



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**

April 6, 2026 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the January 5, 2026 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revisions to 13302 Streets Maintenance Supervisor (Charter)
- 2) Consideration of Water and Irrigation Division classifications (Charter)
 - a) Water Treatment Plant Supervisor 15201
 - b) Waterworks Specialist I 8741
 - c) Waterworks Specialist II 8742

OTHER BUSINESS

- 3) Public Comment
- 4) Status Report for the Fire and Police Departments
- 5) Any other business before the Commission

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

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

JOINT MEETING – January 5, 2026

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, Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino and Chief Examiner Debbie Korevaar. Charter Civil Service Commissioner Louisa Beckstrand was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the November 3, 2025 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was moved by Becker and seconded by Trevino to approve the minutes. Motion passed unanimously.

NEW BUSINESS

1. Election of Chairman for Charter, Police, and Fire Civil Service Commissions

Worley opened nominations for the 2026 chairman.

Becker motioned for Sean Worley to continue as the Chairman. Trevino seconded. Motion approved 2-0 with Worley, abstaining.

2. Consideration of revisions to 4421 Code Inspector (Charter)

Supervising Code Inspector, Julia Rosales presented a minor revision to the Code Inspector classification to allow applicants to have 6 months to obtain the required commercial building inspector certification rather than needing it at the time of application. She explained the classification was also updated to include language requirements for individuals required to drive City vehicles.

Rosales emphasized the City is not interested in diminishing the qualifications. She stated it is important for code officials to carry their own certification but allowing time to obtain the certification is appropriate.

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Worley pointed out that the memo noted it has been difficult to find candidates who already possess the certification. Rosales confirmed that fact, as it is a specialized field.

Korevaar added she had verified this would not create a limitation on the duties a newly hired employee could perform, as they would be working under the direction of the Supervising Code Inspector and/or the Code Administration Manager who can deputize Code Officials.

Trevino and Becker asked questions regarding the length of time it takes to achieve the certification and who administers the exam. Rosales advised the Commissioners the individuals can test online immediately, it just depends how long it takes them to study for the test. Korevaar confirmed she had checked with management to ensure they felt 6 months was an adequate timeframe.

Rosales also stated the test is given through the International Code Council (ICC). She noted this was another modification to the classification. It used to be the certifications were handled through the International Conference of Building Inspectors (ICBO) certification but now they go through ICC, so the reference to ICBO is being removed.

Trevino **motioned** to approve the classification 4421 Code Inspector with the modifications as presented. Worley **seconded**. Motion approved unanimously

3. Consideration of Suspension of Probation for Police Officer (Police)

Police Chief Shawn Boyle shared, as is standard procedure, a probationary employee is going to be out on leave in excess of a month; therefore the department is requesting probation be suspended for the time he is off and reinstated upon his return to full duty.

Becker **motioned** to suspend probation for the Police Officer. Travino **seconded**. Motion approved unanimously.

4. **Public Comment –**

Tony Courcy made a variety of statements not related to the business of the Commissions. He indicated that letters with no addresses and stamps as being in competition with the US Postal Service. He made general references to “property” and stated he didn’t know the time schedules of the Commission, as this was his first meeting. He stated he was “not happy” and would be returning the next day. He had frustrations with “a guy bringing money into this town and “he wants the money done a certain way” and people think just because the postal service doesn’t deliver things the

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right way, “that that guy’s just going to walk away”. He continued speaking as he left the Chambers.

5. Fire and Police Department Status reports: Were reviewed and attached to the record.

The next meeting has been scheduled for February 2, 2026. Items need to be submitted to the Chief Examiner by January 15, 2025.

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

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

Chief Examiner

Date

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

Memorandum

DATE: December 23, 2025

TO: Charter Civil Service Commissioners
Debbie Korevarr, Chief Examiner

FROM: Scott Schafer, Public Works Director

RE: Street Maintenance Supervisor Revision

The Public Works Department is requesting Civil Service's consideration in the revision of the Street Maintenance Supervisor class specification.

The classification was last updated in 2022, so the proposed revisions are relatively minor, yet valuable for future operational success. The primary reason for this request is to update the minimum qualifications to allow for "lead" experience in place of previous "supervisory" experience. This aligns with the hierarchy within the division and allows for more internal "acting" and promotional opportunities.

The other key updates are proposed amendments to language regarding the driving requirements pursuant to recently adopted legislation.

The proposed revisions do not change the duties or responsibilities; therefore, a salary adjustment is not recommended or warranted.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 13302 <u>4/224/26</u>	TITLE: Street Maintenance Supervisor	Rev:
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DEFINITION: Under general supervision performs a variety of administrative and supervisory duties involved in the maintenance, upkeep and repair of City roads and rights of way. Responsibilities include streets division field work, project oversight and direction, short and long-term planning of street and road projects; on-site and remote supervision of skilled and unskilled workers; represents the division at a variety of public meetings; evaluates division workload, achievements and goals; provides necessary oversight, guidance and assistance with street repair, cleaning, snow removal and responds to emergency situations; **drives City vehicles and operates large and small equipment;** performs a variety of administrative functions to support the Streets and Traffic Operations Manager including, but not limited to, providing: budget documentation, input and facilitation; ongoing feedback and needs analysis; project development, administration, oversight, and assessment; employee performance evaluation, supervision and direction; and ongoing job site review and analysis.

DUTIES

ESSENTIAL FUNCTIONS: Assists in the development and provides recommendations for division goals, priorities and objectives. Assists the Streets and Traffic Operations Manager in the planning, development and implementation of strategies and budgets to achieve goals. Supervises daily operations and evaluates programs for cost-effectiveness and functionality. Reports on equipment needs and applicability and works with fleet division to identify equipment selections and operational abilities appropriate for street division tasks.

Supervises streets maintenance staff **in a variety of locations** to ensure completion of street maintenance projects and programs. Performs, plans, schedules and oversees work to maintain streets; responds to street-related emergencies such as flooding, snow removal, traffic accident debris, downed trees and other street safety matters. Reviews projects on-site and provides hands-on assistance to crews as necessary. Plans and estimates time and material for construction or maintenance projects.

May attend hearings, meetings, bid-openings and other occasions as a spokesperson for the division. May confer with elected officials, other division supervisors, officials of local, state and federal agencies; efficiently and effectively provides information to the public and other employees, and responds to citizen concerns and complaints.

Provides an advanced level of knowledge and skill of the equipment, policies, procedures and techniques to resolve day-to-day operational issues as they arise. Provides input in regard to roadway conditions based on observations and utilizing Pavement Condition Index (PCI) data; participating in the establishment of priorities. Assigns and supervises work, evaluates staff performance; effectively recommends employment and disciplinary actions in compliance with City of Yakima policies/procedures and Civil Service Rules, and in coordination with the manager and director as necessary. Evaluates training needs of staff and implements or identifies training to ensure staff is trained to enable the division to achieve its goals. Develops staff providing professional leadership and ongoing development opportunities. Responsible for ensuring probationary and annual performance evaluations are completely timely, professionally and proficiently.

Utilizes the City safety program to enable staff to be oriented in workplace hazards and appropriate safety practices and is able to safely operate assigned equipment, including but not limited hand tools and medium to heavy equipment. Enforces safety rules and procedures; holds safety meetings as necessary, conducts safety inspections of facilities, work sites, crews and equipment. Ensures all safety equipment is available and in good condition. Eliminates potential hazards and investigates accidents.

Safely drives and operates vehicles, trucks and motorized equipment to perform required duties in a variety of locations, within a timely and efficient manner and adhering to all traffic laws and regulations. Must meet all Department of Transportation (DOT) requirements for commercial drivers including but not limited to the ability to pass periodic physical examinations and drug screenings.

Researches, analyzes and addresses problems; ensures compliance with local, state and federal laws and regulations; assists in the preparation and operates within the limitations of the budget. Prepares or generates a variety of reports, letters, memoranda, policies for internal use or for public presentation. Prepares project files, work orders, requisitions, purchase orders within budget limits.

Contributes to and fosters an attitude among staff that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide exceptional customer service to internal and external customers.

Must be able to perform any/all duties of the Streets Maintenance Crew Leader and in manager's absence may act as Streets and Traffic Operations Manager as assigned.

Keeps licenses and certifications up-to-date and completes mandatory and otherwise assigned trainings as required.

Requires regular and reliable **and punctual** attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of City of Yakima rules, regulations, policies and procedures, federal, state and local traffic laws, rules and regulations.

Working knowledge of: practices and principles; terminology, laws, regulations, ordinances and rules related to street construction and maintenance. Knowledge of asphalt, concrete, seal coat and other street surfacing materials and processes. Knowledge of modern street maintenance, repair and construction equipment and capabilities. Knowledge of project management, customer service techniques and staff motivational methods. Knowledge of modern occupational safety and health practices and job related hazards.

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

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

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

Must be able to communicate clearly and effectively, with employees, contractors, vendors, members of the public representing diverse education and background, and with individuals at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, spelling, and punctuation. Must be able to interpret documents such as safety rules, regulations, operating and maintenance

instructions and procedure manuals. Ability to read blueprints; compute material, labor and equipment requirements. Ability to write routine reports compose letters and other written documents as necessary.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under adverse or stressful conditions including but not limited to project timelines; prioritize and assign workloads; manage multiple tasks with competing deadlines.

Ability to read, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define problems, establish facts and render a timely, appropriate judgment or decision within broad or specific guidelines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to drive and operate vehicles and attachments, equipment and tools with efficiency, precision, speed, and safety. Ability to possess a valid commercial driver's license and perform strenuous physical work. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards. Ability to recognize traffic hazards and other potential safety concerns and to make sound decisions and actions while operating vehicles, tools and machinery.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public and contractors; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Must possess ability to interact in a diplomatic and confident manner to upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to train, supervise, coach, mentor, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance; provide constructive feedback to subordinates; develop and implement accountability methods; utilize mathematical practices and skills; perform mathematical calculations; maintain files and records and prepare reports; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work 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 perform the essential physical requirements of the job. Ability to **respond to emergency calls, diverse work shifts, work extended hours including but not limited to nights and weekends** as needed to carry out supervisory responsibilities.

PHYSICAL DEMANDS: Work is occasionally performed in an office environment while sitting at a desk or computer terminal for periods of time, or while standing for periods of time. Majority of work is performed on job sites. Frequent to constant work outside in all weather extremes, **be-driving to various locations, with exposure toed** to loud noises, stinging/**biting** insects, animals, water, dirt, mud, dust, oil, smoke, asbestos cement pipe, extremely hot liquid or mixed asphalts, noxious odors, fumes, raw sewage, solvents, or chemicals, construction debris, electrical hazards, needles, drug paraphernalia, vibrations, and/or traffic hazards. Continuous use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skill manipulations, while performing repairs, maintenance activities, operating computers, and performing other duties.. Occasional heavy work includes lifting and carrying up to 50 pounds and operating heavy vehicles, equipment and machinery. Occasionally ascends/descends stairs, ladders, and inclines while maintaining balance and stability. Physical strength and ability sufficient to perform heavy manual labor for extended periods. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs, maintenance items and other duties as assigned. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May work at heights, in confined areas, alone, or with others, on uneven terrain and/or slippery surfaces, or in noisy work areas. May require constant moving, sitting or standing for excessive periods of time. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, the general public and completing all tasks as assigned. **Must be able to hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction.** Must be able to distinguish color and maintain long-term and short-term memory with ability to recall complex information. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: May encounter angry, upset, or emotionally disturbed individuals. ~~Required~~ **Requires routinely driving and/or traveling to a variety of locations.** ~~to and working~~ some weekends and holidays; may work extended hours and/or unusual shifts including evenings/nights. Required to carry a cell phone, and be available for on-call response to issues and/or emergency situations outside the normal work schedule, including weekends and holidays. Subject to random controlled substance and alcohol testing pursuant to Department

of Transportation regulations including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations if licensed as a Commercial Driver.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License within 30 days of employment and possess a basic first aid certificate and flagging card within 6 months of employment. Commercial Driver's license with either an A or B endorsement is required.

MINIMUM CLASS REQUIREMENTS: High School Diploma or GED and nine (9) years of experience in street maintenance including four (4) in a **lead or** supervisory capacity. Bachelor's degree in Construction Management or a related field may substitute for supervisory experience at two (2) years of education for one (1) year supervisory experience and year for year for overall experience. (A candidate with a Bachelor's degree will require five (5) years of street maintenance experience of which two (2) years must be in a supervisory capacity.)

*Replaced Street Supervisor (Class Specification 13301) effective 4/02

FLSA STATUS: Exempt

ADOPTED DATE: 1978

REVISED DATES: 3/90; 6/91; 6/96; 7/98; 11/10; 9/13; 4/22; 4/26

TITLE CHANGES: 4/02

UNION: Teamsters - Supervisors and Administrative

CIVIL SERVICE STATUS: CHARTER

Memorandum

DATE: March 23, 2026

TO: Charter Civil Service Commissioners
Debbie Korevarr, Chief Examiner

FROM: Daniel Tiliano, Water/Irrigation Manager
Scott Schafer, Public Works Director

RE: Proposed Classification Update: 15201 Water Treatment Plant Supervisor

The Public Works Department is requesting Civil Service's consideration in the revision of the Water Treatment Plant (WTP) Supervisor class specification.

The classification was last updated in 2010 when the Physical Demands section was added to all City classifications. In preparation for an upcoming vacancy due to a retirement, the classification has been revised to be more consistent with other supervisory classifications across the City. In addition, changes to the minimum qualifications are being proposed to provide an internal career ladder and better opportunities for growth within the division.

The other key updates are proposed amendments to language regarding the driving requirements pursuant to recently adopted legislation.

The proposed revisions do not change the overall duties, responsibilities or authority of the position; therefore, a salary adjustment is not recommended or warranted.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 15201 11/104/26	TITLE: Water Treatment Plant Supervisor	Rev.
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DEFINITION: Under limited supervision, performs responsible administrative, confidential and supervisory work of moderate difficulty in planning, organizing, directing, and evaluating the operations and maintenance of water treatment plant, wells, reservoir, pump stations, intakes and associated facilities.

May assist in preparation of division budget, activity reports and project budgets/funding. Work is performed with considerable independence and is reviewed in relationship to the successful achievement of city goals, objectives and outcomes through observation, performance evaluations, meetings, and reports.

DUTIES

ESSENTIAL FUNCTIONS: ~~PSupervises and participates in the work plans, trains, assigns and directs the work of subordinates engaged in~~ **required for** the operation and maintenance of the water treatment facility and associated intakes, wells, pump stations, reservoir and computerized telemetering equipment to ensure a safe and efficient operation.

Oversees, plans, reviews, directs and assesses work; trains, and develops subordinate staff in City standards and other related work; provides professional leadership, mentoring, and ongoing growth/development opportunities to staff; fairly and objectively evaluates individual performance including, but not limited to, completing employee evaluations in a timely manner and recommending employment or disciplinary actions in compliance with City of Yakima policies/procedures and Civil Service Rules, and in coordination with the manager and director as necessary. Responsible for ensuring probationary and annual performance evaluations are completely timely, professionally and proficiently.

Provides an advanced level of knowledge and skill of the equipment, policies, procedures and techniques to resolve day-to-day operational issues and provides guidance to staff in resolving difficult or unusual situations and problems. Responsible for the performance of subordinates; ensures compliance with all applicable laws, state and federal regulations, City ordinances, policies, procedures and sound financial practices.

~~Assists/makes recommendations in hiring, promoting, terminating Division employees; evaluates subordinate employees' performance.~~

Drives to, inspects and monitors the operation of the Water Treatment Plant, pump stations, reservoirs, wells and intakes to assure—ensure proper operation and maintenance by the operating staff. Monitors the demand for water consumption by observing flow pressure, reservoir levels and clear well levels; starts and stops pumps/valves as required to regulate the flow of both raw and finished water.

~~Assures—Ensures that~~ all necessary sampling and reports required by regulatory agencies are completed and submitted in a timely manner; all necessary water quality control testing is conducted according to applicable standards and at the frequency necessary to maintain and verify the production of potable water for the community.

~~Directs the treatment processes. Develops and assures that documented preventative maintenance is conducted on all equipment systems.~~

Provides direction and supervision of all—emergency responses relating to water treatment, pump stations, wells, reservoir and water intake operations.

Directs the treatment processes. Develops schedules, policies and procedures for the operation and maintenance of the water facility. —Assists the Water/Irrigation Division Manager in the planning and establishing of long- and short-term division goals and objectives.— **Prepares periodic and special reports regarding plant production and efficiency. Prepares or generates a variety of letters, memoranda and procedural policies for internal use or for public presentation. Researches, analyzes and addresses operational funding issues. Prepares project files, work orders, requisitions, purchase orders within budget limits. Operates within and assists with the preparation of the budget. Provides annual recommendations for operating and maintenance budget.**

~~Prepares periodic and special reports regarding plant production and efficiency. Prepares annual recommendations for operating and maintenance budget.~~

Participates in analyzing and interpreting plant laboratory reports/documentation and directing the adjustment of processing methods to improve plant efficiency and balance. Ensures preventative maintenance is conducted and documented on all equipment systems. Utilizes the City safety program to enable staff to be oriented in workplace hazards and appropriate safety practices and is able to safely operate assigned equipment, including but not limited hand tools and medium to heavy equipment. Enforces safety rules and procedures; holds safety meetings as

necessary, conducts safety inspections of facilities, work sites, crews and equipment. Ensures all safety equipment is available and in good condition. Eliminates potential hazards and investigates accidents. Recommends improvements and changes to systems, directs conformance to applicable safety rules and practices.

Coordinates activities of crews with contractors and other city departments. Assists in coordinating, overseeing and inspecting various projects. Verifies that plants are meeting state and federal standards.

May serve as staff representative and liaison with government agencies, residential and professional organizations, and the public Communicates with the public and other city employees regarding complaints and questions. ~~Participates in analyzing and interpreting plant laboratory reports and directing the adjustment of processing methods to improve plant efficiency and balance. Monitors the demand for water consumption by observing flow pressure, reservoir levels and clear well levels; starts and stops pumps/valves as required to regulate the flow of both raw and finished water.~~ May make presentations to City Council, public agencies, civic groups or other members of the public. Conducts plant tours for schools/students, local citizens and/or civic groups.

Orders chemicals and other supplies; directs maintenance of mechanical systems, routine operational and calibration checks of Plant control systems, computerized telemetering equipment and instruments.

Safely drives and operates vehicles and other motorized equipment to perform required duties in a variety of locations, within a timely and efficient manner and adhering to all traffic laws and regulations. Worksites include but are not limited to the water treatment plant, ground water well sites, river intake sites and other locations in and around Yakima.

Contributes to the effective administration of the Water Division and City government by fostering an attitude among staff that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Keeps required licenses and certifications up-to-date and completes mandatory and otherwise assigned trainings as required.

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

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of City of Yakima rules, regulations, policies and procedures, federal, state and local traffic laws, rules and regulations.

Knowledge of: ~~current supervisory practices, procedures and techniques;~~ mechanical, electrical, computers, programmable logic controllers and telemetering systems; operations and equipment of treatment plants; chemical and physical processes of water treatment; measuring and testing instruments; the laws and regulations regarding water treatment plant operation; the proper method of lubricating and maintaining plant equipment.

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

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

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

Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, and with individuals at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, spelling, and punctuation. Must be able to interpret documents such as safety rules, regulations, operating and maintenance instructions and procedure manuals. Ability to read, analyze and interpret blueprints; compute material, labor and equipment requirements. Ability to compose letters and other written documents as necessary.

Ability to: plan and organize the operations and maintenance of a water treatment plant, pump stations and related systems; recognize abnormal conditions and make necessary adjustments; perform semi-skilled mechanical and electrical repairs; perform water quality tests; ~~maintain records; prepare accurate reports and perform moderately strenuous physical work;~~ advise and direct subordinates in the

~~performance of their work; operate all plant equipment and to conduct laboratory tests; communicate effectively both orally and in writing; understand and carry out both written and oral instructions; establish and maintain effective working relationships with subordinates, supervisors, representatives from other agencies and the general public. Possession of mechanical and supervisory aptitudes.~~

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail, formulate goals, and work under adverse or stressful conditions including but not limited to project timelines; prioritize and assign workloads; manage multiple tasks with competing deadlines.

Ability to possess a valid WA State driver's license, drive and/or operate equipment, vehicles and tools with efficiency, precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards. Ability to recognize traffic hazards and other potential safety concerns and to make sound decisions and actions while operating vehicles, tools and machinery.

Ability to establish, facilitate, and maintain effective working relationships with other employees and 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. Must possess ability to interact in a diplomatic and confident manner to upset individuals. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to negotiate, and clearly and concisely present technical and non-technical information in both written and verbal formats to individuals with varying levels of expertise. Must possess the ability to make informative and persuasive presentations to individuals and groups.

Ability to train, supervise, coach, mentor, plan, organize, assign and evaluate the work of subordinate staff; evaluate personnel performance with completion of timely and objective performance evaluations; provide constructive feedback to subordinates; develop and implement effective and efficient accountability methods; utilize mathematical practices and skills; perform mathematical calculations with ability to read, research, interpret, apply, explain and analyze various codes, rules, regulations, policies, procedures and other complex documents, and to translate analysis into recommendations or reports.

Must possess the ability to identify and define complex problems, establish facts and render a timely, appropriate judgment or decision within broad or specific guidelines. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to maintain files and records and prepare reports; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work 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 perform the essential physical requirements of the job. Ability to respond to urgent/emergency issues/calls, work diverse work shifts and extended hours including but not limited to nights and weekends as needed to carry out supervisory responsibilities.

PHYSICAL DEMANDS: Work is occasionally performed in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Continuous use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skills manipulation** while **driving**, performing duties and operating computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Regularly ascends/descends stairs, ladders and other inclines while maintaining **stability and balance**. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/ kneeling/crawling while performing duties. **Physical strength and ability sufficient to perform heavy manual labor for extended periods. May require constant moving, sitting or standing for excessive periods of time.** 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 hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction.** Must be able to distinguish color and maintain long-term and short-term memory **with ability to recall and process complex information.** May **be exposed to heights associated with inspection of water storage facilities,** work outside in all weather extremes and be exposed to **stinging/biting** insects, **animals, rodents/vermin,** water, **raw sewage,** dirt, dust,

mud, smoke, noxious odors, fumes, or chemicals, solvents, oil, vibrations, construction debris, electrical hazards, needles, drug paraphernalia, traffic, slippery surfaces, and/or 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: ~~Possibility of exposure to adverse weather conditions, heights associated with inspection of water storage facilities and shift work. Required to deal with~~ May come in contact with angry, upset or emotionally distraught individuals public. Requires routinely driving and/or traveling to a variety of locations. May work extended hours and/or unusual shifts including evenings/nights. May be required to carry a cell phone, and be available for on-call response to issues and/or emergency situations outside the normal work schedule, including weekends and holidays

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess at time of appointment and maintain a valid Washington State Driver's License. Must possess or be able to obtain and maintain, within six **(6)** months of appointment, a valid Washington State Water Treatment Plant Operator **(WTPO)** III Certification, Basic First Aid Certificate and CPR Certificate.

MINIMUM CLASS REQUIREMENTS: High school graduation or GED and ~~any combination of education and experience equivalent to six~~ **five (5)** years of experience related to the operation of a water treatment facility, including two years' in a **lead or** supervisory capacity.

OR

Two (2) or more years' experience as a certified WTPO III or higher.

FLSA STATUS: Exempt

ADOPTED DATE: 8/83

REVISED DATES: 7/98; 11/10; 4/26

TITLE CHANGES: _____

UNION: NON-UNION

CIVIL SERVICE STATUS: CHARTER

Memorandum

DATE: April 2, 2026

TO: Charter Civil Service Commissioners
Debbie Korevarr, Chief Examiner

FROM: Daniel Tiliano, Water/Irrigation Manager
Scott Schafer, Public Works Director

RE: Proposed Classification Update: 8741 Waterworks Spec I and 8742 Water Works Spec II

The Public Works Department is requesting Civil Service's consideration in the minor revisions proposed for the Waterworks I and II class specifications.

Aside from an update in September 2025 to specifically add language addressing the driving requirements, both classifications were updated February 2020.

The reason for this update is that several years ago, the City sold its crane truck; therefore, there is no longer a need for the Crane Operator certification requirement. We are requesting this certification be removed from the "Licenses, Registrations and/or Certifications" section of the classification.

A few other minor edits have been made to be consistent with other classification updates approved across departments over past several years.

The proposed revisions do not change the overall duties, responsibilities or authority of the position; therefore, a salary adjustment is not recommended or warranted.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8741	TITLE: Waterworks Specialist I	Rev. 9/254/26
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DEFINITION: Under general supervision, does skilled work in the installation, repair and maintenance of water services, water mains, valves and fire hydrants. Performs other related work as assigned.

DUTIES

ESSENTIAL FUNCTIONS:

Water Services: Makes street cuts using concrete saw, asphalt grinder and/or jackhammer. Assist with installing shoring or other safety measures including traffic signing and flagging. Selects tools and gathers materials required for pre-assembly and assembles materials for service connections. Assist in boring operations, taping water mains, laying service pipe and making meter connections; setting meters and installing meter tiles, lids, frost boards and automated meter read module. Assist with backfilling and compacting excavations using hand tools and powered compactors and hauling of fill material or hauling off spoil. Change meters, records serial numbers and meter readings, complete record of meter changes. Turns services on or off. Assists in making asphalt and concrete repairs in roadways, curbs and sidewalks and operating crane truck.

Fire Hydrants: Make street cuts using concrete saw, asphalt grinder and/or jackhammer. Assist with installing shoring or other safety measures including traffic signing and flagging. Selects tools and gathers materials required for pre-assembly and assembles materials for fire hydrant installations. Assist in taping water mains, laying pipe and installing valves, thrust restraints and fire hydrants. Respond to emergencies by removing broken hydrants and transporting or isolating hydrant. Disassembles and repairs hydrants in place and in shop. Assist with backfilling and compacting excavations using hand tools and powered compactors and hauling of fill material or hauling off spoil. Assists in making asphalt and concrete repairs in roadways, curbs and sidewalks and operating crane trucks.

Water Main Installation and Repair: Makes street cuts using concrete saw, asphalt grinder and/or jackhammer. Assist with installing shoring or other safety measures including traffic signing and flagging. Assist in taping water mains, laying pipe and installing valves, tees, bends, crosses and thrust restraints. Use pumps to remove water from excavations. Clean pipe and install repair bands or sleeves. Replace broken sections of pipe. Assist with backfilling and compacting excavations using hand tools and powered compactors and hauling of fill material or hauling off

spoil. Assists in making asphalt and concrete repairs in roadways, curbs and sidewalks, and operating crane truck.

Preventative Maintenance: Participate in valve maintenance program by cleaning valve boxes with hand and power tools, adjusting valve box to grade and exercising valve. Assist with completing valve maintenance record. Participate in inspecting of pressure reducing valves and making adjustments, requires use of atmosphere testing equipment. Participate in water system flushing program by opening and closing valves and fire hydrants. Requires use of dechlorinating equipment, traffic signing and flagging.

May respond to questions from public concerning services and in emergencies; assists in stopping leaks in service lines or water mains.

Safely drives and operates vehicles, trucks and motorized equipment to perform required duties in a variety of locations, within a timely and efficient manner and adhering to all traffic laws and regulations. Must meet all Department of Transportation (DOT) requirements for commercial drivers including but not limited to the ability to pass periodic physical examinations and drug screenings. Operates pick-ups, service vans, crane truck, fork lift and dump trucks in hauling pipe, tools, spoil, gravel, asphalt and materials to and from construction sites; use backhoe/loader and front-end loader to load dump trucks. Worksites include multiple locations in and around Yakima.

Contributes to the effective administration of the Water and Irrigation Division and City government by fostering an attitude among staff that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Keeps required licenses and certifications up-to-date and completes mandatory and otherwise assigned trainings as required.

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

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Basic knowledge of equipment and materials used in domestic water system installation, repair and maintenance.

Knowledge of City of Yakima rules, regulations, policies and procedures, federal, state and local traffic laws, rules and regulations, with ability to drive safely and efficiently.

Ability to possess a valid WA State Commercial Driver's License, drive and/or operate vehicles and attachments, equipment, and tools with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards. Ability to recognize traffic hazards and other potential safety concerns and to make sound decisions and actions while operating vehicles, tools and machinery.

Ability to: –record and report work performed; recognize abnormal operating conditions and select appropriate corrective action; read maps and blueprints of water distribution system. Ability to understand and safely perform flagging duties. .

Ability to: use hand and power tools and to drive and operate medium to heavy equipment; perform routine and preventive maintenance; accurately read meters and gauges and detect faulty characteristics; identify and perform repairs needed; perform strenuous work and occasionally lift heavy objects; operate a personal computer, necessary mobile devices and other standard office equipment; read, research, understand and utilize equipment repair resources. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Ability to work independently with self-direction; maintain sustained attention to detail and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines. Strong mechanical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and 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 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.

PHYSICAL DEMANDS: Works primarily outside. Sufficient physical ability to work in both office and field settings and to operate assigned vehicles, and equipment. **Physical strength and ability sufficient to perform heavy manual labor for extended periods.** Continuous use of both hands in reaching/handling/grasping/keyboarding and other fine motor skills manipulation while performing duties, driving and operating computers and other machinery. Regularly requires lifting or carrying up to 50 pounds; may occasionally be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds (such as meter tile lids, valves, jackhammers). Regularly ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties, driving and while communicating with co-workers, general public and completing all tasks as assigned. **Must be able to hear in the normal audio range with or without correction.** **Must be able to see in the normal visual range with or without correction.** Must be able to distinguish color and maintain long-term and short-term memory **with ability to recall and process complex information.** . May work at heights, confined spaces, alone, with others, or in noisy work area. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May require constant moving, sitting, kneeling or standing for excessive periods of time. May work outside with all weather extremes, be exposed to insects, pollen, dust, asbestos cement pipe, mud, smoke, electrical hazards, drug paraphernalia noxious odors, fumes, or chemicals, solvents, oil, ink, construction debris, vibrations, and/or street traffic. 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: May come in contact with upset or agitated customers. Requires routinely driving and/or traveling to a variety of locations. Shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License. Must possess/obtain and maintain a Basic First Aid Certificate including CPR, and Traffic Flagging Certificate, ~~and Operator's Certificate from National Commission for the Certification of Crane Operators~~ within six (6) months of appointment and a valid Class A Commercial Driver's License (CDL) with an air brake endorsement within nine (9) months of appointment. Certification as a Washington State Water Distribution Specialist or Water Distribution Manager is preferred.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and six (6) months experience related to water system installation, repair and maintenance.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 3/90; 6/96; 1/99; 10/07; 11/10; 7/14; 2/20; 9/25; 4/26

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 8742	TITLE:	Waterworks Specialist II	REV. 2/204/26
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DEFINITION: Under general supervision, does skilled work in the installation, repair and maintenance of water services, water mains, valves and fire hydrants. Operates medium sized equipment while engaged in waterworks system maintenance and construction.

DUTIES

ESSENTIAL FUNCTIONS:

Water Services: Make street cuts using concrete saw, asphalt grinder and/or jackhammer. Install shoring and implement other safety measures such as traffic signing and flagging. Selects tools and materials required for pre-assembly and assemble materials for service connections. Excavate or bore using backhoe and/or boring tools, tap water mains, lay service pipe and make meter connections; set meters and install meter tiles, lids, frost boards and automated meter read modules. Backfill and compact excavations using backhoe, front-end loader, and powered compactors; loads fill material and spoil. Change meters, record serial numbers and meter readings; complete record of meter changes. Turns services on or off. Make asphalt and concrete repairs in roadways, curbs and sidewalks. Assist in completing maintenance record and as-built drawings. Operates crane truck.

Fire Hydrants: Make street cuts using concrete saw, asphalt grinder and/or jackhammer. Install shoring or other safety measures including traffic signing and flagging. Selects tools and materials required for pre-assembly and assemble materials for fire hydrant installations. Excavate using backhoe, tap water mains, lay pipe and install valves, thrust restraints and fire hydrants. Respond to emergencies by removing broken hydrants and transporting or isolating hydrant. Disassemble and repair hydrants in place and in shop. Backfill and compact excavations using backhoe, front-end loader and powered compactors; loads fill material or spoil. Make asphalt and concrete repairs in roadways, curbs and sidewalks. Assist in completing maintenance record and as-built drawings. Operates crane truck.

Water Main Installation and Repair: Makes street cuts using concrete saw, asphalt grinder and/or jackhammer. Install shoring or other safety measures including traffic signing and flagging. Excavate using backhoe, tap water mains, lay pipe and install valves, tees, bends, crosses and thrust restraints. Use pumps to remove water from excavations. Clean pipe and install repair bands or sleeves. Replace broken sections of pipe. Backfill and compact excavations using backhoe, front-end loader and powered compactors; loads fill material and spoil. Make asphalt

and concrete repairs in roadways, curbs and sidewalks. Assist in completing maintenance record and as-built drawings. Operates crane truck.

Preventative Maintenance: Participate in valve maintenance program by cleaning valve boxes with hand and power tools, adjusting valve box to grade and exercising valve. Assist with completing valve maintenance record. Participate in inspecting of pressure reducing valves and making adjustments, requires use of atmosphere testing equipment. Participate in water system flushing program by opening and closing valves and fire hydrants. Requires use of traffic signing and flagging. Assist in completing maintenance records.

Respond to questions from public and other utilities concerning services. In emergencies reacts to stop leaks in service lines or water mains.

Operates pick-ups, service vans, backhoe/loader, front-end loader, crane truck, fork lift and dump trucks in excavating and hauling pipe, tools and materials to and from construction sites.

Trains crew members in use of tools, equipment and materials.

Contributes to the effective administration of the Water and Irrigation Division and City government by fostering an attitude among staff that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Keeps required licenses and certifications up-to-date and completes mandatory and otherwise assigned trainings as required.

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

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: public water system characteristics, tools, equipment and materials used in water services and water system installation; repair and maintenance; and work safety requirements. Ability to: record and report work performed; recognize abnormal operating conditions and select appropriate corrective action; and read water maps and blueprints of water distribution system. Ability to understand and safely perform flagging duties.

Ability to: use hand and power tools and to operate medium to heavy equipment ; perform routine and preventive maintenance; accurately read meters and gauges and detect faulty characteristics; identify and perform repairs needed; perform strenuous

work and occasionally lift heavy objects; operate a personal computer, necessary mobile devices and other standard office equipment; read, research, understand and utilize equipment repair resources. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Ability to work independently with self-direction; maintain sustained attention to detail and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines. Strong mechanical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Must be able to communicate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, utilizing effective communication skills, both written and oral, with appropriate use of English. Must maintain appropriate levels of confidentiality and discretion through all forms of communication.

Ability to establish, facilitate, and maintain effective working relationships with other employees, other departments, and 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 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.

PHYSICAL DEMANDS: Works primarily outside. Sufficient physical ability to work in both office and field settings and to operate assigned equipment. **Physical strength and ability sufficient to perform heavy manual labor for extended periods.** Continuous use of both hands in reaching/handling/ grasping/fingering while performing duties operating computers and other machinery. Regularly requires lifting or carrying up to 50 pounds; may occasionally be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds (such as meter tile lids, valves, jackhammers).. Regularly 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 hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction.** Must be able to

distinguish color and maintain long-term and short-term memory with ability to recall and process complex information. May work at heights, confined spaces, alone, with others, or in noisy work area. Frequent bending/twisting at knees/waist/neck while performing mechanical repairs and maintenance items. Occasional kneeling/crouching/crawling while making repairs in confined spaces and awkward positions. May require constant moving, sitting, kneeling or standing for excessive periods of time. May work outside with all weather extremes, be exposed to insects, pollen, dust, asbestos cement pipe, mud, smoke, electrical hazards, drug paraphernalia noxious odors, fumes, or chemicals, solvents, oil, ink, construction debris, vibrations, and/or street traffic. 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.

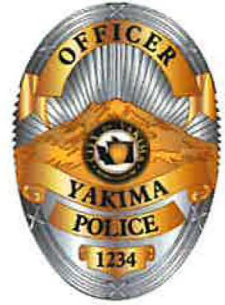
UNUSUAL WORKING CONDITIONS: May come in contact with upset or agitated customers. Shall be subject to random controlled substance and alcohol testing, pursuant to Department of Transportation (DOT) regulations, including 49 CFR Part 40 and Section 382 of the Federal Motor Carrier Safety Regulations.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must possess and maintain a valid Washington State Driver's License, a Basic First Aid Certificate including CPR, Traffic Flagging Certificate, ~~Operator's Certificate from National Commission for the Certification of Crane Operators~~, and a valid Class A Commercial Driver's License (CDL) with an air brake endorsement. Certification as a Washington State Water Distribution Specialist or a Water Distribution Manager is preferred.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and two (2) years' experience related to public water system* repair and maintenance, including at least six (6) months experience in operating a front-end loader and/or backhoe. Must pass a city administered proficiency test for operation of front-end loader, backhoe and water main tapping equipment.

* Public Water System as defined in WAC 246-292

FLSA STATUS: Non-Exempt
ADOPTED DATE: 1978
REVISED DATES: 3/90; 1/99; 9/96; 10/07; 11/10; 7/14; 2/20; 4/26
TITLE CHANGES: _____
UNION: AFSCME
CIVIL SERVICE STATUS: CHARTER



Memorandum

January 26, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: January 2026 – 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: None.**

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):**

Brandon Lynn	12/31/2025	Reduction in Force
Daniel Riordan	01/15/2026	Resignation



Memorandum

February 26, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: February 2026 – 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: None.**
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): None.**



Memorandum

March 26, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: March 2026 – 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: **None.**
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): **None.**

Administration
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Fire Prevention
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MEMORANDUM
February 23, 2026

TO: City of Yakima Fire Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: January 2026 – 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:**
(none)
2. **Promotional or provisional/acting appointments:**
Diondra Navarette – Telecommunicator
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):**
Joseph Richards – Firefighter, resignation

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

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MEMORANDUM
February 23, 2026

TO: City of Yakima Fire Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: February 2026 – 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:**
Lindsey Rodriguez – Telecommunicator
2. **Promotional or provisional/acting appointments:**
Jonathan Hood – Promoted to Deputy Chief
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 March – Firefighter, resignation (2/28/2026)

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MEMORANDUM

March 25, 2026

TO: City of Yakima Fire Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: March 2026 – 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:**
Yadira Ramales – Telecommunicator
2. **Promotional or provisional/acting appointments:**
(none)
3. **Failure(s) to pass probation:**
Beatriz Toscano
Lauren Wiens
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):**
(none)

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