



CHARTER CIVIL SERVICE COMMISSION  
POLICE & FIRE CIVIL SERVICE COMMISSION  
129 North Second Street  
Yakima, Washington 98901  
Phone (509) 575-6090 Fax (509) 576-6358

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

**June 1, 2026 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

Approval of the April 6, 2026 minutes for the regular Charter, Police and Fire Civil Service Meeting.

**NEW BUSINESS**

- 1) Consideration of revisions to Fire classifications:
  - a) 8225 Fire Mechanic I
  - b) 8230 Fire Mechanic II
- 2) Consideration of revisions to 7155 Solid Waste Services Specialist

**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 – April 6, 2026**

**MINUTES**

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:45 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Police/Fire Civil Service Commissioner Camille Becker and Charter Civil Service Commissioner Louisa Beckstrand and Chief Examiner Debbie Korevaar. Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino was absent.

Worley called the meeting to order.

**APPROVAL OF MINUTES**

Approval of the January 5, 2026 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was moved by Beckstrand and seconded by Becker to approve the minutes. Motion passed unanimously.

**NEW BUSINESS**

**1. Consideration of revisions to 13302 Streets Maintenance Supervisor (Charter).**

In the absence of the Public Works Director, the Chief Examiner presented proposed updates to the Street Maintenance Supervisor classification. Currently the classification requires prior supervisory experience, and it is difficult for employees to gain supervisory experience without already holding a supervisory position. To better meet the needs of the division with regard to both “acting” and promotional opportunities, provide greater opportunities for internal advancement and allow for more qualifying candidates in general, the classification has been updated to allow for prior “lead” or “supervisory” experience as a minimum requirement.

Beckstrand motioned to approve the classification 13302 Streets Maintenance Supervisor with the modifications as presented. Worley seconded. Motion approved unanimously.

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

**2. Consideration of Water and Irrigation Division classifications (Charter)**

Daniel Tiliano Water/Irrigation Manager presented updates to the Waterworks Specialist I and Waterworks Specialist II classifications, primarily to remove a crane certification that is no longer needed. In addition, a revision to the Water Treatment Plant Supervisor classification has been drafted to update the classification in preparation for an upcoming recruitment. The revisions to the minimums are being proposed to competitively align with the Water Industry standards and to provide a more efficient path for internal promotions based on qualifying experience.

Beckstrand **motioned** to approve the classifications 15201 Water Treatment Plant Supervisor, 8741 Waterworks Specialist I, and 8742 Waterworks Specialist II with the modifications as presented. Worley **seconded**. Motion approved unanimously

**3. Public Comment –**

None

**4. Fire and Police Department Status reports:**

Were reviewed and attached to the record.

The next meeting is scheduled for May 4, 2026. Items need to be submitted to the Chief Examiner by April 15, 2026.

There being no further business before the Commission, the meeting was adjourned at 3:51 PM.

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

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

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Chief Examiner

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Date

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



YAKIMA FIRE DEPARTMENT  
401 North Front Street  
Yakima, Washington 98901  
Phone (509) 575-6060  
Fax (509) 576-6356  
[www.yakimafire.com](http://www.yakimafire.com)

*Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Special Operations*

## MEMORANDUM

Date: May 6, 2026

To: Fire and Police Civil Service Commissioners

From: Aaron Markham, Fire Chief

Re: Revisions to Fire Mechanic I and II classifications

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The Yakima Fire Department Administration respectfully requests to update the Fire Mechanic I and Fire Mechanic II class specifications.

After a thorough evaluation of the Mechanic I and Mechanic II job classifications, we are proposing some minor modifications, specifically to the *Licenses, Registrations and/or Certificates* section of the classification. The current Emergency Vehicle Technician (EVT) Certification requirement for the Mechanic II classification is not precise enough. There are three levels of EVT Certification, EVT-I, EVT-II, EVT-III (Master). Each level requires specific EVT exams and ASE heavy-duty truck exams. There are also certain EVT tracks explicitly for fire apparatus, ambulances, etc.

It is our recommendation that an employee should have or obtain a Level I, EVT certification on the Fire Apparatus track within the first twelve (12) months of employment as the minimum required certification to successfully meet the first-year probationary requirements. Additional EVT certifications will be determined in the years following, through a goal setting format and formally documented in performance evaluations. These goals will be established based on budgeted department training funds, department needs, training availability, with an appropriate timeline assigned to ensure success.

It is our opinion the ASE Automobile & Light Truck Master Certification is not applicable for this job classification and should be deleted. The same applies to the ASE Medium-Heavy Duty Truck Master Certification. Five out of the eight ASE "T" series Medium-Heavy Duty Truck certification are already required to obtain the EVT level I and EVT level II certifications in the fire apparatus track.

Our current Mechanic II has obtained all the certifications required in this current job classification and has also obtained an optional certification as an EVT Level III Master EVT.

*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*

The broader automobile and truck ASE series of certifications are more applicable automotive dealership service centers with the latest technology and equipment to repair and service all makes and models of vehicles. Our mechanics' primary focus is limited to the maintenance and repairs of frontline fire apparatus with secondary repair and maintenance on the department's command type passenger vehicles and light duty trucks.

In addition to not being necessary, the current timeline of obtaining a CDL, EVT-Level I, and EVT Level II, plus all the Master ASE certification can be problematic as was evident when we asked the Commissioners for a one-year extension back in 2024. Limiting the certification requirements to just those proposed within the first year will provide more efficiency and flexibility, especially with regard to employee goals and training availability.

On the recommendation of the current mechanics, an additional certification requirement has been added - the MAC 609 certification. This is a simple certification, obtained online, which allows mechanics to purchase A/C recharging coolants to maintain the proper refrigerant in fire department apparatus.

Any additional update proposed are consistent with other classification updates, to include clarifying language regarding the driving requirements.

Thank you for your consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 8225

**TITLE:** Fire Mechanic I

Rev. 4/256/26

**DEFINITION:** Under general direction, leadership and oversight of the Fire 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. Routinely operates/drives vehicles and operates large and small equipment in various locations for repair and maintenance Work is performed with considerable latitude for independent judgment and decision-making. Performance is assessed by conferences, observation, performance evaluations, 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.

Drives/operates City equipment/vehicles on and between City properties and other sites. Makes road calls as needed when city vehicles break down; assists in getting city vehicles back on the road as soon as practicable. May perform on-site safety inspections on city vehicles that have been in an accident; inspects the damage and releases the vehicle for service, drives vehicles back to the shop or to vendors for repairs, or calls a tow truck.

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 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.

**Keeps licenses and certifications up-to-date and** ~~C~~ompletes mandatory and other trainings as required and/or assigned.

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, 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 **federal, state and local traffic laws, rules and regulations;** 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;

**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 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 perform the essential physical requirements of the job.** Ability to respond to emergency calls and call-back, and/or work extended hours **including but not limited to nights and weekends as needed** 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/ keyboarding and other fine motor skills manipulation while **driving**, operating a computer and performing duties 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, **biting/stinging 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; **needles, drug paraphernalia,** and/or traffic **hazards**. 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 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 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:** May come in contact with stressed, angry, or emotionally upset ~~distressed~~ customers. Subject to 24-hour emergency call back **and may be required to report on-site to emergency locations.** ~~Must provide own hand tools as required.~~ **Must provide and maintain in the workplace personal a set of hand tools as required. Requires routine driving and/or traveling to a variety of locations, with more extended driving at times.** 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, **Forklift Operator's Certification and MAC 609 certification** within six (6) months of appointment; a valid Class A or B Commercial Driver's License (CDL) without airbrake restriction **and certification to service air brakes and air systems,** within 11 months of appointment; Emergency Vehicle Technician I (EVTI) certification on the Fire Apparatus Track, within one (1) year of appointment.

**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 and/or current Automotive Service Excellence (ASE) or Emergency Vehicle Technician (EVT) certification(s) are desirable. Must successfully pass pre-employment physical and/or drug screening.

**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

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

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  
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

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  
1/2" Impact Drive Socket Set  
Mechanics Creeper  
External Torx E-6 to E-16  
15" Tool Bag

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**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** 2/2017  
**REVISED DATES:** 9/24; 4/25; 6/26  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** FIRE PERS  
**CIVIL SERVICE STATUS:** FIRE

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 8230

**TITLE:** Fire Mechanic II

Rev. 02/226/26

**DEFINITION:** Under limited supervision of the Chief or Deputy Chief, performs and leads semi-skilled, skilled, and specialized mechanical work to repair and maintain the Fire Department apparatus, vehicles and equipment, in a consistent state of readiness. Routinely operates/drives vehicles and operates large and small equipment in various locations for repair and maintenance. Acts as lead fire mechanic and provides leadership, work direction, training, mentorship and assistance to other fire maintenance personnel. Work is performed with considerable latitude for independent judgment and decision-making. Performance is evaluated by conferences, observation, performance evaluations and results achieved.

**DUTIES**

**ESSENTIAL FUNCTIONS:** Oversees mechanic shop operations; plans, prioritizes, schedules, coordinates and performs repairs and preventive maintenance on fire department apparatus, vehicles and equipment. Organizes and assigns, and reviews work to subordinate mechanics.

Acts as lead worker to provide on-going, day-to-day support of operations by being a resource to other employees; provides a high level of knowledge and skill of the equipment, policies, procedures and techniques to handle issues as they arise. Assigns, prioritizes, monitors work and provides necessary training to subordinates. Provides information and feedback to Deputy Fire Chief on subordinate performance and contributes to performance evaluation process.

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. May remove vehicles from service and/or transports vehicles to vendors as necessary

Drives/operates City equipment/vehicles on and between City properties and other sites. Makes road calls as needed when city vehicles break down; assists in getting city vehicles back on the road as soon as practicable. May perform on-site safety inspections on city vehicles that have been in an accident; inspects the damage and releases the vehicle for service, drives vehicles back to the shop or to vendors for repairs, or calls a tow truck.

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 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

Establishes and maintains a preventive maintenance program. Plans and schedules preventive maintenance time for all vehicles and apparatus; develops and maintains 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. Assists in preparing bid specifications for new equipment; writes detailed specifications for new apparatus; conducts 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 or coordinates 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; provides information in preparation of the annual budget.

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

Monitors shop operations for general and individual safety compliance issues.

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

Contributes to public safety and the effective administration of City government by fostering and mentoring 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; **federal, state and local traffic laws, rules and regulations;** established supervisory principles, practices and techniques; effective leadership principles, practices; practices and principles of work flow and systems analysis; record keeping systems, processes, and practices; principles and practices for project management; 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: computer spreadsheets; databases; industry applications; Microsoft Office Suite; office equipment; standard office procedures and practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

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

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.

**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: work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail and work under timeline pressures; troubleshoot issues; prioritize, schedule and assign workloads; establish and maintain appropriate supplies, tools and inventory levels to perform work; train new and/or subordinate staff; instruct, mentor, lead and evaluate the work of subordinate employees; maintain records and prepare reports; 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: 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; provide constructive feedback to subordinates; develop and implement accountability

methods, processes and procedures; 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.

Must be able to communicate and negotiate clearly and effectively, with employees, and members of the public representing diverse levels of education and background, 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; 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; 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 perform a variety of mathematical computations with ability to read, interpret and analyze technical information and to translate analysis into 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 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 lead responsibilities.**

**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/ keyboarding and other fine motor skill manipulation while performing duties **driving/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 exhaust fumes, siren noise, high pressure hydraulic or water lines/hoses, biting/stinging insects, pollen, dust, grease, dirt smoke, electrical hazards, noxious odors, fumes, chemicals, oil, construction debris, vibrations, water, hot metals, needles, drug paraphernalia, and/or traffic hazards. 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 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. 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:** Must provide and maintain in the workplace personal a set of hand tools as required. May come in contact with stressed, angry, or emotionally distressed ~~upset~~ customers. Subject to 24-hour emergency call back and may be required to report on-site to emergency locations. Requires routine driving and/or traveling to a variety of locations, with more extended driving at times. 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 obtain/possess and maintain a valid Washington State Driver's License. Must obtain/possess and maintain: Basic First Aid card including CPR and AED, Forklift Operator's Certification and MAC 609 certification within six (6) months of appointment., ~~a~~ A valid Class A or B Commercial Driver's License (CDL) without airbrake restriction ~~endorsement~~, and a forklift operators ~~certification within six (6) months of appointment.~~ and certification to service air brakes and air systems, must be obtained within 11 months of appointment. ~~and~~ Emergency Vehicle Technician (EVT) level I Certification on the Fire Apparatus Track required within one (1) year of appointment. ~~and II Certifications 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. Lead experience is preferred. Experience as a City of Yakima Mechanic is preferred. Building maintenance experience is desirable. **Must successfully pass pre-employment physical and/or drug screening.**

Must possess the following tools at the time of appointment:

6" Diagonal Cutting Plier	6" #1 Phillips Screwdriver
5" Needle Nose Pliers with Side Cutter	6" #2 Phillips Screwdriver
6" Slip Joint Pliers	6" #3 Phillips Screwdriver
12" Multi-purpose Plier (Water Pump)	3/8" Drive Deep Socket Set 1/4" to 7/8"
1/2" Capacity Ignition Plier	1/2" Drive Socket Set 3/8" to 1-1/4"
14" Pipe Wrench	3/8" Drive Socket Set 1/4" to 3/4"
7" Vise Grip Plier	1/4" Drive Socket Set-3/16" to 1/2"
8" Adjustable Wrench	1/2" Drive Ratchet
12" Adjustable Wrench	1/2" Drive Flex Handle
1/4" to 1-1/4" Combination Wrench Set	1/2" Drive 3" Extension
Allen Wrench Set with Sizes .050" to 9/16"	1/2" Drive 6" Extension
8 Piece Basic Ignition Wrench	1/2" Drive 10" Extension
Flare Nut Wrench Set with Sizes 1/4" to 7/8"	3/8" Drive Ratchet
8 oz. Machinist Ball Peen Hammer	3/8" Drive Flex Handle
12 oz. Machinist Ball Peen Hammer	3/8" Drive 3" Extension
16 oz. Machinist Ball Peen Hammer	
8 oz. Plastic Tip Hammer	3/8" Drive 6" Extension
4" Flat Blade Screwdriver	3/8" Drive 10" Extension
6" Flat Blade Screwdriver	1/4" Drive Ratchet
3" Flat Blade Screwdriver	1/4" Drive Flex Handle
Set 3/8" Drive Univ. Sockets 3/8" to 3/4"	1/4" Drive 3" Extension
Set Overhead Valve Feeler Gauges -	1/4" Drive 6" Extension
Blades from .0015 to .035	Hacksaw Frame and Blades
Set Punch and Chisels	Flashlight
Brake Adjusting Tool (Star Nut Adjustment)	1" x 7" Putty Knife
16" Lady Foot Pry Bar	Rolling Cabinet (5 drawer chest)
Metric Allen Wrench Set 1.5 to 10mm	12 volt Test Light
3/8 Drive Metric Sockets 7mm-19mm	5/8" Spark Plug Socket
1/2 Drive Metric Sockets 10mm-24mm	13/16" Spark Plug Socket
6mm-23mm Combination Wrench Set	
Brass Drift	Retrieval Tool, Magnetic or

3 Pt. File  
10" Rd. Bastard File  
10" Flat Bastard File  
Brass Feeder Gauges .0015 to .030  
1/2" Air Impact Wrench  
Drive Metric Socket Set 10mm to 24mm 3/8" to 1-1/4"  
Internal Torx T-10 to T-55  
Mechanics Creeper  
Inspection Mirror  
Set Internal / External Snap Ring Pliers

Mechanical  
Pocket Knife  
Special Fastener Tools as Required  
Wire Strip/Crimp Pliers  
1/2 " Impact Drive Socket Set 1/2"  
External Torx E-6 to E-16  
"O"-Ring Pick Set  
15" Tool Bag

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**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** 1978  
**REVISED DATES:** 2/95; 1/02; 9/10; 2/17; 2/22; 6/26  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** FIRE PERS  
**CIVIL SERVICE STATUS:** FIRE

\* Replacing Maintenance Mechanic 2/17



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

## **MEMORANDUM**

**DATE:** May 27, 2026

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

**FROM:** Michael Slack, Solid Waste Manager  
Scott Schafer, Public Works Director

**SUBJECT:** Considerations of minor revisions to the Solid Waste Services Specialist (7155)

The Solid Waste and Recycling Division is requesting Civil Service's consideration of a minor revision to the Solid Waste Services Specialist class specification.

The classification provides clerical support for the division and was last updated in 2022; therefore, the proposed revision is relatively minor, yet valuable for future recruitment success.

The primary reason for this request is to update the minimum qualifications to eliminate the one (1) year of required experience "*in a service or transportation industry utilizing routing and/or complex billing/accounting software and reporting tools*" and to instead make this experience preferred. In a competitive job market, this will broaden the pool of qualified candidates, while still providing a preference for those individuals with more applicable experience.

The other key updates are proposed amendments to language regarding the driving requirements pursuant to recently adopted legislation. Some items under the Essential Functions have also be rearranged to provide better flow.

No changes are proposed to the core responsibilities or authority of the positions, so no pay adjustments are needed.

Thank you for your time and consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 7155  
8/2205/26

**TITLE:** Solid Waste Services Specialist

**REV.**

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

**DUTIES**

**ESSENTIAL FUNCTIONS:** Responds to inquiries by telephone, computer or in person related to the operations of the Solid Waste and Recycling Division. Handles difficult, complex or irregular customer service and billing issues related to the daily functions of the Solid Waste and Recycling Division. **Gathers, analyzes and reports statistical data. Prepares a variety of daily, monthly and annual reports, logs and other records. Responds to public inquiries and complaints about the billing process and takes appropriate action. Adheres to the highest standards of customer service and professionalism.**

~~In coordination with the Division Manager and/or Supervisor, helps to ensure all administrative, office and field staff are properly instructed and are performing all tasks accurately and efficiently.~~

~~Gathers, analyzes and reports statistical data. Prepares a variety of daily, monthly and annual reports, logs and other records.~~

~~Works closely with other divisions and outside agencies to coordinate efficiency of division activities.~~

~~Adheres to the highest standards of customer service and professionalism. Responds to public inquires and complaints about the billing process and takes appropriate action.~~

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

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

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

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

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

**In coordination with the division manager and/or supervisor, helps to ensure all administrative, office and field staff are properly instructed and are performing all tasks accurately and efficiently. Works closely with other divisions and outside agencies to coordinate efficiency of division activities.**

**May occasionally drive to/from off-site locations for meetings or other position related duties. Acts in a safe, efficient and responsible manner, legally adhering to traffic laws, rules and regulations when driving/operating vehicles to perform required off-site duties.**

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

Requires punctual, regular and reliable attendance.

Performs other related duties as assigned.

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

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

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

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well-developed communication skills, both written and oral, with appropriate use of business English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals.

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

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

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

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

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

Ability to assist customers in a courteous and tactful manner; resolve customer complaints or concerns in a manner consistent with City of Yakima values and service standards; defuse situations that involve angry or hostile customers, or interpersonal conflict, and guide toward positive resolution; work cooperatively as a member of a team and adhere to the department's values including, but not limited to accountability, customer focused, teamwork, professionalism and communication.

Must possess capability to set and manage priorities, with competing timelines, for work in a public environment with frequent interruptions while providing excellent customer service to internal and external customers; establish and maintain effective working relationships with other City employees, outside agencies, vendors, public officials and with persons representing widely diverse opinions, beliefs, ethnic, economic and social backgrounds;; organize work for maximum efficiency; maintain sustained attention to detail and work under the pressure of strict timelines; coordinate activities of other work groups to provide a comprehensive service; work in a punctual, regular and reliable manner.

**When driving as part of the job functions, must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety**

concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

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

Ability to accurately type 35 wpm.

**PHYSICAL DEMANDS:** Work is performed primarily in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. Continuous use of both hands in reaching, handling, grasping, and/or keyboarding and other fine motor skills manipulation while performing duties, driving and/or operating computers. Occasional lifting and carrying up to 25 pounds; occasionally ascends/descends stairs, ladders and other inclines while maintaining stability. Occasional bending, twisting at knees, waist, or neck and occasional stooping, bending, kneeling, and/or crawling while performing duties. Continuous use of all senses and speech while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to 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 to process, learn and remember-recall simple to complex policies, procedures and other information. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May occasionally accompany the Solid Waste Collector/Driver in all weather conditions and be exposed to many outdoor hazards including, but not limited, to traffic, animals, insects, noise, fumes, chemicals, waste and other elements of the outdoors.

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

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

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

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**FLSA STATUS:** Non-Exempt  
**ADOPTED DATE:** 04/2017  
**REVISED DATES:** 8/22; 5/26  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** AFSCME  
**CIVIL SERVICE STATUS:** CHARTER

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



401 North Front Street, Yakima, WA 98901

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

**MEMORANDUM**

April 21, 2026

TO: City of Yakima Fire Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: April 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:**  
(none)
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):**  
Patrick Golie – Fire Lieutenant, resignation

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

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



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**MEMORANDUM**

May 26, 2026

TO: City of Yakima Fire Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: May 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:**  
(none)
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):**  
JoAnna Albrecht – Firefighter, retirement after 34 years of service  
Christopher Hutsell – Deputy Fire Chief, resignation

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



## Memorandum

April 29, 2026

To: Civil Service Commission  
From: Shawn Boyle, Chief of Police  
Subject: April 2026 – Status Report

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

1. 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

May 27, 2026

To: Civil Service Commission  
From: Shawn Boyle, Chief of Police  
Subject: May 2026 – Status Report

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

1. **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:**  
Police Officer                      8-hour suspension & performance improvement plan
5. **Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):**