



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**

**August 4, 2025 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

- 1) Approval of the July 7, 2025, minutes for the regular Charter, Police and Fire Civil Service Meeting.

**NEW BUSINESS**

- 1) Consideration of Revisions to Solid Waste Classifications (Charter)
  - a) 8641 – Solid Waste Maintenance Worker
  - b) 8433 – Solid Waste Collector Driver
  - c) 8433 – Solid Waste Code Compliance Officer
  - d) 8430 – Solid Waste Lead
- 2) Consideration of Chief Examiner's request for classification changes due to SSB 5501

**OTHER BUSINESS**

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

**Complete Packet available on City of Yakima's website under Human Resources,  
or by prior request at Human Resources.**

**Previous Month's Meeting Available to view on YPAC via City of Yakima Website**

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

**JOINT MEETING – July 7, 2025**

**MINUTES**

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:38 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Charter Civil Service Commissioner Louisa Beckstrand, Police/Fire Civil Service Commissioner Camille Becker and Chief Examiner Debbie Korevaar. Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino was absent and excused.

Worley called the meeting to order.

**APPROVAL OF MINUTES**

Approval of the June 2, 2025 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

**NEW BUSINESS**

**1. Consideration of Revisions to 11101 Construction Supervisor classification (Charter)**

Director of Community Development Bill Preston shared proposed updates to the Construction Supervisor designed to update the language, clarify duties, enhance promotional opportunities, and hopefully expand the candidate pool by broadening the minimum requirements.

Worley inquired about the *other qualifying experience* requirement starting with "Candidate without a degree may qualify with a ..." Worley felt clarification was needed to define if that was referring to a bachelor's degree or any degree. Korevaar identified it was in reference to the required bachelor's degree listed above. After discussion, Korevaar and the commissioners agreed that modifying the minimum requirements by removing the language "Candidate without a degree may qualify with a". would provide clarity and eliminate redundancy within the requirement.

Beckstrand **motioned** to approve revisions to classification Construction Supervisor with the modification. Worley **seconded**. Motion approved unanimously.

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

**2. Consideration of Request for Suspension of Probation for Firefighter (Fire)**

Fire Chief Aaron Markham requested suspension of the probationary period for an employee who is out on leave. Upon return, he would complete the remainder of his probation period.

Worley affirmed this has been a standard practice. Markham confirmed it allows the department to evaluate the employee for their full probationary period since we do not extend probationary period.

Becker **motioned** to approve the Request for Suspension of Probation for Firefighter. Worley **seconded**. Motion approved unanimously.

**3. Consideration of Request for Suspension of Probation for Sergeant and Police Officer (Police)**

Captain Chad Janis similarly requested suspension of probation for two probationary employees.

Becker inquired when the probation period starts as one of the memos referenced graduation from academy. Janis shared that probationary police officers start their probation period when they return from academy.

Becker **motioned** to approve Probation for Sergeant and Police Officer. Worley **seconded**. Motion approved unanimously.

**Other Business:**

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

Next meeting is scheduled for August 4, 2025. Materials were to be submitted to the Chief Examiner by July 17, 2025.

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

There being no further business before the Commission, the meeting was adjourned at 3:50 PM.

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

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Chief Examiner

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Date

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



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

## **MEMORANDUM**

**DATE:** July 30, 2025

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

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

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

A couple of years ago, the Commission approved a new classification Solid Waste Lead (8430) and updates to the classifications for Solid Waste Collector/Driver (8433), Solid Waste Maintenance Worker (8641), and Solid Waste Code Compliance Officer (8434).

Since that time, it has become apparent that one of the requirements listed under the License/Registration/Certificate sections specifically the "*Bloodborne Pathogens and Hazardous Waste Certifications*" may no longer be practical. These certifications are not consistently available, and there is no reliable pathway for employees to obtain them. Training is provided to employees in compliance with OSHA standards.

All four classifications were reviewed in their entirety, and minor adjustments have been made to improve clarity and consistency both across these roles and City-wide. One notable change is a slight reduction in the years of experience required for internal candidates applying for the Lead position. This reflects their familiarity with policies, procedures, and responsibilities, and supports greater internal promotion opportunities.

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

**Rev. 3/238/25**

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

**DUTIES**

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

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

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

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

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

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

Performs other related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: the services required on an assigned routes as applicable; solid waste and/or recycling customers; refuse regulations; and operating characteristics of the refuse truck. Knowledge city, state

and federal traffic laws, rules and regulations with ability to direct traffic as necessary.

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

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

Knowledge and understanding of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary. **Working knowledge Safety Data Sheets (SDS) sheets and personal protective equipment requirements.**

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

Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar and vocabulary. Ability to follow verbal and written instruction.

**Ability to read, interpret, apply and explain rules, regulations, policies, and procedures with a customer service focus. Ability to identify and address problems or concerns in an efficient and effective manner, and/or to forward issues to appropriate higher-level authority.**

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

Ability to establish and maintain effective working relationships with other employees, contractors and other members of the public, and to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

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

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

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

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

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



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

**UNUSUAL WORKING CONDITIONS:** May come in contact with individuals who are irate, upset or otherwise emotionally distressed ~~disturbed~~. Work schedule is subject to change due to the needs of the division. Work is required on some holidays and Saturdays. Will require 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, REGISTRATION AND CERTIFICATE:** Must minimally possess and maintain a valid WA State Driver's License upon hire until Commercial Driver's License is obtained. ~~obtain a First Aid/CPR Certificate within six (6) months of appointment.~~ Must possess and maintain a valid Commercial Driver's License (CDL) with either an A, B or C endorsement as required by State regulations or obtain within nine (9) months of employment and maintain thereafter. Must obtain a First Aid/CPR Certificate within six (6) months of appointment. ~~Must obtain and maintain Bloodborne Pathogen and Hazardous Waste Certifications within six (6) months of appointment.~~

**MINIMUM CLASS REQUIREMENTS:** Must be 18 years of age and six (6) months construction, mechanical maintenance or other related manual labor experience.

\*Replaces Refuse Helper – 3/90

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FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 3/98; 6/96; 4/95; 4/09; 11/10; 3/23; 8/25

TITLE CHANGES: 3/90

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA  
CLASS SPECIFICATION**

<b>CODE:</b> 8433	<b>TITLE:</b> Solid Waste Collector/Driver	<b>Rev.</b>
<u>3/238/25</u>		

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

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

Performs pre and post trip inspections in accordance with state and federal regulations. Ensures vehicle meets compliance for trouble-free daily operation; takes applications for new services from the public on the route; answers public inquiries and complaints on the route; makes repairs to bins; maintains collection records.

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

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

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

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

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

Requires regular, reliable and punctual reliable-attendance.

Performs other related duties as assigned.

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

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

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

Knowledge and understanding of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary. **Working knowledge Safety Data Sheets (SDS) sheets and personal protective equipment requirements.**

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

Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar and vocabulary. Ability to follow verbal and written instruction.

**Ability to read, interpret, apply and explain rules, regulations, policies, and procedures with a customer service focus. Ability to identify and address problems or concerns in an efficient and effective manner.**

Must be dependable; able to work independently with **general direction and limited supervision**; maintain sustained attention to detail; **train new and/or subordinate staff; instruct, mentor, lead, guide and support subordinate staff**; and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines; be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands. Strong mechanical and organizational skills are essential.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

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

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

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

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

**PHYSICAL DEMANDS:** Work requires travel to a variety of locations. Continual use of both hands in reaching/handling/grasping/-keyboarding and other fine motor skill manipulations while performing duties, including but not limited to operating electronic devices, various vehicles, equipment and machinery. Occasional heavy work includes lifting and carrying up to 65 pounds. On rare occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Occasionally ascends/descends stairs, ladders, inclines and uneven terrains while maintaining balance **and stability**. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, hot, dry, and generally unpleasant conditions. Occasional to frequent bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling, crouching and/or stooping. May work alone, or with others. May require constant moving, sitting or standing for excessive periods of time. Work is done primarily in an outside environment with all weather extremes, be exposed to: aggressive animals; **rodents/vermin**; stinging or biting insects; **water**; **pollen**; **dirt**; dust; smoke; noxious odors; hazardous refuse; chemicals; **solvents**; **oil/grease**; vibrations; gases and vapors; needles; drug paraphernalia; traffic hazards and inclement weather. Continuous use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory **to process incoming stimuli and recall information and locations**. 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 individuals who are irate, upset or **otherwise** emotionally ~~disturbed~~ **distressed**. Work schedule is subject to change due to needs of the division. Work is required on some holidays and Saturdays. **Requires routinely driving and/or travelling 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 a First Aid/CPR Certificate within six (6) months of appointment.~~ Possess and maintain a valid Commercial Driver's License (CDL) with either an A, B or C endorsement as required by the State regulations. **Must possess a First Aid/CPR Certificate within six (6) months of appointment.** ~~Must obtain and maintain Bloodborne Pathogen and Hazardous Waste Certifications within six (6) months of appointment.~~

**MINIMUM CLASS REQUIREMENTS:** A high school diploma or GED and two (2) years' experience using medium/heavy vehicles and/or equipment.

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

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

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

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**FLSA STATUS:** Non-Exempt

**ADOPTED DATE:** 1978

**REVISED DATES:** 3/80; 3/90; 3/95; 6/96; 4/00; 7/05; 2/09; 11/10; 3/23; 8/25

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

**UNION:** AFSCME

**CIVIL SERVICE STATUS:** CHARTER

**CITY OF YAKIMA**  
**CLASS SPECIFICATION**

<b>CODE:</b> 8434	<b>TITLE:</b> Solid Waste Code Compliance Officer	<b>Rev:</b> 3/238/25
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**DEFINITION:** Under general supervision, operates a heavy special purpose vehicle collecting and dumping refuse; responds to complaints, inspects and enforces a variety of City codes pertaining to solid waste, scattered litter, illegal dumping, and other ordinances. Responds to and investigates complaints. Coordinates efforts with appropriate City departments. May act as a lead worker overseeing, training, directing and monitoring small crews of workers. Assists lead and/or supervisor with various leadership responsibilities. Applies independent judgment and discretion within set guidelines in making decisions, resolving problems, enforcing regulations and policies, and when dealing with the public.

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

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

Prepares and maintains detailed records and statistics related to enforcement activities. Compiles data and makes summary reports as required. May involve statistical calculations and tabulations in accordance with established formulas, equations, and technical data, or analysis and interpretation of data. Maintains follow-up system on reports or other matters requiring action on a periodic basis. Creates, mails and/or posts written communication regarding code violations.

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

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

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

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

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

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

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

Performs other related duties as assigned.

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



traffic laws, rules and regulations with ability to direct traffic as necessary. office and technical computer programs and personal computer operations.

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

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

Knowledge and understanding of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary. **Working knowledge Safety Data Sheets (SDS) sheets and personal protective equipment requirements.**

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

Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar and vocabulary. Ability to follow verbal and written instruction.

**Ability to read, interpret, apply and explain rules, regulations, policies, and procedures with a customer service focus. Ability to identify and address problems or concerns in an efficient and effective manner.**

Must be dependable; able to work independently with **general direction and limited supervision maintain sustained attention to detail; train new and/or subordinate staff; instruct, mentor, lead, guide and support subordinate staff;** and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines; be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly

adapt to changing priorities and demands. Strong mechanical and organizational skills are essential.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

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

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

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

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

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

**PHYSICAL DEMANDS:** Work requires travel to a variety of locations. Work is performed primarily in an outside environment with exposure to weather extremes. Frequent standing in combination with walking short distances throughout work day. Occasionally ascends/descends stairs, ladders, inclines and uneven terrains while maintaining balance **and stability**. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, hot, dry, and generally unpleasant conditions. Occasional to frequent bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling, crouching and/or stooping. May work alone, or with others. Heavy work includes lifting and carrying up to 65 pounds. On rare occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Sitting at a desk while performing administrative functions or while

driving. Continual use of both hands in reaching/handling/grasping/-keyboarding and other fine motor skill manipulations while performing duties including but not limited to operating electronic devices, computer, various vehicles, equipment, and machinery. Ability to take and process pictures of code violations and other occurrences as needed. Continual use of all senses including feeling/talking/hearing/smelling/seeing while performing duties and while communicating with co-workers, general public and completing all administrative tasks as assigned. Must possess good field of vision, and be able to distinguish color and maintain long-term and short-term memory to process incoming stimuli and recall information and locations. Employee may be exposed to aggressive animals; rodents/vermin; stinging or biting insects; water; pollen; dirt; dust; smoke; noxious odors; hazardous refuse; chemicals; solvents; oil/grease; vibrations; gases and vapors; needles; drug paraphernalia; traffic hazards; and inclement weather. Required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**UNUSUAL WORKING CONDITIONS:** May come in contact with individuals who are irate, upset or otherwise emotionally distressed ~~disturbed~~. Subject to frequent interruptions and extensive contact with the public. Work schedule is subject to change due to needs of the Division. Work is required on some holidays and Saturdays. Requires routinely driving and/or travelling 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 obtain and maintain a First Aid/CPR Certificate within six (6) months of appointment.~~ Possess and maintain a valid Commercial Driver's License (CDL) with either an A, B or C endorsement as required by the State regulations or obtain within 9 months of employment and maintain thereafter. Must obtain and maintain a First Aid/CPR Certificate within six (6) months of appointment. ~~Must obtain and maintain Bloodborne Pathogen and Hazardous Waste Certifications within six (6) months of appointment.~~

**MINIMUM CLASS REQUIREMENTS:** A high school diploma or GED and two (2) years' experience in a direct public contact and service-oriented environment, to include at least five (5) months code compliance and/or enforcement experience.

OR

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

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

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FLSA STATUS: Non-Exempt

ADOPTED DATE: 3/09

REVISED DATES: 11/10; 4/14; 3/23; 8/25

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 8430

**TITLE:** Solid Waste Lead

**ESTREV.**

**3/238/25**

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

**DUTIES**

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

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

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

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

department. Stays on the scene to ensure public safety is maintained until the proper supporting departments arrive.

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

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

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

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

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

Performs other related duties as assigned.

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

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

Working knowledge of and ability to operate personal computer, necessary mobile devices, and other office equipment. Knowledge and ability to utilize applicable computer programs, including, but not limited to: routing programs, Microsoft

Outlook, and basic internet access capabilities. Must maintain accurate logs and/or records; perform basic mathematical calculations efficiently and accurately; and troubleshoot and resolve issues effectively.

Knowledge and understanding of safe techniques and procedures for the appropriate use of materials, hand tools, power tools, and equipment necessary. **Working knowledge Safety Data Sheets (SDS) sheets and personal protective equipment requirements.**

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

Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar and vocabulary. Ability to follow verbal and written instruction.

**Ability to read, interpret, apply and explain rules, regulations, policies, and procedures with a customer service focus. Ability to identify and address problems or concerns in an efficient and effective manner.**

Must be dependable; able to work independently with **general direction and limited supervision** maintain sustained attention to detail; **train new and/or subordinate staff; instruct, mentor, lead, guide and support subordinate staff;** and work under timeline pressures; prioritize; manage multiple tasks with competing deadlines; be self-directed, highly motivated, organized and have a sense of urgency to complete tasks in a timely manner. Must possess ability to quickly adapt to changing priorities and demands. Strong mechanical and organizational skills are essential.

Ability to establish, facilitate, and maintain effective working relationships with other employees, contractors and other members of the public, and to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to positively receive feedback and take direction is essential. Must demonstrate an attitude of cooperation and coordination of division efforts and efficient use of resources.

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

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

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

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

**PHYSICAL DEMANDS:** Continual use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skills while performing duties, including but not limited to operating electronic devices, various vehicles, equipment and machinery. Occasional heavy work includes lifting and carrying up to 65 pounds. On rare occasions may be required to lift heavier weight with the assistance of others or mechanical devices up to 100 pounds. Occasionally ascends/descends stairs, ladders, inclines and uneven terrains while maintaining balance **and stability**. Physical strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold, hot, dry, and generally unpleasant conditions. Occasional to frequent bending/twisting at knees/waist/neck while performing related activities. Occasional kneeling, crouching and/or stooping. May work alone, or with others. May require constant moving, sitting or standing for excessive periods of time. Work is done primarily in an outside environment with all weather extremes, be exposed to: aggressive animals; **rodents/vermin**; stinging or biting insects; **water; pollen; dirt;** dust; smoke; noxious odors; hazardous refuse; chemicals; **; solvents; oil/grease;** vibration; gases and vapors; needles; drug paraphernalia; and traffic. Continuous use of all senses including feeling/ talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory **to process incoming stimuli and recall information and locations**. 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 individuals who are irate, upset or otherwise emotionally distressed.** Work schedule is subject to change due to needs of the division. Work is required on some holidays and Saturdays. **Requires routinely driving and/or travelling 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 Commercial Driver's License (CDL) with either an A, B or C endorsement as required by the State regulations. Must obtain and maintain First Aid/CPR Certificate; ~~Bloodborne Pathogen and Hazardous Waste Certifications~~ within six (6) months of appointment.

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

- Two (2) year's experience as a Solid Waste Maintenance Collector/Driver for the City of Yakima may substitute for the required three (3) years' experience listed above.

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FLSA STATUS: Non-Exempt

ADOPTED DATE: March 5, 2023

REVISED DATES: 8/25

TITLE CHANGES: \_\_\_\_\_

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



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

DATE: 08/01/2025  
TO: Yakima Civil Service Commission  
FROM: Debbie Korevaar, Civil Service Chief Examiner  
SUBJECT: Request for Approval of Classification changes due to SSB 5501

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Recently the Governor signed SSB 5501 regarding employer requirements for driving. A copy is attached. In summary the bill provides:

- Unless driving is one of the essential job functions or is related to a legitimate business purpose for a position, it is unlawful to:
  - require a valid driver's license as a condition of employment; or
  - include a statement in a job posting for a job opening that an applicant must have a valid driver's license.

Historically the City of Yakima has listed a WA State Driver's License in job classifications where driving may be required. Driving expectations have not been specifically listed with some limited exceptions where a position works in two or more separate locations on a regular basis, or when it requires frequent travel. Often these expectations have been listed under Unusual Working Conditions, as opposed to the Essential Functions section of the classification.

In light of the new law, classifications will need to be reviewed, evaluated and likely updated before posting to include language regarding the driving requirements as applicable. Additionally, some classifications will need to have the requirement for a WA State Driver's License removed if there is not an essential function or legitimate business need for said license.

Historically any change to a job classification is brought before the commission, and prior to that, the job classification is reviewed and updated in its entirety by the Chief Examiner, City management staff, and union. As most of the City's classifications require a driver's license, it would be an extremely timely and labor intensive process to update and revise every classification; therefore, I am requesting permission from the commissions to allow the Chief Examiner, with information gathered from the departments heads and/or division managers, to update the Essential Functions and License/Registration/Certificate sections of the classifications before posting, to appropriately identify the business necessity for driving or a WA State Driver's License in classifications where a license is already required, and/or remove the license requirement as applicable. This will prevent delays in posting positions and will allow the Chief Examiner the most expedient way to update classifications to be in compliance with the new law.

For any classification that does not already include a license requirement, the classification would go through the standard review process and be brought to the commissions for approval.

# FINAL BILL REPORT

## SSB 5501

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C 115 L 25

Synopsis as Enacted

**Brief Description:** Concerning employer requirements for driving.

**Sponsors:** Senate Committee on Labor & Commerce (originally sponsored by Senators Stanford, Saldaña, Hasegawa and Nobles).

**Senate Committee on Labor & Commerce**  
**House Committee on Labor & Workplace Standards**

**Background:** Equal Pay and Opportunities Act. Under the Equal Pay and Opportunities Act (EPOA), it is a misdemeanor for an employer in the state to discriminate in compensation against similarly employed employees based on the employee's gender or membership in a protected class. The EPOA also prohibits employers from discriminating, based on gender or membership in a protected class, in career advancement opportunities against similarly employed employees.

The employee may file a complaint with the Department of Labor and Industries (L&I). L&I must investigate the complaint and if it determines a violation has occurred, the director of L&I must attempt to resolve the issue by conference and conciliation. If no agreement is reached, L&I may issue a citation and notice of assessment and order actual damages, statutory damages equal to the greater of actual damages or \$5,000, interest, costs and fees, and other appropriate relief, including civil penalties.

The employee may bring a civil action against the employer, in which case the employee's administrative complaint is terminated. The employee may be entitled to actual damages, statutory damages equal to the greater of actual damages or \$5,000, interest, and costs and reasonable attorneys' fees. The court may also order reinstatement and injunctive relief.

Under EPOA, an employer is person, firm, corporation, partnership, business trust, legal representative, or other business entity which engages in any business, industry, profession, or activity in this state and employs one or more employees, and includes the state, any state institution, state agency, political subdivisions of the state, and any municipal corporation or

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*This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent.*

quasi-municipal corporation.

Washington Law Against Discrimination. The Washington Law Against Discrimination (WLAD) makes it an unfair practice for an employer to discriminate with regard to compensation or other terms or conditions of employment against an employee based on the individual's age, sex, marital status, sexual orientation, race, creed, color, national origin, citizenship or immigration status, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

WLAD applies to employers that employ eight or more persons and does not include any religious or sectarian organization not organized for private profit.

An employee alleging an unfair practice may file a complaint with the Human Rights Commission, which must investigate and attempt to eliminate the unfair practice by conference, conciliation, and persuasion. An employee may also bring a civil cause of action in court to recover actual damages, costs, and reasonable attorneys' fees, and any other appropriate remedy.

Americans with Disabilities Act. The Americans with Disabilities Act (ADA) prohibits discrimination against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. A qualified individual is an individual who, with or without reasonable accommodation, can perform essential functions of the employment position that such individual holds or desires. It is a defense to a charge of discrimination under the ADA that an alleged qualification standard, tests, or selection criteria that screen out or tend to screen out an individual with a disability has been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation.

**Summary:** Unless driving is one of the essential job functions or is related to a legitimate business purpose for a position, it is unlawful to:

- require a valid driver's license as a condition of employment; or
- include a statement in a job posting for a job opening that an applicant must have a valid driver's license.

L&I must investigate complaints regarding violations of the bill and, if it determines a violation has occurred, order the payment to the complainant of:

- any actual damages;
- statutory damages equal to the actual damages or \$5,000, whichever is greater; and
- interest of 1 percent per month on all compensation owed.

L&I may also order payment of the costs of the investigation and enforcement, order any other appropriate relief, and assess a civil penalty of:

- for the first violation, up to \$500; and
- for a repeat violation, up to \$1,000 or 10 percent of the damages, whichever is greater.

If no violation is found, L&I must issue a closure letter detailing the finding. L&I's determinations may be appealed. An employee who prevails is entitled to costs and reasonable attorneys' fees. Any wages and interest owed must be calculated from four years from the last violation before the complaint.

L&I's rulemaking authority under the EPOA is expanded to cover the entire act, including the bill, rather than specific statutes.

**Votes on Final Passage:**

Senate    33    15

House    61    36

**Effective:** July 27, 2025

## WAC 296-32-22515

### First aid.

This section is designed to ensure that all employees in this state are afforded quick and effective first-aid attention in the event of an on-the-job injury.

(1) For fixed locations, the employer must make sure that first-aid trained personnel are available to provide prompt first aid. Designated first-aid trained personnel must have a valid first-aid certificate.

(2) For field work involving two or more employees at a work location, at least two trained persons holding a valid first-aid and CPR certificate must be available.

(3) Employees working alone must have basic first-aid training and hold a valid first-aid certificate. The first-aid certificate can be in electronic format.

(4) The first-aid kits and supplies requirements of the safety and health core rules, WAC **296-800-15020**, apply within the scope of this chapter.

(5) When practical, a poster must be fastened and maintained either on or in the cover of each first-aid kit and at or near all phones plainly stating the worksite address or location, and the phone numbers of emergency medical responders for the worksite.

(6) All vehicles used to transport an employee or work crews must be equipped with first-aid supplies.

(7) Any employer with employees who operate, maintain, or construct high voltage lines and equipment or who conduct line-clearance tree trimming in close proximity to high voltage lines and equipment must:

(a) Make an automated external defibrillator available, similar to first-aid kits under WAC **296-800-15020**(1), and accessible to employees when work is being performed on, or in close proximity to, high voltage lines and equipment by two or more employees;

(b) Conduct regular maintenance, in accordance with the manufacturer instructions, and conduct annual inspections of the automated external defibrillator to ensure operability and availability; and

(c) Provide training or facilitate the provision of training to ensure there are at least two employees proficient on the proper and safe use of the automated external defibrillator at any site involving work on, or in close proximity to, high voltage lines and equipment. To be considered proficient, an employee must have completed initial or updated training within the previous two years.

(8) For the purposes of this section:

(a) "Close proximity" refer to WAC **296-32-23518** and **296-32-23520**.

(b) "High voltage lines and equipment" refers to any energized communication line, electric supply line, or equipment with a voltage of 601 or greater.

[Statutory Authority: RCW **49.17.010**, **49.17.040**, **49.17.050**, **49.17.060**, and **49.17.510**. WSR 24-23-083, s 296-32-22515, filed 11/19/24, effective 1/1/25. Statutory Authority: RCW **49.17.010**, **49.17.040**, **49.17.050**, and **49.17.060**. WSR 20-20-109, § 296-32-22515, filed 10/6/20, effective 11/6/20. Statutory Authority: RCW **49.17.010**, **49.17.040**, **49.17.050**, **49.17.060**, and chapter **49.17** RCW. WSR 17-20-069, § 296-32-22515, filed 10/2/17, effective 1/1/18.]



## Memorandum

July 24, 2025

To: Civil Service Commission  
From: Shawn Boyle, Chief of Police  
Subject: July 2025 – 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**

Name	Position	Date of Appointment
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**2. Promotional or Provisional/Acting appointments:**

Ryan Wisner	Lieutenant	07/01/2025
Casey Kim	Sergeant	07/01/2025
Curtis Oja	Sergeant	07/14/2025

**3. Failure(s) to pass probation:**

Destiny Buchanan	Police Services Specialist I	07/01/2025
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**4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:**

Police Officer	8 - hour suspension from duty
Police Services Specialist I	8 - hour suspension from duty

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

Name	DATE	TYPE
Officer Tyler Kindred	06/17/25	Resignation
Officer Jeffrey Harding	07/14/25	Resignation
Officer Emily Ponce	07/18/25	Resignation





401 North Front Street, Yakima, WA 98901

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www.yakimafire.com

**MEMORANDUM**

July 24, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: July 2025 – 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:**  
Christofer Payne – Fire Mechanic I
2. **Promotional or provisional/acting appointments:**  
Joseph Armstrong – Long\_Term Acting Captain  
Jeffery Charters – Long-Term Acting Lieutenant
3. **Failure(s) to pass probation:**  
Holly Sutliff – Telecommunicator  
Yulisa Apodaca – Telecommunicator
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):**  
Hailey Kincaid – Telecommunicator, Resignation  
Shannon Needham – Fire Lieutenant, service retirement after 28+ years

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