



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

September 9, 2024 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the August 5, 2024 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of Revision to 5268 Lifeguard/Instructor classification (Charter)
- 2) Consideration of Revision to 8213 Automotive Storekeeper classification (Charter)
- 3) Consideration of Revision to 8225 Fire Mechanic I (Fire)

OTHER BUSINESS

- 4) Public Comment
- 5) Status Report for the Fire and Police Departments
- 6) 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 – August 5, 2024

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:35 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service Commissioner Louisa Beckstrand (via Zoom), and Chief Examiner Debbie Korevaar. Police/Fire Civil Service Commissioner Camille Becker and Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the July 8, 2024 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Beckstrand and **seconded** by Worley to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1) Consideration of Revision to 10301 Payroll Administrator classification (Charter)

On behalf of HR Director Connie Mendoza, Chief Examiner Debbie Korevaar shared the classification was being submitted for a few reasons. The Payroll Administrator currently reports to the Director of Finance; however, the City has been without a Finance Director for some time, and simultaneously, the City has been working to implement a new payroll system. Without a Finance Director, the implementation/project management has been overseen by HR and to provide continuity for payroll, as well as the payroll system implementation, several months ago, the Payroll Administrator was also temporarily placed under the oversight of the HR Director. During this time, efficiency improvements were recognized, and the decision was made to move the Payroll Administrator under the Director of HR permanently. This proposed updates to the classification reflects the reporting structure change from finance, to HR. For City consistency, other minor modifications were included to update the general classification language.

Worley **motioned** to approve revision to 10301 Payroll Administrator classification. Beckstrand **seconded**. Motion approved unanimously.

2) Consideration of Revision to 4430 Permit Project Coordinator classification (Charter)

Codes Administration Manager Glenn Denman presented changes to the Permit Project Coordinator including updating the minimum requirements to broaden the qualifications for recruitment of the position.

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

Worley clarified this update essentially offers more opportunity for candidates to qualify. Denman confirmed.

Worley **motioned** to approve revisions to 4430 Permit Project Coordinator classification. Beckstrand **seconded**. Motion approved unanimously.

Other Business:

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

Next meeting is scheduled for September 9, 2024. Materials were to be submitted to the Chief Examiner by August 21, 2024.

There being no further business before the Commission, the meeting was adjourned at 3:43 PM.

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

Chief Examiner

Date

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

Memorandum

Date: September 9, 2024

To: Charter Civil Service Commission

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

Subject: Lifeguard/Instructor, Class Code: 5268

The current Lifeguard/Instructor classification 5268 includes the requirement of “must possess and maintain a Water Safety Instructor (WSI) Certification. Some of our lifeguard/instructor applicants do not have a WSI certification and it is proving to be difficult for them to get that certification without considerable expense and possible travel. This challenge creates difficulty in filling the positions needed to operate 2 public swimming pools and a third swimming pool that will be open in June of 2025.

The change doesn’t inhibit the employee from performing the Essential Functions of their job working at either Franklin Pool, Lions Pool and the new Aquatic Center at MLK Jr. Park. We are asking the wording “must possess a WSI Certification” be changed to “WSI certification preferred”.

The classification has recently reviewed in its entirety and updated as needed to better detail the knowledge, skills and abilities required to successfully perform the job and the minimum requirements have also been recently revised slightly to provide preference for previous customer service experience; exceptional customer service is a primary responsibility of the position and a priority of the City. No changes in authority or responsibility are being propose; therefore, no change in pay is warranted.

Thank you in advance for considering this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 5268

TITLE: Lifeguard/Instructor

Rev. ~~8/23~~9/24

DEFINITION: Under immediate to general supervision, leads and participates in aquatic activities such as instructing swim classes, lifeguarding, cashiering and maintaining City pool facilities.

DUTIES

ESSENTIAL FUNCTIONS: Performs as a lifeguard at all times while at the facility. Maintains the safety of all patrons by enforcing rules, taking preventative measures, being aware of hazards and utilizing public and staff communications.

Teaches American Red Cross swim lessons, ~~school district classes~~, exercise classes, private or public organizations, etc. Sets up lesson plans; explains, demonstrates, and evaluates skills for each specific class.

Performs custodial care of facility by cleaning, hosing and disinfecting the facility, including locker rooms, pool decks, storage areas, mechanical rooms, pool bottom and walls, outside adjacent areas and grounds. Removes snow from facility entrances and sidewalks.

Greets people in a professional manner both by telephone and in person, when assisting with registration or providing information.

Receipts participant payments, records cash received and operates a cash register. Keeps daily, weekly and monthly attendance records.

Tests water, records test results and maintains chemical balance of swimming pool as required by law or health standards.

Performs in the head ~~instructor~~/lifeguard/instructor capacity on an infrequent, as needed basis.

Completes mandatory and otherwise assigned trainings as required.

Contributes to and fosters 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,~~ and punctual attendance.

Performs other related duties as assigned.

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

Working knowledge of standard office and pool equipment, including, but not limited to: computers, copier/scanner, telephone, cash register and other point-of-sale devices. Must have knowledge and ability to access the internet and perform basic computer functions.

Knowledge of techniques and strategies to communicate with groups of people of all ages. Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar and vocabulary. Must be able to respond in a diplomatic and confident manner to upset individuals, and respond to emergent situations in a calm manner. Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication. Ability to read, interpret, and explain safety procedures and protocols.

Ability to perform or instruct ~~beginning through advanced~~ swim lessons/classes for all age groups as assigned. - Ability to direct the work of employees and volunteers when assigned as head ~~instructor~~/lifeguard/instructor.

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

Ability to work with self-direction and limited direction or oversight; maintain sustained attention to detail, and work under timeline pressures. Must possess ability to make appropriate decisions and quickly adapt to changing priorities and demands. Ability to apply first-aid and/or life-saving skills under pressure. Ability to positively receive feedback, take and follow-through with direction is essential.

Ability to work cooperatively as a member of a team and adhere to the division's values including, but not limited to accountability, customer focused, teamwork, professionalism and effective, positive communication.

Ability to consistently work safely and in compliance with the federal, state and City regulations, laws, policies and standards.

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

Ability to work irregular or extended hours as necessary with sometimes short notice to carry out the responsibilities and functions of the position.

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

PHYSICAL DEMANDS: Will be constantly swimming and be exposed to water, chlorine, and other chemicals related to pool maintenance, cleaning agents and disinfectants, stinging insects, animals/rodents, slippery surfaces, heat, sun, and other summer weather conditions; loud noises including whistles, excited voices and children crying/yelling. Will be frequently sitting or standing for extended periods of time. Frequently moves around pool area, enters and exits pool. Constant use of arms and hands in reaching/handling/grasping/**keyboarding** and other fine motor skill manipulation while performing duties. Frequently ascends/descends stairs, ladders and other inclines while maintaining balance and/or assisting others. Occasional heavy work includes lifting and carrying up to 100 pounds. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers and/or the general public. Must be able to distinguish color and maintain long-term and short-term **memory to process incoming stimuli and recall complex information**. May work in multiple locations inside and outside. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May be required to work evenings, weekends, early mornings, split shifts, and/or holidays depending on the time of year and programs in progress. May come in contact with angry, upset or emotionally ~~disturbed~~-**distressed** individuals. May need to provide first-aid, CPR and/or other life saving measures.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain an American Red Cross Lifeguard Training Certificate, a YMCA Lifeguard Certificate or a National Pool Water Park Lifeguard Certificate, and ~~maintain a current~~ **Additional Water Safety Instructor Certificate is preferred.**

MINIMUM CLASS REQUIREMENTS: Lifeguarding and instruction experience in a public or private aquatic program, and/or customer service experience is preferred.

FLSA STATUS: NON-EXEMPT
ADOPTED DATE: 11/90
REVISED DATES: 7/01; 8/23; 9/24
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER



DEPARTMENT OF PUBLIC WORKS
2301 Fruitvale Blvd., Yakima, Washington 98902
Phone (509) 575-6005

To: Charter Civil Service Commission
From: Kerry Jones, Fleet and Facilities Manager
Date: September 2, 2024
Subject: Automotive Storekeeper Revision

I am requesting your consideration of a proposed update to the Automotive Storekeeper classification for the City of Yakima.

The reason for this request is the current classification requires a certification that is not appropriate to this position; therefore, the under the License/Certification requirements, the requirement to *"possess and maintain a Freon and hazardous material handling certification within six (6) months of employment"* has been removed.

Prompted by the recognition that this certification requirement was unnecessary and overly burdensome, the entire classification was reviewed. Most of the other proposed revisions are updates to the Major Worker Characteristics with some minor changes in the other sections. These language modifications are being proposed to better define the knowledge, skills and abilities required, as well as to add consistency with other classification updates approved by the commission over the past several years.

The recommended updates do not include any changes to the authority level, or significant modifications to the overall responsibilities or functions of the position; therefore, no change in pay allocation is required or recommended.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8213	TITLE: Automotive Storekeeper	Rev. 3/179/24
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DEFINITION: Under general supervision orders, receives and distributes materials for the Equipment Rental Division as well as for other ~~D~~divisions of the City. Position ~~manages-oversees~~ the inventory control system; orders, stocks and issues parts, equipment and materials; contacts vendors regarding purchases; maintains electronic files, records, and other matters; picks up and delivers purchases; and performs other duties in support of the Equipment Rental Division. Work is performed with considerable latitude for independent judgment and initiative.

DUTIES

ESSENTIAL FUNCTIONS: Maintains a constant physical and electronic inventory of materials requisitioned, received, stored and issued; orders materials as requested, to replace inventory, or in anticipation of coming projects; and conducts an annual physical and electronic inventory of the warehouse.

Prepares or processes requisitions and purchase orders in accordance with City policy; receives incoming shipments and verifies merchandise received as ordered; clarifies discrepancies in shipments and billings with vendors as needed; assists in the processing of warranty information and processes items for repair or replacement.

Stocks warehouse in an orderly manner using forklift, hand truck or other hand operated equipment to facilitate visual inspection, location and retrieval of inventory. Prepares used materials for return to stock. Tracks and records movement of materials within the division.

Provides assistance in determining items for disposal and for preparing obsolete, surplus, damaged and other materials for auction or other disposal method. Maintains storage facilities for toxic, flammable or hazardous chemicals and products. ~~Manages-Administers~~ the City's gasoline and diesel fuel distribution and management systems.

Contacts vendors by telephone, in person, electronic transmission or other means on a regular and recurring basis to determine availability of materials; clarifies orders obtains cost quotes. Receives or obtains information from vendors and other City divisions; develops and assembles technical specifications; obtains telephonic or written quotes in accordance with purchasing guidelines and City policy. Picks up purchases from local vendors as necessary.

Verifies purchase order and quantity received on invoices or packing slips; contacts vendors to resolve discrepancies. Audits invoices, contracted agreements and services for payment; assigns or verifies account numbers for expenditures. Ensures sufficient budgetary funds prior to ordering materials. Maintains a register of vendors and uses vendor knowledge, trade journals, manuals and other written materials to research and identify materials sources and additional vendor sources.

Performs a variety of clerical and financial record keeping and communications tasks including using a personal computer, copy machine, fax machine, calculator, radio and telephone. Performs a variety of mathematical calculations including addition, subtraction, multiplication, division, percentages, and fractions. Prepares a variety of reports and correspondence. Assists in the preparation of budget projections for materials and equipment.

May greet and screen callers and visitors, schedule appointments and attend meetings. Ensures receipt of Safety Data Sheets (SDS), maintains a master file and other records as needed. Maintains warehouse and work areas in clean and safe condition. Prepares governmental reports with regard to underground storage tanks and fuel excise taxes. Renews business license, Yakima Clean Air Authority, and dyed diesel user license annually.

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

Performs other related duties as assigned.

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

-Knowledge of: storekeeping procedures and methods and automotive and construction equipment materials and nomenclatures; purchasing processes and procedures; local and state requirements for materials disposal; safe and appropriate handling of flammable, hazardous or toxic materials; and vendor sources; governmental purchasing regulations and modern office practices. **Requires working knowledge SDS sheets and personal protective equipment requirements.**

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

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

Must possess well-developed communication skills, both written and oral, with appropriate use of business English including but not limited to correct grammar, vocabulary, letter composition, spelling, and punctuation. Ability to present information clearly and concisely in both written and verbal formats.

Ability to: negotiate and present complex information clearly and concisely in both written and verbal formats; read and comprehend technical manuals and other written materials; perform typing and operate various computer programs including but not limited to, Microsoft Office Suite; prepare a variety of records and reports; and answer inquiries by telephone, e-mail, or in person, respond in a diplomatic manner to angry or upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to: establish, facilitate and maintain effective working relationships with department employees, employees of other City departments, vendors, manufacturers, sales persons and other members of the public, continually demonstrate tact, diplomacy and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential. ~~Ability to: interact effectively with employees, City officials, vendors and the public, and to establish and maintain effective working relationships with persons from widely diverse ethnic and economic backgrounds.—~~

~~Must possess welldeveloped communication skills, both written and oral, with appropriate use of business English including but not limited to correct grammar, vocabulary, letter composition, spelling, and punctuation. Ability to present information clearly and concisely in both written and verbal formats.—~~

Ability to operate a variety of office machines and other equipment including personal computer, telephone, radio, copy and fax machines, forklift, hand truck, small tools and others.; ~~prepare a variety of records and reports and to conduct inventories.—~~

Ability to read, understand and interpret technical manuals, specifications, parts books and related reference materials. Ability to read, research, interpret, apply and explain rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to: work independently with general supervision or direction; maintain sustained attention to detail and work under timeline pressures; troubleshoot issues; prioritize, track inventory and purchase orders; updated and maintain records and reports; and manage multiple tasks with competing deadlines. Must possess ability to maintain sustained attention to detail; perform a variety of mathematical calculations including addition, subtraction, multiplication, division, percentages, and fractions, ~~and to work under timeline pressure.~~ Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

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

Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards.

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

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. Continuous use of both hands in reaching/handling/grasping/fingering while performing duties, operating on computers and other office machinery. Occasional heavy work includes lifting and carrying ~~up to 50 pounds~~**parts, tools and equipment up to 50 pounds; pushing/pulling or forcibly moving heavy parts and equipment.** Occasionally ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory to recall and process complex information. May be exposed to **extreme outside weather conditions;** paints, cleaners, solvents, gas and diesel fumes; flammable materials, **and otherwise** hazardous materials; noise, **dirt, dust, grease,** insects, spiders, flies, and rodents. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~Exposure to paints; cleaners; solvents; gas and diesel fumes; flammable materials; temperature and weather extremes; noise; and a variety of insects, spiders, flies and rodents. Occasional lifting of items weighing in excess of 50 pounds.~~ **May come in contact with stressed, angry, or emotionally upset customers.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License; obtain and maintain a valid forklift operation certificate, CPR and basic first aid card within three (3) months of employment. ~~Possess and maintain a Freon and hazardous material handling certification within six (6) months of employment.~~ Must possess and maintain Fuel System Monitoring and Maintenance Certification within (6) six months of employment.

MINIMUM CLASS REQUIREMENTS: ~~Any combination of education and experience equivalent to graduation from high school plus~~ **High school diploma or GED and** three (3) years' work experience involving clerical and computer data entry in purchasing, inventory control, storekeeping, ~~or warehousing~~ **or related.** Knowledge of automotive and construction components and equipment is desirable. Completion of a vocational training program in automotive parts inventory control may substitute for the required experience.

FLSA STATUS: Non-Exempt
ADOPTED DATE: 9/85
REVISED DATES: 7/01; 9/10; 3/17; 9/24
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER



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Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Special Operations

MEMORANDUM

September 2, 2024

To: Fire and Police Civil Service Commissioners

From: Aaron Markham, Fire Chief

Re: Revision to Fire Mechanic I classification

Yakima Fire Department Administration respectfully requests an update to the Fire Mechanic I class specification.

The impetus for this update is that while WA State law exempts firefighters from obtaining a Commercial Driver's License (CDL) if they successfully complete the Emergency Vehicle Incident Prevention training and driving course; this does not apply to non-firefighters. Consequently, the Fire Mechanic I needs to possess or obtain a Class A or B Commercial Driver's License without air brake restriction. A similar licensing update was completed in the Fire Mechanic II classification, prior to the last recruitment.

This modification is visible in the Licenses and Certifications section of the classification. It specifies a valid Class A or B Commercial Driver's License (CDL) without airbrake restriction, within 11 months of appointment. This will allow plenty of time for the training to occur, and a license to be obtained, while also placing it as a priority, and requiring it prior to the end of the probationary period. This will assist management in ensuring the employee has the necessary license prior to passing probation.

The City pays for the license and provides for the training. There is currently one employee at the City who is in this classification. He has recently obtained his CDL permit, and with passage of this update, he would have the next 11 months to obtain the required CDL.

Aside from the change in the EVIP/CDL requirements, since this classification was developed in 2017, prior to the City's efforts to better define and make more consistent the Major Worker Characteristics across classifications, language has been modified to enhance and more clearly define the knowledge, skills and abilities required for a fire mechanic. These are again consistent with many of the updates made to the Fire Mechanic II classification, when it was last updated.

The proposed changes do not affect the overall scope of responsibility or level of authority for the classification; therefore, no salary allocation adjustment is warranted by this modification.

Thank you for your consideration of this matter.

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

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8225
02/179/24

TITLE: Fire Mechanic I

Est.

DEFINITION: Under general direction of the Mechanic II, performs semi-skilled, skilled, and specialized mechanical work to repair and maintain the Fire Department apparatus, vehicles and equipment in a state of readiness. Work is performed with considerable latitude for independent judgment and decision-making. Performance is evaluated by conferences, observation and results achieved.

DUTIES

ESSENTIAL FUNCTIONS: Performs repairs and preventive maintenance on fire department apparatus, vehicles and equipment.

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

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

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

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

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

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

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

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

Schedules and performs preventive maintenance for vehicles and apparatus; communicates with the Mechanic II to maintain an inventory of often used spare parts; procures additional repair parts as needed. Maintains electronic maintenance reports and records for vehicles and equipment including manufacturer-required preventive maintenance work. May assist in: preparing bid specifications for new equipment; writing detailed specifications for new apparatus; conducting on-site inspections of manufacturers and assembler's businesses to ensure equipment is prepared in accordance with specifications. Coordinates with vendors to obtain warranty work or obtains clearance to perform the work and receive reimbursement from the vendor or manufacturer.

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

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

Completes mandatory and otherwise assigned trainings as required.

Contributes to public safety and the effective administration of the fire department and City government 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 required.

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

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

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

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

Ability to: work **independently** with **general** supervision or direction; **maintain sustained attention to detail and work under timeline pressures; troubleshoot issues; prioritize, maintain records; and manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.**

Ability to: use machine tools to fabricate parts and components; use a wide variety of hand and fixed power tools and equipment; diagnose and fix mechanical and electrical problems; weld, fabricate and modify equipment; use test equipment; perform strenuous work and lift heavy objects with and without assistance; ~~establish and maintain effective working relationships with department employees, employees of other City departments, vendors, manufacturers, sales persons and others;~~

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex or technical information and provide recommendations. Ability to read, research, interpret, apply and explain

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

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

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

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

Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards.

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

Ability to respond to emergency calls and call-back, and/or work extended hours as needed to carry out the responsibilities and functions of the position.

PHYSICAL DEMANDS: Work is performed frequently inside and occasionally outside. This position requires significant physical ability and hand/eye/foot coordination and dexterity including: frequent sitting, standing and walking for prolonged periods on concrete surfaces; lifting and carrying parts, tools and equipment; pushing/pulling or forcibly moving heavy parts and equipment. Continuous use of both hands in reaching/handling/grasping/fingering keyboarding and other fine motor skills manipulation while operating a computer and performing duties operating on

various vehicles, equipment, and machinery. Occasional heavy work includes lifting and carrying up to 50 pounds. May be required to lift heavier weight with assistance of others or mechanical devices up to 100 pounds. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, heat and generally unpleasant conditions. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Frequent kneeling/crouching/crawling while making repairs. May work at heights, alone, with others, or in noisy work area. Occasional travel to a variety of locations. Continuous moving, sitting or standing for excessive periods of time. May work outside with all weather extremes, be exposed to **motor and siren noise**, insects, **animals**, pollen, dust, **dirt, mud, grease**, smoke, electrical hazards, noxious odors, fumes, chemicals, oil, construction debris, vibrations, water, hot metals, **high pressure hydraulic or water lines/hoses**; and/or traffic. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties; while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory **to process and recall complex information**. Will be required to wear safety protective gear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: ~~Exposure to exhaust fumes and smoke, motor and siren noise, grease, dirt, hot metals, high pressure hydraulic or water lines/hoses; and weather extremes.~~ **May come in contact with stressed, angry, or emotionally upset customers.** Subject to 24-hour emergency call back. Must provide own hand tools as required. **Shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations (49 CFR Part 40), and the Federal Motor Carrier Safety Regulations (49 CFR Part 382).**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must obtain and maintain: Basic First Aid card including CPR and AED within six (6) months of appointment; ~~Emergency Vehicle Incident Prevention (EVIP) Certification~~ **a valid Class A or B Commercial Driver's License (CDL) without airbrake restriction**, within ~~sixty (60) days~~ **11 months** of appointment; Certification to service air brakes and air systems, and Emergency Vehicle Technician (EVT) Certification within one (1) year of appointment; and Automotive Service Excellence (ASE) Master Certification in Automobile and Light Truck and Medium/Heavy Truck within two (2) years.

MINIMUM CLASS REQUIREMENTS: High school diploma/GED or equivalent plus five (5) years' experience in the automotive repair and maintenance of gas and diesel engines in commercial (medium to heavy) trucks, and/or heavy equipment. Certificate of completion from a trade or vocational school with emphasis on diesel

engines or heavy equipment may substitute for up to two (2) years of the required experience. Building maintenance experience is desirable.

Must possess the following tools at the time of appointment:

6" Diagonal Cutting Plier
5" Needle Nose Pliers with Side Cutter
6" Slip Joint Pliers
12" Multi-purpose Plier (Water Pump)
1/2" Capacity Ignition Plier
14" Pipe Wrench
7" Vise Grip Plier
8" Adjustable Wrench
12" Adjustable Wrench
1/4" to 1-1/4" Combination Wrench Set
Allen Wrench Set with Sizes .050" to 9/16"
8 Piece Basic Ignition Wrench
Flare Nut Wrench Set with Sizes 1/4" to 7/8"
8 oz. Machinist Ball Peen Hammer
12 oz. Machinist Ball Peen Hammer
16 oz. Machinist Ball Peen Hammer
8 oz. Plastic Tip Hammer
4" Flat Blade Screwdriver
6" Flat Blade Screwdriver
3" Flat Blade Screwdriver
Set 3/8" Drive Univ. Sockets 3/8" to 3/4"
Set Overhead Valve Feeler Gauges -
Blades from .0015 to .035
Set Punch and Chisels
Brake Adjusting Tool (Star Nut Adjustment)
16" Lady Foot Pry Bar
Metric Allen Wrench Set 1.5 to 10mm
3/8 Drive Metric Sockets 7mm-19mm
1/2 Drive Metric Sockets 10mm-24mm
6mm-23mm Combination Wrench Set
Brass Drift
3 Pt. File
10" Rd. Bastard File
10" Flat Bastard File
Brass Feeder Gauges .0015 to .030
1/2" Air Impact Wrench

6" #1 Phillips Screwdriver
6" #2 Phillips Screwdriver
6" #3 Phillips Screwdriver
3/8" Drive Deep Socket Set 1/4" to 7/8"
1/2" Drive Socket Set 3/8" to 1-1/4"
3/8" Drive Socket Set 1/4" to 3/4"
1/4" Drive Socket Set 3/16" to 1/2"
1/2" Drive Ratchet
1/2" Drive Flex Handle
1/2" Drive 3" Extension
1/2" Drive 6" Extension
1/2" Drive 10" Extension
3/8" Drive Ratchet
3/8" Drive Flex Handle
3/8" Drive 3" Extension

3/8" Drive 6" Extension
3/8" Drive 10" Extension
1/4" Drive Ratchet
1/4" Drive Flex Handle
1/4" Drive 3" Extension
1/4" Drive 6" Extension
Hacksaw Frame and Blades
Flashlight
1" x 7" Putty Knife
Rolling Cabinet (5 drawer chest)
12 volt Test Light
5/8" Spark Plug Socket
13/16" Spark Plug Socket
Inspection Mirror
Retrieval Tool, Magnetic or Mechanical
"O"-Ring Pick Set
Pocket Knife
Special Fastener Tools as Required
Wire Strip/Crimp Pliers
½" Impact Drive Socket Set

1/2" Drive Metric Socket Set 10mm to 24mm 3/8"to 1-1/4"
Internal Torx T-10 to T-55
Set Internal / External Snap Ring Pliers

Mechanics Creeper
External Torx E-6 to E-16
15" Tool Bag

FLSA STATUS: Non-Exempt
ADOPTED DATE: 2/2017
REVISED DATES: 9/24
TITLE CHANGES: _____
UNION: FIRE PERS
CIVIL SERVICE STATUS: FIRE

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



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MEMORANDUM

September 3, 2024

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: August 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:

Megan Fraley – Telecommunicator, temporary
Kyle Knapp – Telecommunicator, temporary
Albert Miranda – Telecommunicator, temporary
Brian Salazar – Telecommunicator, temporary
Justin VanDeBrake – Firefighter
Taylon Diaz – Firefighter

2. Promotional or provisional/acting appointments:

Jace VanDeBrake – Firefighter

3. Failure(s) to pass probation:

(none)

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):

John Ryan – Firefighter, resignation
Nicholas Venema – Firefighter, failure of probation

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



Memorandum

August 31, 2024

To: Civil Service Commission

From: Shawn Boyle, Interim Chief of Police

Subject: August 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
Riley Jackson	Police Officer	8/1/24
Hannah Hilenski	Community Services Officer	8/1/24
James Rosenburg	Police Officer	8/1/24
Destiny Buchanan	Police Services Specialist I	8/5/24
Lauren Sandlin	Police Officer	8/13/24

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:

Police Officer	Verbal Reprimand
Police Officer	Remedial Training
Police Officer	Written Reprimand
Police Officer	Written Reprimand

*Occurred in July 2024 – Police Sergeant	Written Reprimand
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5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):

Kasey Hampton, Police Officer	Resignation	8/31/2024
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