

Performs as a lead worker; organizes, schedules work, monitors, checks and instructs maintenance personnel as assigned for projects and operations. Work is performed using considerable independent judgment and initiative to determine specific methods or courses of action.

Work **and performance are** ~~is~~ reviewed through observation, conferences, results attained, **performance evaluations,** and customer satisfaction.

DUTIES

ESSENTIAL FUNCTIONS: Performs skilled craft work ~~such as including, but not limited to: grounds work;~~ carpentry; painting; ~~and metal design, and fabrication, and arc and acetylene welding;~~ **plumbing; and electrical work;** ~~needed~~ to ensure proper operation and maintenance of park equipment and facilities. ~~Installs wallboard and sheetrock, tapes, textures and finishes as needed.~~

Provides ongoing leadership, assistance, guidance, training, direction and support to subordinate staff members. Performs as a resource to other employees; possesses and demonstrates a high level of knowledge and skill concerning processes, policies, procedures and techniques necessary to handle issues as they arise. Organizes, schedules work, monitors, checks and instructs other maintenance personnel as assigned for projects and operations. Keeps records of time and work accomplished. Leads work crew as assigned. Trains others to use all parks equipment. Orders supplies and materials as needed to accomplish tasks. May provide input to supervisor for subordinate employee performance evaluations.

Obtains estimates and quotes for services, supplies and materials as needed. Orders and completes purchases. Maintains spare part inventory.

May meet with user groups for special events and be on-call for events, emergencies or other unusual circumstances. Provides technical information and assistance as needed. Troubleshoots emergencies and unexpected situations; recommends and implements appropriate courses of action. Assesses and repairs damage resulting from vandalism and acts of nature. Inspects public areas to identify and remove safety hazards. Ensures safe standards and procedures are followed.

Operates a variety of specialized equipment including various hand and power tools. Welds and operates lathes, grinders, power saws, drill press, air compressors, jackhammers and other shop equipment. Uses saws, shears and other cutting implements for tree/branch removal. Operates multi-deck rotary mowers, gang and reel mowers, trim mowers, edgers and weed-eaters as needed. May use shovels, brooms, and other simple hand tools, for snow removal and routine maintenance.

~~Operates power tools such as lathes, grinders, drill press, power saws, other related equipment and a variety of related hand tools. Maintains, installs and repairs electrical wiring systems; installs ballast; replaces outlets and fixtures; replaces breakers; installs irrigation timers and regulators and other similar equipment.~~

Operates medium-duty construction equipment as needed for special projects such as five-yard dump truck, front loaders, jackhammers, and air compressors. Transports equipment on multi-axle trailers as necessary. Operates four-wheel-drive pick-up with snow removal blade; backhoe to dig trenches, excavate irrigation lines, planting and removing trees and shrubs and performing related tasks.

Monitors and inspects equipment and performs equipment preventative maintenance or seasonal modifications when appropriate. Schedules equipment for more advanced maintenance or repairs as needed.

Builds, repairs, replaces, and/or removes masonry facilities such as cement bases for park furniture and brick laying for planters, headstones, and structures. Installs restroom equipment as needed for repair or renovation. Installs, maintains and repairs a variety of plumbing and water pipe fixtures and installations. Cuts, fits and joins pipe for various operations including PVC, galvanized and copper piping. Designs and fabricates specialized equipment or adapts after-market equipment as needed. Installs wallboard and sheetrock, tapes, textures and finishes as needed. Maintains, installs and repairs electrical wiring systems; installs

ballasts; replaces outlets and fixtures; replaces breakers; installs irrigation timers and regulators and other similar equipment.

Troubleshoots emergencies and recommends and implements appropriate courses of action. Assesses and repairs damage resulting from vandalism and acts of nature. Inspects public areas to identify and remove safety hazards. Ensures safe standards and procedures are followed.

Organizes, schedules work, monitors, checks and instructs other maintenance personnel as assigned for projects and operations. Keeps records of time and work accomplished. May lead a work crew as needed. Trains others to use all parks equipment. Orders supplies and materials as needed to accomplish tasks.

Operates medium duty construction equipment as needed for special projects such as five-yard dump truck, front loaders, jackhammers and air compressors. Transports equipment on multi-axle trailers as necessary. Operates backhoe to dig trenches, excavate irrigation lines, planting and removing trees and shrubs and performing related tasks. Monitors and inspects equipment and performs preventative maintenance or seasonal modifications when appropriate or schedules equipment for more advanced maintenance as needed.

Obtains estimates and quotes for services, supplies and materials as needed. Orders and completes purchases. Maintains spare part inventory.

Uses saws, shears and other cutting implements for tree and branch removal.

OTHER FUNCTIONS: May spray trees, shrubs and weeds with chemical agents to kill harmful insects, blights and parasites. Injects trees for disease control. Records and maintains records of pesticide and herbicide applications. Monitors pesticide and herbicide management program to ensure compliance with state statutes and safety and environmental mandates.

May meet with user groups as needed for special events. Provides technical information and assistance and is available for call outs for emergencies or unusual circumstances. May answer questions regarding plant names, characteristics and care and questions regarding city park facilities and their operation.

May irrigate parks; plant, fertilize and spray grass, trees and plants; trim and mow lawns and utilize modern and effective urban forestry techniques. Designs, installs and maintains irrigation systems including installing and repairing timers, high and low-pressure sprinklers, and other water distribution equipment. **May answer questions regarding plant names, characteristics and care and questions regarding city park facilities and their operation.**

~~May be on call for special events, emergencies or other circumstances.~~

May perform gravesite and burial preparations and assist with funeral services. May use backhoe to dig graves within close tolerances and operate in close quarters if working at Tahoma Cemetery.

~~May assist with snow removal and other maintenance operations as required.~~

~~May operate multi-deck rotary mowers, gang and reel mowers, trim mowers, edgers and weed-eaters.~~

As appropriate and assigned, may spray trees, shrubs and weeds with chemical agents to kill harmful insects, blights and parasites. Injects trees for disease control. Records and maintains records of pesticide and herbicide applications. Monitors pesticide and herbicide management program to ensure compliance with state statutes and safety and environmental mandates.

May perform any/all duties included in the Parks Maintenance Specialist classification.

Contributes to the effectiveness of the Parks and Recreation Division by fostering 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 and punctual attendance.

Performs other related duties as assigned.

MAJOR WORK CHARACTERISTICS: Specialized knowledge of safe and appropriate use of power and hand tools, materials, techniques and procedures, safety and hazards related to parks grounds keeping, facilities and equipment maintenance; herbicides, pesticides and their personal and environmental application requirements and restrictions; safe operating and working requirements and standards and ability to identify hazards; vegetation characteristics and environmental requirements; modern and effective urban forestry practices; mowing, fertilizing and irrigating; masonry; welding; plumbing; irrigation system design, installation and maintenance. ~~materials, techniques and procedures related to parks, grounds keeping, facilities and equipment maintenance.~~

Knowledge and practice of: effective leadership practices, principles and techniques; effective and efficient dissemination of written and verbal information to a wide range of individuals; time management and work flow practices, record keeping and retention processes, and practices; project planning; and organizational practices and techniques. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Working knowledge of office equipment and computer programs including, but not limited: to Microsoft Word, Outlook and internet access capabilities. Ability to operate a personal computer, necessary mobile devices and other standard office equipment.

Must possess proficiency of operations and ability to operate medium duty construction equipment, including, but not limited to: backhoe/loader, front end loader, dump truck, multi-axle equipment trailer, jackhammer, air compressor, trenchers, etc. Must be able to safely transport trailer and equipment to worksites.

Ability to coach, mentor, plan, organize, lead and evaluate the work of subordinate staff; provide constructive feedback; develop and implement accountability methods; facilitate and lead cohesive, positive work teams with a customer focus; train and assist subordinate staff; demonstrate a consistent willingness to complete a wide variety of tasks as needed with minimal direction or oversight.

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 maintain appropriate levels of confidentiality and discretion through all forms of communication.

Ability to research, read, comprehend, utilize, and communicate complex information from equipment repair resources and a variety of technical and safety documents and/or publications: identify, define and analyze problems and/or abnormal conditions; establish facts; draw valid conclusions; take or direct timely and appropriate course of action. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Must be dependable; able to work independently with limited supervision or oversight, and as a team player; be self-directed, highly motivated, and organized; formulate and meet goals with a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands; maintain sustained attention to detail and work under timeline pressures; prioritize and manage multiple tasks with competing deadlines; handle stressful situations; and complete work quickly and accurately while managing multiple interruptions. Strong mechanical and organizational skills, and the ability to positively receive feedback and take direction, is essential.

Ability to routinely perform: strenuous physical work and occasionally lift heavy objects or equipment with or without assistance; read irrigation system related maps and charts; plumbing, carpentry, electrical, painting, metalworking and masonry tasks; irrigation system design, installation and maintenance.

Ability to understand mechanical applications and to learn operations requiring mechanical aptitude. Ability to learn and skillfully perform tasks plumbing, carpentry, electrical, painting and metalworking.

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

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

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

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

Knowledge of: herbicides, pesticides and their personal and environmental applications requirement and restrictions; safe operating and working requirements and standards and ability to identify hazards; modern and effective urban forestry

practices; mowing, fertilizing and irrigating; masonry; and irrigation system design, installation and maintenance.

Ability to: ~~work independently without supervision; operate construction equipment; and safely trailer equipment to worksites; perform strenuous labor and lift up to 50 lbs.; assess situations and identify appropriate course of action, to comprehend technical materials and to supervise and train others in park operations and maintenance; communicate effectively orally and in writing; read and comprehend a variety of technical and safety publications; establish effective working relationships with co-workers, contractors and the general public. Skill in plumbing, carpentry, electrical, painting and metalworking.~~

PHYSICAL DEMANDS: Work is primarily performed outside and requires travel to a variety of locations. Work is performed with exposure to all weather extremes, and may be exposed to sting or biting insects, aggressive animals, pollen, dust, noxious odors, mud, water, needles, drug paraphernalia and/or toxic/caustic chemicals. Capacity for sustained attention to functioning machinery and equipment. Occasionally ascends/descends stairs, ladders, ~~and~~ other inclines, and/or rough/uneven terrain, while maintaining balance. Frequent bending/twisting at knees/waist/neck while performing repairs, maintenance items and other tasks as assigned. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. Continuous use of both hands and arms in reaching/handling/grasping/ ~~fingering~~ keyboarding and other fine motor skills manipulation while using a computer or other machinery, and performing repairs, and/or maintenance activities. May operate hand tools, yard equipment and heavy machinery. Occasional heavy work includes lifting and carrying up to 50 pounds. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory to accurately recall complex information. 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: ~~Exposure to extreme weather conditions. Regular exposure to: dirt, dust, pollen, animals, stinging and biting insects, and toxic and caustic chemicals.—Assignments at Tahoma Cemetery may include disinterments. May come in contact with irate, upset, emotionally disturbed, or uncooperative individuals. Will require travel to a variety of locations. May be required to carry a cell phone or paging device and respond to operating issues and/or emergency situations outside the normal work schedule, including~~ ~~May work weekends, rotating shifts, split shifts and/or evenings.~~

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must possess and maintain a ~~Washington State Public Pesticide Operator's License, a Traffic Flagging Certificate and a Basic First Aid/CPR certificate~~ within six **(6)** months of employment. May be required to obtain and maintain a commercial driver's license (CDL) with a B endorsement, **a Traffic Flagging Certificate and/or a Washington State Public Pesticide Operator's License.**

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education and experience equivalent to completion of high school and four years of experience in work related to the classification.~~ **High School Diploma, GED or equivalent and four (4) years of experience in work related to lawn, grounds or park maintenance including landscaping, construction, equipment/facility plumbing/repair, or related duties. Must pass background investigation regarding applicant's aptitude, character, judgement, credit, driving record and criminal history.**

*Replaces Park Specialist III - Class Code 8823 – 8/03

FLSA STATUS: Non-Exempt

ADOPTED DATE: 8/03

REVISED DATES: 11/10; 2/24

TITLE CHANGES: 8/03

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



CITY OF YAKIMA
UTILITY SERVICES DIVISION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6080 Fax (509) 576-6649

MEMORANDUM

DATE: January 18, 2024
TO: Charter Civil Service Commission
CC: Debbie Korevaar, Chief Examiner
Vanesa Sanchez, Utility Services Supervisor
FROM: Anabel Chavez, Utility Services Manager
Mark Roberts, Director of Finance and Budget
SUBJECT: Request to suspend the probationary period for a probationary employee

A probationary employee was hired as a Utility Service Representative on 11/20/2023. This position is under the AFSCME Municipal bargaining unit contract and is subject to a one-year probationary period.

On January 18, 2024 the employee was put into a leave without pay status for medical reasons, and at this time is expected to be out 6-8 weeks.

In order to allow appropriate evaluation time, we respectfully request a temporary suspension of the probationary period until the time the employee can return to full duty. The probation period will then resume, to include time equivalent to the time taken for the leave.

The employee will retain credit for the probationary time already accrued prior to the medical leave.

Thank you for your consideration.

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

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

MEMORANDUM
January 23, 2024

TO: City of Yakima Fire Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: November 2023, December 2023 and January 2024 – YFD Monthly Report

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

1. **New Hires - permanent or temporary appointments:**
Janet Hede – Telecommunicator
Hailey Kincaid – Telecommunicator
Blakeley Walker – Community Risk Reduction Specialist
2. **Promotional or provisional/acting appointments:**
(none)
3. **Failure(s) to pass probation:**
Chloe Gordon – Firefighter
Steve Douglas – Firefighter
Tyler Williams – Firefighter
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:**
(none)
5. **Separation from service, and reason (e.g. termination, medical separation, resignation, retirement or death):**
Karen Lanphere – Service Retirement

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



Memorandum

November 30, 2023

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

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

1. New Hires – permanent or temporary appointments:

Name	Position	Date of Appointment
(none)		

2. Promotional or Provisional/Acting appointments:

Jake Lancaster	Police Lieutenant	11/1/23
Mike Durbin	Police Sergeant	11/1/23
Mark Williams	Police Sergeant	11/1/23

3. Failure(s) to pass probation:

(none)

4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:

(none)

5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):

Jennifer Couch, Police Officer	Resignation	11/6/23
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Memorandum

December 31, 2023

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

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

1. New Hires – permanent or temporary appointments:

Name	Position	Date of Appointment
Josue Rodriguez	Police Officer	12/1/23

2. Promotional or Provisional/Acting appointments:
(none)

3. Failure(s) to pass probation:

Harry Peterson	12/28/23
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4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:
(none)

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



Memorandum

January 31, 2024

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: January 2024 – Status Report

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

1. New Hires – permanent or temporary appointments:

Name	Position	Date of Appointment
Richard Reynolds	Police Officer	1/17/24
Roberto Amesquita	Corrections Officer	1/16/24

2. Promotional or Provisional/Acting appointments:
(none)

3. Failure(s) to pass probation:
(none)

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

5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):

Randy Baker, Police Sergeant	Retirement	1/31/24
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