



# Regular Meeting Notice/Agenda

## The Civil Service Commission

9:30 AM – January 21, 2025

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on January 21, 2025, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) to request by 5:00 P.M. the day before the meeting, (Monday, January 20, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 8<sup>th</sup> DAY OF JANUARY 2025.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mLOWmaster@spokanecity.org](mailto:mLOWmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



# Agenda

## Regular Meeting of the Civil Service Commission

9:30 AM – January 21, 2025

City Hall – City Council Chambers – Lower Level  
808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
  - a. October 15, 2024, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
  - a. Mayor Brown Presentation (pg. 4)
  - b. Resolution 2025-01: Classification Actions (pg. 5)
  - c. Resolution 2025-02: Request to Void Current Firefighter Eligible List (pg. 35)
  - d. 2025 Work Plan Presentation (pg. 36)
5. **OTHER BUSINESS**
6. **ADJOURN**

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



# Minutes

## Regular Meeting of the Civil Service Commission

October 15, 2024

1. **CALL TO ORDER/ROLL CALL**  
Meeting called to order at 9:30am. All commissioners were present.
2. **APPROVAL OF MINUTES**
  - a. September 17, 2024, Minutes  
MOTION: Move to approve.  
Stratton/Palmerton: Motion passed unanimously.
3. **CHIEF EXAMINER UPDATE**  
Chief Examiner Pearson gave updates on Civil Service.
  - a. City management sent out 29 layoff notifications. Our department is working with the affected employees.
  - b. Next week will be the Fire Lieutenant assessment center. Our marketing coordinator will be creating marketing materials to attract more evaluators for these assessment centers in the future.
  - c. Our analyst will provide information on our testing platform, Test Genius.
4. **NEW BUSINESS**
  - a. Resolution 2024-12: Classification Actions  
MOTION: Move to accept the recommendation to delete.  
Palmerton/Stratton: Motion passed unanimously.
  - b. Test Genius Presentation
5. **OTHER BUSINESS**
6. **ADJOURN**  
MOTION: Move to adjourn.  
Palmerton/Hult: Motion passed unanimously.  
Meeting adjourned at 10:04 am.

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

Civil Service  
Commission



## Item 4A – Mayor Brown Presentation

### Background

Mayor Brown will present to the Commission.

No Commission action needed.



## Item 4B – Resolution 2025-01 – Classification Actions

### Background

This month we present three job classifications to be retitled.

During the second half of 2024, staff conducted a comprehensive classification study of City professional engineering functions, consulting with employees, management, and bargaining units during the process. Goals of the project included updating existing job classifications to reflect current work; supporting strong recruitment, career growth, and succession planning; and introducing flexible staffing where appropriate.

Three of the four existing classifications in the current broad progression line were retitled to reflect stages of growth within the job classifications and to permit flexible staffing at the level consistent with individual education and experience.

<u>SPN</u>	<u>Current Title</u>	<u>New Title</u>
<b>231</b>	<b>Engineer in Training</b>	<b>Assistant Engineer I – II</b>
<b>232</b>	<b>Associate Engineer</b>	<b>Associate Engineer I – II</b>
<b>233</b>	<b>Senior Engineer</b>	<b>Senior Engineer I – II</b>

Management and the M&P Association concur on the retitles and rewritten classifications.

### Recommendation

Staff recommends adoption of classification resolution **2025-01**.

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### Attachments:

1. New Engineering Progression Line Overview and Specifications
2. Current Engineering Progression Line Specifications, for reference

**Progression Line: Engineering (Professional)**

TITLE	ASSISTANT ENGINEER I-II	ASSOCIATE ENGINEER I-II	SENIOR ENGINEER I-II	PRINCIPAL ENGINEER
SPN	231	232	233	234
COMPETENCY LEVEL	Entry Level Professional Trainee	Journey Level Professional	Advanced Journey Level Professional	Manager
ENGINEERING SPECIALTIES	Public Works - Capital Projects, Construction Materials, Design, Development, Transportation (Traffic, Bridges), Utilities; Fire Protection; Mechanical (WTE Plant)			
OPEN ENTRY REQUIREMENTS	<b>Assistant Engineer I</b> = Bachelor's in Engineering or Senior status in an engineering program (complete by hire)	<b>Associate Engineer I</b> = 2 years of experience as an EIT	<b>Senior Engineer I</b> = 6 years engineering experience with 2 years as a PE	<b>Principal Engineer</b> = 10 years PE Experience; with 4 years of direct supervisory experience
	<b>Assistant Engineer II</b> = EIT	<b>Associate Engineer II</b> = 4 years EIT experience and a Professional Engineer license	<b>Senior Engineer II</b> = 10 years engineering experience with 6 years as a PE	
	(flexible staffing or advance with EIT)	(flexible staffing, or advance with PE)	(flexible staffing, service advance)	
PROMOTIONAL	<b>Assistant Engineer I</b> = Current City employees who meet Open qualifications	<b>Associate Engineer I</b> = 2 years Assistant Engineer II (EIT)	<b>Senior Engineer I</b> = 2 years Associate Engineer II (PE); (=4 years EIT + 2 yrs PE)	<b>Principal Engineer</b> = 2 years Senior Engineer II; (= 8 years PE experience)

- **SPN 231 Engineer in Training:** retitle to **Assistant Engineer I – II**. This allows employees to enter with a bachelor’s degree, then progress to the second level when they get their EIT. These positions can be flexibly staffed to hire with or without the EIT.
- **SPN 232 Associate Engineer:** retitle to **Associate Engineer I – II**. This allows employees to promote with experience as an EIT and then progress to the second level when they get their PE. Flexibly staffing at EIT or PE is possible. M&P has an agreement for EIT to progress to Associate Engineer after two years – to clarify, with adoption of these new specs, they would progress after two years as an Assistant Engineer II (with EIT) and promote to Associate Engineer I.
- **SPN 233 Senior Engineer:** retitle to **Senior Engineer I – II**: This allows employees to progress from Senior Engineer I to Senior Engineer II after 6 years as a PE. Promotion from within would take precedence, but vacancies filled from an Open list could be flexibly staffed at the I or II level depending on years of experience.
- **SPN 234 Principal Engineer:** no title change. The spec has been rewritten to emphasize the managerial role of this position.



# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

ESTABLISHED 1910

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## **ASSISTANT ENGINEER I-II ~~ENGINEER IN TRAINING~~**

SPN: 231

Bargaining Unit: M&P-B

Pay Range: TBD

Effective Date: TBD

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### **CLASS SUMMARY**

Engineers play a pivotal role in shaping a community; this position assists in innovative public works projects and completes engineering tasks assigned by professional engineers, actively contributing to the progress of a variety of new and ongoing work and ensuring successful outcomes. Work impacts the quality and improvement of the built environment and critical infrastructure that enables a city to function, including the services and facilities that directly support residents and businesses. Employees interact with a variety of internal teams and external contacts in coordination of work tasks. Duties are performed in office environments and/or in the field depending upon area of assignment.

### **CLASS CHARACTERISTICS**

This is the entry-level classification in the professional engineering class series. Employees generally begin as trainees under close supervision, performing routine professional and technical work in a learning capacity. As competence increases, they gain more independence. The work is distinguished from the Associate Engineer, which performs the full expected range of tasks required in executing engineering work. Assistant Engineers may perform several of the duties required at the Associate Engineer I level, but they are not expected to function at the same skill level and exercise less independent discretion and judgment related to work procedures and methods.

Work varies based on assignment to a department and team with specialties such as Civil Engineering: Public Works - Capital Projects, Construction Materials, Design, Development, Transportation (Traffic, Bridges), Utilities; Fire Protection; or Mechanical Engineering (WTE Plant).

Positions in this classification are flexibly staffed. Assistant Engineer II positions are normally filled by advancement from Assistant Engineer I upon the incumbent receiving their Engineer-in-Training Certificate. Vacant positions may be filled at either level as authorized by Civil Service.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives close supervision (at hire) to general supervision (with experience) from assigned supervisory or management personnel. Exercises no direct supervision of employees but may supervise and review work of others as assigned.

### **EXAMPLES OF JOB FUNCTIONS**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Assists engineers and engineering support personnel through professional work supporting the design and construction of public works infrastructure and City facilities projects.
- Participates in engineering design, planning, and construction management, and may supervise and assign inspection and construction staking of various public works projects including streets, bridges, tunnels, structures, and utility projects including water, sewage, refuse, and related utilities facilities.
- Assists in the review and approval of plans and specifications of proposed buildings, structures and site developments. Drafts preliminary and final designs. Prepares technical specifications, engineering calculations, and plans or charters for projects, under the supervision of a licensed engineer.

- Checks work of others and performs peer reviews. Assists in the evaluation of variances from design standards.
- Assists in coordinating and monitoring the work of private and commercial development projects conducted within the City's rights-of-way, and/or which may impact the City's infrastructure.
- Assists in developing plan checking and inspection procedures. Assists inspection staff with code interpretations and problem solving. Participates in inspections of proposed developments, existing buildings, capital projects and public infrastructure.
- Assists engineers with administration of contracts and maintains contact with consultants, developers, suppliers, and other contractors.
- Produces submittals to state and federal agencies for the process of evaluation of environmental impacts associated with issuing permits for private projects, constructing public facilities, or adopting regulations, policies, and plans.
- Evaluates layout, design, and materials proposals to ensure compliance with policies, standards, procedures and codes.
- Assists in studies, development of reports and recommendations, and updates and interpretation of code requirements necessary for construction projects. Gathers, researches, and analyzes technical information and data, and prepares associated surveys, forecasts, plans, material or cost estimates, and other reports. Prepares or consults maps, modeling, analysis, and exhibits.
- Consults engineers, contractors, and department staff to define and resolve engineering issues and to provide internal and external customer service.
- Performs related work as required.

## COMPETENCIES

*Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.*

- **Attention to Detail:** Ensure information is complete and accurate, requiring sustained periods of concentration.
- **Building and Construction:** Utilize construction principles and practices, including the strengths of material, properties, and uses of construction materials. Investigate field conditions for project feasibility and/or issues which arise during the construction process.
- **Computer Skills:** Use computers, software applications, databases, and automated systems to accomplish work.
- **Customer Service:** Effectively deal with the public and City personnel; use active listening skills to ensure full understanding.
- **Engineering:** Engineering concepts, principles, theories, and methods required to plan, design, construct, operate, and maintain facilities such as buildings, transportation systems, water and sanitary systems, and other public works and utilities systems. Specialty knowledge areas may include construction, environmental, fire protection, geotechnical, hydraulics, hydrology, materials, mechanical, structural, traffic, transportation, and water resources engineering.
- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.
- **Knowledge Management:** Gather, organize, and maintain information, determine its importance and accuracy, and communicate it by a variety of methods.
- **Mathematics:** Use advanced mathematics to perform engineering calculations and cost estimates. Includes arithmetic, geometry, calculus, and engineering formulas.
- **Office Technology:** Use modern office equipment and communication tools.
- **Oral Communication:** Make clear and convincing oral statements or presentations to individuals or groups; listen to others, attend to nonverbal cues, and respond appropriately.
- **Organizational Awareness:** Learn and utilize current knowledge of pertinent local, State, and Federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.



- **Reasoning:** Identify rules, principles, or relationships that explain facts, data, or other information; analyze information, make correct inferences, or draw accurate conclusions.
- **Research:** Apply principles, methods, and processes to conduct a systematic and objective inquiry, including study design, collection, analysis, and interpretation of data.
- **Safety and Occupational Hazards:** Practice and incorporate City and mandated safety rules, regulations, and protocols.
- **Self-Management:** Set well-defined and realistic personal goals; display initiative, effort, and commitment towards completing assignments in a timely manner; use tact, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- **Technical Competence:** Apply knowledge acquired through formal training or extensive on-the-job experience to perform one's job; analyze and evaluate technical job-related information.
- **Written Communication:** Prepare written documents to inform audiences with varying levels of technical knowledge, including clear, concise, and accurate technical reports, drawings, maps, notes, correspondence, and other written and visual materials. Maintain appropriate records.

**TYPICAL EQUIPMENT USED**

Passenger vehicle, personal computer/laptop, drafting equipment, plotter, survey equipment, and general office and communication equipment such as telephone, copier, scanner, projector, etc.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting, sit, stand, and walk between work areas, and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds, and to transport a computer laptop from one work location to another. Heavier weights occasionally lifted or carried are moved with the use of proper equipment and/or assistance from other staff.

When assigned to the field or plant areas, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand for extended periods, and walk on level, uneven, sloped, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend stairs and ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Involves frequent walking in operational areas to identify problems or hazards.

**WORK ENVIRONMENT**

Conditions vary depending upon area of assignment; employees may primarily work in a standard office environment with moderate noise levels and controlled temperature conditions and may also work in a field and/or plant setting indoors or outdoors with varied terrain and structures, and/or exposure to potential hazards or an industrial environment, including loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, mechanical and/or electrical hazards, chemicals, and other hazardous physical substances, dust, and fumes.

Employees have frequent interaction with others in the course of their duties. May occasionally interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**MINIMUM QUALIFICATIONS**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**

Assistant Engineer I:

- **Education:** Bachelor’s degree in engineering from an accredited four-year college or university. Individuals enrolled in the final (senior) year of an accredited bachelor’s degree program in engineering may apply, but candidates must obtain their bachelor’s degree prior to hire.
- **License and Certification:**
  - Must possess a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.

Assistant Engineer II:

- **License and Certification:**
  - Possession of a recognized Engineer in Training certificate.
  - Must possess a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.

**Note:** Recruitments will specify areas of work specialization to determine candidate interest and qualification.

New: 12/85

Retitled: 1/25

Revised: 5/95, 6/99, 2/02, 11/06, 1/08, 4/15, 2/22, 2/23, 12/24

Reviewed: 4/89, 4/91, 4/93, 6/97, 5/04, 5/06, 12/10, 1/13



# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

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## **ASSOCIATE ENGINEER I - II**

SPN: 232

Bargaining Unit: M&P - B

Pay Range: TBD

Effective Date: TBD

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### **CLASS SUMMARY**

Engineers at the City of Spokane support and enhance the safety and compliance of current and future public works and utilities projects, as well as private and commercial development, ensuring that regulatory and professional standards are uncompromised. The Associate Engineer has a key role in coordinating and monitoring these efforts throughout an array of services related to planning, design, and construction. Incumbents review project submittals, work with contractors and subcontractors on design and material changes, ensure projects are completed to design specifications, and provide professional staff assistance within and between various City departments in their areas of expertise.

### **CLASS CHARACTERISTICS**

This is the full-skill journey level classification in the professional engineering class series. Employees are responsible for performing independent office and field work in the City's land development, public works and utilities engineering, and construction management programs. Incumbents regularly work on varied tasks requiring considerable discretion and independent judgment. The work is distinguished from the Senior Engineer role, which requires advanced, complex specialist expertise and continual leadership and supervisory oversight responsibilities.

Work varies based on assignment to a department and team with specialties such as Civil Engineering: Public Works - Capital Projects, Construction Materials, Design, Development, Transportation (Traffic, Bridges), Utilities; Fire Protection; or Mechanical Engineering (WTE Plant).

Positions in this class series are flexibly staffed; Associate Engineer II positions are normally filled by advancement from the Associate Engineer I; progression to the Associate Engineer II level is dependent on meeting the minimum qualifications for the classification including specified experience, licenses, and certifications. Vacancies may be filled at either level as authorized by Civil Service.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Assignments are given with general guidelines and incumbents are responsible for determining appropriate methods to complete assignments. Critical work is typically reviewed by others, though the incumbent is accountable for soundness and conformity to policy and requirements. Exercises technical and functional direction over others and provides guidance and training to others including lower-level staff. May supervise assistants in their specialty area.

### **EXAMPLES OF JOB FUNCTIONS**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Performs a diverse range of professional engineering tasks in the planning, design, review, and oversight of City engineering work related to construction and improvement projects.
- Prepares and interprets drawings, plans, and specifications. Reviews design drawings to ensure conformance with design standards, codes, policies and procedures, industry standard engineering techniques, and sound engineering judgement.
- Reviews contractor's proposed material submittals. Ensures that construction materials meet project quality and quantity standards and expectations. Prepares and maintains the record of materials for assigned projects and tracks materials changes, substitutions, or other logistics including testing.

- Collects and analyzes data for various commercial and private projects and confers with supervisors regarding the feasibility of designs. Coordinates logistics and permitting and performs comprehensive and detailed plan reviews; prepares and relays comments or conditionings to developers and engineers; approves new construction permits.
- Conducts site visits for project progress. Evaluates and reviews the appropriateness of implementing new methods, products, and materials based on changing project conditions, while ensuring compliance with standards. Creates and processes contract change orders. Reviews and approves consultant invoices.
- Oversees and/or performs survey tasks. Provides guidance, training, and direction to technical staff for the design of public works projects; oversees the work of inspectors regarding infrastructure rehabilitation and new construction in the City's rights-of-way.
- Prepares and evaluates engineering studies; researches, analyzes, and summarizes data; performs accurate engineering calculations and cost estimates. Reviews and assesses studies or reports prepared by consultants or developers to evaluate their compliance with project specifications and requirements.
- Conducts professional engineering studies relating to present activities and future projects; prepares reports and makes recommendations relating to the conduct of engineering activities or to the acceptance of contracts and bids received for proposed projects. Prepares documents required by governmental agencies to construct projects.
- Coordinates, schedules, and attends project coordination meetings, department staff meetings, and meetings on topics which impact department activities.
- Maintains records, may support grant writing and tracking, and may be assigned responsibility for system maintenance.
- Performs related work as required.

**COMPETENCIES**

*Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.*

- **Attention to Detail:** Ensure information is complete and accurate, requiring sustained periods of concentration.
- **Building and Construction:** Utilize construction management principles and practices, including the strengths of material, properties, and uses of construction materials. Investigate field conditions for project feasibility and/or issues which arise during the construction process.
- **Computer Skills:** Use computers, software applications, databases, and automated systems to accomplish work.
- **Customer Service:** Effectively deal with the public, vendors, contractors, and City personnel; use active listening skills to ensure full understanding.
- **Decision Making:** Make sound, well-informed, effective, timely, and objective decisions.
- **Engineering:** Engineering concepts, principles, and methods required to plan, design, construct, operate, and maintain structures, facilities, and infrastructure such as buildings, transportation systems, water and sanitary systems, and other public works and utilities systems. Specialty knowledge areas may include construction, environmental, fire protection, geotechnical, hydraulics, hydrology, materials, mechanical, structural, traffic, transportation, and water resources engineering.
- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.
- **Knowledge Management:** Gather, organize, and maintain information, determine its importance and accuracy, and communicate it by a variety of methods.
- **Mathematics:** Use advanced mathematics to perform complex engineering calculations and cost estimates. Includes arithmetic, geometry, calculus, and engineering formulas.

- **Mentoring:** Help others learn through formal or informal methods and provide ongoing feedback.
- **Office Technology:** Use modern office and field equipment and communication tools.
- **Oral Communication:** Make clear and convincing oral statements or presentations to individuals or groups; listen to others, attend to nonverbal cues, and respond appropriately.
- **Organizing Work:** Organize work, set priorities, and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with others to accomplish goals; monitor progress and evaluates outcomes. Oversee the work of staff.
- **Organizational Awareness:** Learn and utilize current knowledge of pertinent local, State, and Federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- **Project Management:** Apply principles, methods, or tools to develop, schedule, coordinate, and oversee projects and resources, including monitoring and inspecting costs, work, and contractor performance.
- **Reasoning:** Identify rules, principles, or relationships that explain facts, data, or other information; analyze information, make correct inferences, or draw accurate conclusions.
- **Research:** Apply principles, methods, and processes to evaluate and develop recommendations on engineering and design issues and to conduct systematic and objective inquiries, including study design, collection, analysis, and interpretation of data.
- **Safety and Occupational Hazards:** Practice and incorporate City and mandated safety rules, regulations, and protocols.
- **Self-Management:** Set well-defined and realistic personal goals; display initiative, effort, and commitment towards completing assignments in a timely manner; use tact, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- **Teamwork:** Encourage and facilitate cooperation; work with others to achieve common goals.
- **Technical Competence:** Apply knowledge acquired through formal training or extensive on-the-job experience to perform one's job; analyze and evaluate technical job-related information; advise others on technical issues.
- **Written Communication:** Prepare written documents to inform audiences with varying levels of technical knowledge, including clear, concise, and accurate technical reports, drawings, maps, notes, correspondence, and other written and visual materials. Maintain appropriate records.

#### TYPICAL EQUIPMENT USED

Passenger vehicle, personal computer, drafting equipment, plotter, survey equipment, and general office and communications equipment such as telephone, copier, scanner, projector, etc.

#### PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting, sit, stand, and walk between work areas, and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 lbs., and to transport a computer laptop from one work location to another. Heavier weights occasionally lifted or carried are moved with the use of proper equipment and/or assistance from other staff.

When assigned to the field or plant areas, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand for extended periods, and walk on level, uneven, sloped, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend stairs and ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Involves frequent walking in operational areas to identify problems or hazards.

**WORK ENVIRONMENT**

Conditions vary depending upon area of assignment; employees may primarily work in a standard office environment with moderate noise levels and controlled temperature conditions and may also work in a field and/or plant setting indoors or outdoors with varied terrain and structures, and/or exposure to potential hazards or an industrial environment, including loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, mechanical and/or electrical hazards, chemicals, and other hazardous physical substances, dust, and fumes.

Employees have frequent interaction with others in the course of their duties. May occasionally interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**MINIMUM QUALIFICATIONS**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**Associate Engineer I:

- Experience: Two years of work experience as an Engineer-in-Training (EIT) in engineering or designated specialty area.
- Licenses and Certifications: Possession of a valid State of Washington Driver's License, to be maintained throughout employment.

Associate Engineer II:

- Experience: Four years of work experience as an Engineer-in-Training (EIT) in engineering or designated specialty area.
- Licenses and Certifications:
  - Certification as a Professional Engineer (PE) in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - Possession of a valid State of Washington Driver's License, to be maintained throughout employment.

**Promotional Requirements:**Associate Engineer I:

- Experience: Two years of work experience with the City in the classification of Assistant Engineer II (SPN: 231).
- Licenses and Certifications:
  - Certification as an Engineer-in-Training (EIT) in engineering or designated specialty area, to be maintained throughout employment.
  - Possession of a valid State of Washington Driver's License, to be maintained throughout employment.
- **Note:** Recruitments will specify areas of work specialization to determine candidate interest and qualification.

New: 12/85

Retitled: 1/25

Revised: 1/96, 5/98, 5/00, 5/02, 4/05, 12/10, 7/16, 6/17, 12/24

Reviewed: 4/89, 7/91, 1/94, 7/04, 6/07, 1/13



# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

• ESTABLISHED 1910

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## SENIOR ENGINEER I - II

SPN: 233

Bargaining Unit: M&P

Pay Range: TBD

Effective Date: TBD

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### CLASS SUMMARY

Advanced-level engineering professionals serve as project managers and provide guidance and oversight to staff and consultants performing engineering design and construction management work related to public and private infrastructure and utilities projects. Incumbents lead and assign project activities working with other City staff, contractors, and outside agencies, and provide complex, specialized staff assistance in their areas of expertise to management and various City departments.

### CLASS CHARACTERISTICS

This is the advanced journey-level classification in the professional engineering class series, which is responsible for the most complex work assigned to the series. Exercises independent judgment in diverse specialized engineering activities requiring ongoing decision-making, initiative, and discretion within established guidelines. Provides professional level support to management in a variety of areas.

This classification is distinguished from the Associate Engineer by the highly complex and responsible nature of work which requires thorough expertise and accountability for innovative problem solving. It is distinguished from the Principal Engineer which is a managerial classification involved in strategic leadership, policy influence, and continuous improvement responsibility. All Senior Engineers are licensed professionals with ability to apply knowledge in reviewing and sealing or stamping documents. Positions at the Senior level will be designated in specialty areas by department and functional area of work.

Positions in this class series are flexibly staffed; Senior Engineer II positions are normally filled by advancement from Senior Engineer I; progression to the Senior Engineer II level is dependent on meeting the minimum qualifications based on required experience. Vacancies may be filled at either level as authorized by Civil Service.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods to complete the work. Work is typically reviewed by results attained. Incumbents may lead and/or directly supervise a team of subordinate professional and/or technical and other support staff. Responsible for a variety of supervisory responsibilities including planning, organizing, delegating, checking, reviewing, and evaluating the work of assigned staff and consultants and for organizing and overseeing day-to-day engineering activities.

### EXAMPLES OF JOB FUNCTIONS

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures for assigned operations.
- Monitors activities of the work unit. Identifies opportunities for improving service delivery and procedures, provides recommendations, reviews with appropriate management staff, and implements improvements.
- Performs advanced technical calculations; develops construction documents including plans, specifications, and estimates; ensures functions meet all applicable laws, regulations, and City policies. Reviews plans, design drawings, calculations, and specifications of staff and consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.

- Participates in budget preparation. Identifies resource needs, prepares detailed cost estimates with appropriate justifications, and monitors expenditures. Tracks Federal, State, and local funding related to various projects and studies.
- Supervises and gives technical advice and guidance to staff and consultants concerning project feasibility, design, or execution; provides support for design-related questions or necessary revisions throughout project work. Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Serves as a project manager. Plans, schedules, conducts, or coordinates detailed phases of work. Develops project charters and scopes, conducts project site visits and field exploration, oversees project design, construction, and implementation, and coordinates project operations with other divisions and outside agencies. Ensures projects meet mandated engineering standards, budgeted funds, best practices, and City goals and objectives.
- Prepares requests for proposals for professional and other contracted services. Evaluates proposals and recommends award, negotiates contracts, and administers contracts to ensure compliance with City specifications and service quality. Reviews change orders for errors and omissions and incorporates changes into future designs.
- Supervises and assigns work to staff and consultants performing engineering design and construction work related to public works projects and systems; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Performs complex study and analysis of issues or systems; develops and calibrates the analysis procedures for investigation to determine quality results.
- Provides staff assistance to management. Prepares and presents staff reports and other written materials. Supervises the establishment and maintenance of reports, records and files. Ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public. Prioritizes, addresses, and resolves inquiries from internal and external sources, complaints, and administrative issues.; recommends corrective actions to resolve issues. Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public. May testify as an expert in hearings or appeals relevant to the work.
- Performs related work as required.

**COMPETENCIES**

*Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.*

- **Attention to Detail:** Ensure information is complete and accurate, requiring sustained periods of concentration.
- **Building and Construction:** Utilize construction management principles and practices, including the strengths of material, properties, and uses of construction materials. Investigate field conditions for project feasibility and/or issues which arise during the construction process.
- **Computer Skills:** Use computers, software applications, databases, and automated systems to accomplish work.
- **Customer Service:** Effectively deal with the public, vendors, contractors, and City personnel; use active listening skills to ensure full understanding.
- **Decision Making:** Make sound, well-informed, effective, timely, and objective decisions.
- **Engineering:** Engineering concepts, principles, and methods required to plan, design, construct, operate, and maintain structures, facilities, and infrastructure such as buildings, transportation systems, water and sanitary systems, and other public works and utilities systems. Specialty knowledge areas may include construction, environmental, fire protection, geotechnical, hydraulics, hydrology, materials, mechanical, structural, traffic, transportation, and water resources engineering.



- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.
- **Knowledge Management:** Gather, organize, and maintain information; determine its importance and accuracy; and communicate it by a variety of methods.
- **Leadership:** Influences, motivates, and challenges others; adapts communication styles to a variety of situations.
- **Mathematics:** Use advanced mathematics to perform complex engineering calculations and cost estimates. Includes arithmetic, geometry, calculus and engineering formulas.
- **Mentoring:** Helps others learn through formal or informal methods and provide ongoing feedback.
- **Office Technology:** Use modern office and field equipment and communication tools.
- **Oral Communication:** Make clear and convincing oral statements or presentations to individuals or groups; listen to others, attend to nonverbal cues, and respond appropriately.
- **Organizing Work:** Organize work, set priorities, and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with others to accomplish goals; monitor progress and evaluate outcomes. Oversee the work of staff.
- **Organizational Awareness:** Learn and utilize current knowledge of pertinent local, State, and Federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- **Project Management:** Apply principles, methods, or tools to develop, schedule, coordinate, and oversee projects and resources, including monitoring and inspecting costs, work, and contractor performance.
- **Reasoning:** Identify rules, principles, or relationships that explain facts, data, or other information; analyze information, make correct inferences, or draw accurate conclusions.
- **Research:** Apply principles, methods, and processes to evaluate and develop recommendations on engineering and design issues and to conduct systematic and objective inquiries, including study design, collection, analysis, and interpretation of data.
- **Safety and Occupational Hazards:** Practice and incorporate City and mandated safety rules, regulations, and protocols.
- **Self-Management:** Set well-defined and realistic personal goals; display initiative, effort, and commitment towards completing assignments in a timely manner; use tact, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- **Supervision:** Use supervisory theories and methods sufficient to be able to perform a variety of supervisory functions. Plan, organize, direct, and coordinate the work of others. Provide staff with development opportunities and coaching.
- **Teamwork:** Encourage and facilitate cooperation; work with others to achieve common goals.
- **Technical Competence:** Apply knowledge acquired through formal training or extensive on-the-job experience to perform one's job; analyze and evaluate technical job-related information; advise others on technical issues. Specialty knowledge areas of expertise include Civil Engineering: Public Works - Capital Projects, Construction Materials, Design, Development, Transportation (Traffic, Bridges), Utilities; Fire Protection; or Mechanical Engineering (WTE Plant) and any other designated official City business.
- **Written Communication:** Prepare written documents to inform audiences with varying levels of technical knowledge, including clear, concise, and accurate technical reports, drawings, maps, notes, correspondence, and other written and visual materials. Maintain appropriate records.

**TYPICAL EQUIPMENT USED**

Passenger vehicle, personal computer, drafting equipment, plotter, survey equipment, and general office and communications equipment such as telephone, copier, scanner, projector, etc.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting, sit, stand, and walk between work areas, and use standard office equipment, including a computer; vision to

read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 lbs., and to transport a computer laptop from one work location to another. Heavier weights occasionally lifted or carried are moved with the use of proper equipment and/or assistance from other staff.

When assigned to the field or plant areas, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand for extended periods, and walk on level, uneven, sloped, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend stairs and ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Involves frequent walking in operational areas to identify problems or hazards.

**WORK ENVIRONMENT**

Conditions vary depending upon area of assignment; employees may primarily work in a standard office environment with moderate noise levels and controlled temperature conditions and may also work in a field and/or plant setting indoors or outdoors with varied terrain and structures, and/or exposure to potential hazards or an industrial environment, including loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, mechanical and/or electrical hazards, chemicals, and other hazardous physical substances, dust, and fumes.

Employees have frequent interaction with others in the course of their duties. May occasionally interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**MINIMUM QUALIFICATIONS**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:***Senior Engineer I:*

- Experience: Six years of professional engineering work experience with two years as a licensed Professional Engineer (PE).
- Licenses and Certifications:
  - Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - Possession of a valid State of Washington Driver's License, to be maintained throughout employment.

*Senior Engineer II:*

- Experience: Ten years of professional engineering work experience with six years as a licensed Professional Engineer (PE).
- Licenses and Certifications:
  - Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - Possession of a valid State of Washington Driver's License, to be maintained throughout employment.

**Promotional Requirements:**

Senior Engineer I:

- Experience: Two years of work experience with the City in the classification of Associate Engineer II (SPN: 232).
- Licenses and Certifications:
  - Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - Possession of a valid State of Washington Driver's License, to be maintained throughout employment.
  - Departments may require additional certifications to be obtained and maintained during employment according to regulatory requirements.
- **Note:** Recruitments will specify areas of work specialization to determine candidate interest and qualification.

New: 12/85

Retitled: 1/25

Revised: 4/87, 4/89, 2/90, 3/92, 5/98, 7/99, 2/03, 1/12, 7/16, 12/24

Reviewed: 4/94, 4/96, 11/01, 2/05, 2/07, 12/10



# Job Classification Specification

CITY OF SPOKANE CIVIL SERVICE COMMISSION

ESTABLISHED 1910

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## PRINCIPAL ENGINEER

SPN: 234

Bargaining Unit: M&P-B

Pay Range: TBD

Effective Date: 12/24

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### CLASS SUMMARY

Managers at this level provide strategic direction, integration, and oversight for engineering projects and programs within a major section of a Public Works department or Development Services while leading initiatives and the development of new approaches, providing technical vision and expert guidance. They manage relationships with key stakeholders and influence organizational policies and standards while driving continuous improvement in engineering practices.

### CLASS CHARACTERISTICS

This managerial classification is responsible for planning, organizing, reviewing, and evaluating the operations and work of staff providing engineering services to City or external agency/developer projects. Incumbents perform diverse, specialized, and complex work involving significant accountability and decision-making for assigned projects and programs. Incumbents serve as an agency representative and professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from assigned management personnel. Exercises full-scope supervision over supervisory, professional, technical, and administrative support staff, either directly or through subordinate levels of supervision. Possesses authority for hiring and termination decisions within policy and regulatory guidelines.

### EXAMPLES OF JOB FUNCTIONS

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Plans, manages, and directs the daily functions, operations, and activities of a major engineering section within Public Works or Development Services including the design, development, scheduling, and construction of public works projects, and/or oversight of external agency/developer projects which impact the City's infrastructure.
- Participates in the development and implementation of management goals, objectives, policies, and priorities. Recommends appropriate service and staffing levels within division policy.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures. Assesses and monitors workload, administrative, and support systems, and internal reporting relationships. Identifies opportunities and makes recommendations for improvement.
- Directs a diverse range of projects. Assesses the feasibility and soundness of projects pursuant to technical reports and environmental studies. Schedules and directs the work of design teams to ensure projects meet funding agency deadlines and City scheduling priorities. Authorizes design changes within established procedures.
- Coordinates field construction and inspection activities. Directs the collection of field data. Ensures compliance with mandated requirements, engineering standards, and best practices.
- Participates in the development, administration, and oversight of engineering budgets. Determines funding needs for staffing, equipment, materials, and supplies. Ensures compliance with budgeted funding.

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- Conducts a review of external agency and/or private development projects which impact the City's infrastructure, recommends project conditioning, and once complied with, project approval.
- Reviews external agency and/or developer plans and specifications as they relate to private projects which impact the City's infrastructure and ensures construction projects meet funding agency deadlines and City scheduling priorities.
- Participates in and approves employee selection. Trains, motivates, develops, and evaluates assigned personnel. Works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Serves as a liaison for assigned functions with other City departments, divisions, developers, contractors, and outside agencies. Provides staff support to commissions, committees, task forces, etc.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in civil engineering design and construction. Researches emerging engineering trends and enhancements and their applicability to City needs.
- Directs the establishment and maintenance of working records and official records. Prepares and presents staff and agenda reports and other correspondence related to assigned activities and services. Presents reports to various commissions, committees, and boards.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner. Identifies and reports findings and takes necessary corrective action.
- Performs related work as required.

## COMPETENCIES

*Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.*

- **Administration and Management:** Plan, coordinate, and execute business functions, resource allocation, and production.
- **Attention to Detail:** Ensure information is complete and accurate, requiring sustained periods of concentration.
- **Building and Construction:** Utilize construction management principles and practices, including the strengths of material, properties, and uses of construction materials. Investigate field conditions for project feasibility and/or issues which arise during the construction process. Ensure that materials used in City construction projects are of the quality and quantity specified in contracts.
- **Computer Skills:** Use computers, software applications, databases, and automated systems to accomplish work.
- **Creative Thinking:** Use imagination to develop new insights into situations and apply innovative solutions to problems; design new methods where established methods and procedures are not suitable or are unavailable.
- **Customer Service:** Effectively deal with the public, vendors, contractors, and City personnel; use active listening skills to ensure full understanding.
- **Decision Making:** Make sound, well-informed, effective, timely, and objective decisions.
- **Engineering:** Engineering concepts, principles, and methods required to plan, design, construct, operate, and maintain structures, facilities, and infrastructure such as buildings, transportation systems, water and sanitary systems, and other public works and utilities systems. Specialty knowledge areas may include construction, environmental, fire protection, geotechnical, hydraulics,

hydrology, materials, mechanical, structural, traffic, transportation, and water resources engineering.

- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.
- **Knowledge Management:** Gather, organize, and maintain information; determine its importance and accuracy; and communicate it by a variety of methods.
- **Leadership:** Influence, motivate, and challenge others; adapt communication styles to a variety of situations.
- **Mathematics:** Use advanced mathematics to perform complex engineering calculations and cost estimates. Includes arithmetic, geometry, calculus and engineering formulas.
- **Mentoring:** Help others learn through formal or informal methods and provides ongoing feedback.
- **Office Technology:** Use modern office and field equipment and communication tools.
- **Oral Communication:** Make clear and convincing oral statements and presentations to individuals and groups; listen to others, attend to nonverbal cues, and respond appropriately.
- **Organizing Work:** Organize work, set priorities, and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with others to accomplish goals; monitor progress and evaluate outcomes. Oversee the work of staff.
- **Organizational Awareness:** Learn and utilize current knowledge of pertinent local, State, and Federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- **Project Management:** Apply principles, methods, or tools to develop, schedule, coordinate, and oversee projects and resources, including monitoring and inspecting costs, work, and contractor performance.
- **Reasoning:** Identify rules, principles, or relationships that explain facts, data, or other information; analyze information, make correct inferences, or draw accurate conclusions.
- **Research:** Apply principles, methods, and processes to evaluate and develop recommendations on engineering and design issues and to conduct systematic and objective inquiries, including study design, collection, analysis, and interpretation of data.
- **Safety and Occupational Hazards:** Practice and incorporate City and mandated safety rules, regulations, and protocols.
- **Self-Management:** Set well-defined and realistic personal goals; display initiative, effort, and commitment towards completing assignments in a timely manner; use tact, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- **Strategic Thinking:** Formulate effective strategies consistent with the business and competitive strategy of the organization in a global economy; examine policy issues and strategic planning with a long-term perspective; determine objectives and set priorities; anticipate potential threats or opportunities.
- **Supervision:** Use supervisory theories and methods sufficient to be able to perform a variety of supervisory functions. Plan, organize, direct, and coordinate the work of others. Provide staff with development opportunities and coaching.
- **Teamwork:** Encourage and facilitate cooperation; work with others to achieve common goals.
- **Technical Competence:** Apply knowledge acquired through formal training or extensive on-the-job experience to perform one's job; analyzes and evaluates technical job-related information; advises others on technical issues. Specialty knowledge areas of expertise include Civil Engineering: Public Works - Capital Projects, Construction Materials, Design, Development, Transportation (Traffic, Bridges), Utilities; Fire Protection; or Mechanical Engineering (WTE Plant) and any other designated official City business.

## Principal Engineer

SPN 234

- **Written Communication:** Prepare written documents to inform audiences with varying levels of technical knowledge, including clear, concise, and accurate technical reports, drawings, maps, notes, correspondence, and other written and visual materials. Maintain appropriate records.

### TYPICAL EQUIPMENT USED

Passenger vehicle, personal computer, drafting equipment, plotter, survey equipment, and general office and communications equipment such as telephone, copier, scanner, projector, etc.

### PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting, sit, stand, and walk between work areas, and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 lbs., and to transport a computer laptop from one work location to another. Heavier weights occasionally lifted or carried are moved with the use of proper equipment and/or assistance from other staff.

When working in field or plant areas, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand for extended periods, and walk on level, uneven, sloped, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend stairs, scaffolding, and ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. Involves frequent walking in operational areas to identify problems or hazards.

### WORK ENVIRONMENT

Conditions vary depending upon area of assignment; employees may primarily work in a standard office environment with moderate noise levels and controlled temperature conditions and may also work in a field and/or plant setting indoors or outdoors with varied terrain and structures, and/or exposure to potential hazards or an industrial environment, including loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, mechanical and/or electrical hazards, chemicals, and other hazardous physical substances, dust, and fumes.

Employees have frequent interaction with others in the course of their duties. May occasionally interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### MINIMUM QUALIFICATIONS

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

#### Open-Entry Requirements:

- Experience: Ten years of professional engineering work experience as a licensed Professional Engineer (PE) with four years of direct supervisory experience.
- Licenses and Certifications:
  - Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - Possession of a valid State of Washington Driver's License, to be maintained throughout employment.
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## Principal Engineer

**SPN 234**

### Promotional Requirements:

- Experience: Two years of work experience with the City in the classification of Senior Engineer II (SPN: 233).
- Licenses and Certifications:
  - Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment.
  - Possession of a valid State of Washington Driver's License, to be maintained throughout employment.
  - Departments may require additional certifications to be obtained and maintained during employment according to regulatory requirements.
- **Note:** Recruitments will specify areas of work specialization to determine candidate interest and qualification.

New: 12/85

Title Change: 4/94

Revised: 4/89, 2/95, 4/99, 9/01, 4/05, 11/12, 9/16, 7/23, 12/24

Reviewed: 7/91, 1/94, 4/94, 3/97, 6/03, 6/07, 1/11



**NATURE OF WORK:**

Performs professional engineering work in connection with the planning, development, design, and construction of public works projects. Applies standard techniques, procedures, and criteria to carry out a sequence of related engineering tasks. Limited exercise of judgment is required in making preliminary selections and adaptations of engineering alternatives. Employee has routine contact with other employees and limited public contact. All work is verified by others, but if not detected, errors might cause a significant loss of time or a financial loss to the City. Duties are sedentary to light in nature, occasionally performed under various weather conditions, and require sustained periods of concentration. May work in Engineering Services, Development Services, Fire Department or Public Works division.

**SUPERVISION:**

Specific objectives are established; assignments are screened for unusual or difficult problems and selections are made in technique and procedures to be applied to non-routine work. The employee receives close supervision on new aspects of assignments. May supervise a small group of employees doing similar work.

**ESSENTIAL JOB FUNCTIONS:**

Participates in the design, planning, and construction management, and may supervise and assign inspection and construction staking, of various public works projects including streets, bridges, tunnels, structures, and utility projects including water, sewage, refuse and related utilities facilities.

Drafts preliminary and final designs; prepares specifications.

Assists in the review and approval of plans and specifications of proposed buildings, structures and site developments.

Performs engineering calculations and evaluates layout and design proposals to assure compliance with policies, standards, procedures and codes.

Assists in developing plan checking and inspection procedures. Assists the inspection staff with code interpretations and problem solving. Participates in inspections of proposed developments, existing buildings, capital projects and public infrastructure.

Assists in developing reports and recommendations, and interpretation of code requirements necessary for construction projects.

Assists in the evaluation of performance-based engineering proposals for fire and building code equivalences.

Assists in the evaluation of variances from design standards.

Makes complex computations and time and material estimates.

May be required to work in the field.

Operates an automobile, drafting equipment, computer, computer aided drafting software, telephone, reprographic equipment, and calculator.

Performs related work as required.

**Engineer in Training**  
**Page two**

REQUIREMENTS OF WORK:

- Knowledge of the principles and practices of engineering.
- Knowledge of modern construction methods and materials.
- Ability to make complex engineering computations quickly and accurately.
- Ability to adapt standard engineering methods and criteria to the design and construction of a variety of public works projects.
- Ability to direct technicians or inspectors assisting on projects.
- Ability to resolve problems and conflicts related to assigned projects.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relations.
- Ability to operate a computer.
- Skill in the use of drafting instruments.

The following are applicable to positions in the Fire Department:

- Knowledge of the behavior of fire and products of combustion and their impacts upon structures, occupants, and firefighting personnel.
- Knowledge of the pertinent laws and regulations governing the construction of buildings and other structures.
- Knowledge of the principles, techniques and design of fixed fire protection and life safety systems.

PHYSICAL REQUIREMENTS:

- Ability to read and write technical reports.
- Ability to hear and to communicate on the telephone.
- Ability to move in order to conduct field investigations.
- Ability to use drafting equipment and a personal computer, including mouse and keyboard.
- Ability to conduct field investigations that require considerable walking.
- Ability to work outdoors in varying weather conditions.

MINIMUM EDUCATION AND EXPERIENCE:

(Open-entry applicants must meet all requirements in one of the following paths at the time of application.)

Open Entry Requirements:

Education Path:

- **Education:** Bachelor's degree in Engineering from an accredited four-year college or university. Applicants enrolled in the final (senior) year of an accredited bachelor's degree program in Engineering may apply, but candidates must obtain their bachelor's degree prior to hire.
- **License and Certification:** Applicants must possess a valid driver's license or evidence of equivalent mobility. Engineer in Training (EIT) certificate must be obtained within one year of hire.

EIT Path:

- **Certification:** Possession of a recognized Engineer in Training certificate
- **License:** Applicants must possess a valid driver's license or evidence of equivalent mobility.

New: 12/85

Revised: 5/95, 6/99, 2/02, 11/06, 1/08, 4/15, 2/22, 2/23

Reviewed: 4/89, 4/91, 4/93, 6/97, 5/04, 5/06, 12/10, 1/13

Union: M&P

Range: 38

EEO: 2

## ASSOCIATE ENGINEER

SPN: 232

### NATURE OF WORK:

Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria in the development, investigation, and construction of Public Works projects and systems. Assignments require analyzing facts to determine the proper course of action within the limits of standard procedures. Uses judgment in making minor adaptations and modifications. Employee has regular contact with both internal and public sources to obtain or supply information. Duties are sedentary in nature, occasionally performed under varying weather conditions, and require more than normal concentrated attention. Most work is reviewed by others; but if not detected, errors would cause a serious loss of production or waste of materials involving a considerable financial loss to the City.

### SUPERVISION:

Receives instruction on specific assignment objectives, complex features, and possible solutions. Work is reviewed for application of sound professional judgment. May be responsible for the work of professional or technical employees on specific projects or may work in an independent capacity on particularly complex matters.

### ESSENTIAL JOB FUNCTIONS:

May perform planning, design, construction management and/or operations functions of public works projects within their respective department.

Performs work for various Public Works projects involving conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents.

Prepares specifications and cost estimates for various Public Works and Utilities projects.

Conducts professional engineering studies relating to present activities and future projects. Collects and analyzes data and confers with supervisors regarding the feasibility of design. Prepares reports and makes recommendations relating to the conduct of engineering activities or to the acceptance of contracts and bids received for proposed projects.

May be required to work in the field on particularly complex construction projects or during emergencies.

Operates an automobile, drafting equipment, personal computer, reprographic equipment, and calculator.

Researches new methods, products and materials related to public works projects. Evaluates and reviews the appropriateness of implementing new methods, products and materials in City projects. Makes recommendations to other departments.

#### HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)

- Performs analysis of combined and separated sewer systems, and water systems.
- Develops and calibrates the analysis procedures for both hydrologic/hydraulic investigation to determine sizing of conveyance pipes, tanks, and combined sewer overflow facilities.
- Develops and documents water and wastewater flow projections to assess future facility needs.

Performs related work as required.

### REQUIREMENTS OF WORK:

Considerable knowledge of the principles and practices of engineering, particularly as applied to the design of Public Works projects.

Considerable knowledge of municipal engineering objectives, purposes, methods, and practices.

**Associate Engineer**  
**Page two**

Considerable knowledge of the practices and principles of hydrologic and hydraulic analysis (designated positions).

Knowledge of software applications related to engineering design and construction, geographic information systems, computer-aided design and drafting, and databases.

Knowledge of applicable codes, ordinances.

Ability to perform technical research and give reliable advice on difficult engineering problems.

Ability to prepare and interpret plans and specifications, and calculate stresses and deflections in structures.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working and public relations.

Ability to supervise professional and non-professional personnel.

**PHYSICAL REQUIREMENTS:**

Ability to perceive and understand fine print and distinguish shades of color as found on plans, drawings, reports, and specifications.

Ability to communicate by using a telephone.

Ability to travel to and from job sites in order to conduct field investigations, and to traverse outdoor work sites.

Ability to operate drafting equipment and a personal computer.

Ability to work in outdoor weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:**

**Open Entry Requirements:**

- Education: A bachelor's degree in Civil Engineering from an accredited four-year college or university.
- Experience: Four years of professional-level experience in civil engineering.
- Substitutions: A master's degree in engineering may substitute for one year of experience. Possession of a recognized Engineer in Training Certificate may substitute for the education requirement.

Note: Open-entry applicants will also qualify by providing proof of approval by the Washington State Department of Licensing to take the Principles and Practice of Engineering (PE) exam in a Civil Engineering discipline.

**Promotional Requirements:** Three years of experience with the City in the classification of Engineer in Training (SPN: 231).

All applicants must possess a valid driver's license or equivalent mobility.

Recruiting for Engineers, other than Civil Engineers, will be conducted as needed.

New: 12/85

Revised: 1/96, 5/98, 5/00, 5/02, 4/05, 12/10, 7/16, 6/17

Reviewed: 4/89, 7/91, 1/94, 7/04, 6/07, 1/13

Union: M&P

Range: 46

EEO: 2

**NATURE OF WORK:**

Performs work in planning, preliminary engineering, design, and construction of several concurrent Public Works projects and systems, normally as a team leader. Plans and conducts work in the evaluation, selection, and modification of standard techniques, procedures, and criteria within the limits of departmental policy or City ordinance. Devises new approaches to problems encountered. Employee has regular inside and outside contact of a policy or coordinating nature, with any final decisions made subject to review by the supervisor. Carelessness or lack of judgment in the performance of duties may cause serious embarrassment or financial loss to the City. Work is sedentary to light in nature, occasionally performed under varying weather conditions, and requires sustained periods of concentration involving more than normal mental strain.

**SUPERVISION:**

Independently performs most assignments, with instructions as to general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Normally responsible for the supervision, training, and direction of individual project teams consisting of engineers and technicians. May work in an independent capacity on a particularly complex matter.

**ESSENTIAL JOB FUNCTIONS:**

Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major public works or utility project or in a total project of moderate scope.

Supervises and gives technical advice, guidance, and direction to a project team concerning engineering feasibility, design, or construction of a project.

Coordinates and participates in the preparation of technical reports.

Reviews plans, design drawings, and specifications of consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.

May conduct or participate in hearings, public meetings, and conferences which concern Public Works projects, policies, or regulations. Prepares and presents written or oral project status reports to supervisors and City management.

Operates an automobile, drafting equipment, telephone, computer, reprographic equipment, and calculator.

**HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)**

- Performs complex analysis for combined and separated sewer systems, and water systems.
- Develops and calibrates the analysis procedures for hydrologic/hydraulic investigation to determine sizing of conveyance pipes, tanks, and combined sewer overflow facilities.
- Develops and documents water and wastewater flow projections to assess future facility needs.

Performs related work as required.

**Senior Engineer**  
**Page two**

**REQUIREMENTS OF WORK:**

Requires a broad knowledge of the laws, regulations, and design and development procedures in Public Works Engineering, and a good knowledge of the principles and practices of related areas.

Considerable knowledge of the practices and principles of hydrologic and hydraulic analysis (designated positions).

Considerable knowledge of software applications related to engineering design and construction, geographic information systems, computer-aided design and drafting, and databases.

Knowledge of design requirements and construction materials.

Ability to reconcile conflicting design requirements.

Ability to coordinate, direct, and supervise important and complex engineering projects.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective public and internal working relationships.

Skill in making difficult engineering computations, estimates, plans, designs, and specifications.

**PHYSICAL REQUIREMENTS:**

Ability to see, with or without corrective lenses, well enough to read and write technical reports.

Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.

Enough body mobility to conduct field investigations.

Enough manual dexterity to use drafting equipment.

Enough stamina to conduct field investigations which require considerable walking.

Tolerance to outdoor work.

**MINIMUM EDUCATION AND EXPERIENCE:**

Open Entry Requirements: Must possess a certificate of registration as a Professional Engineer, as a Civil Engineer, in the State of Washington. Applicants from other states must possess certification as a P.E., as a Civil Engineer, and must obtain Washington certification within six months from time of employment. Requires four years of Public Works type planning, design, or construction engineering experience; and, two years of applicable supervisory experience. A Master's Degree in Engineering may be substituted for one year of experience.

Promotional Requirements: Two years of experience with the City in the classification of an Associate Engineer (SPN 232). Must possess a certificate of registration as a Professional Engineer in the State of Washington.

All applicants must possess a valid driver's license or evidence of equivalent mobility.

Recruiting for Engineers other than Civil will be conducted as needed.

NOTE: Individual selected for position in the Solid Waste Management Department must obtain certification as a Manager of Landfill Operations within one year of appointment

New: 12/85

Revised: 4/87, 4/89, 2/90, 3/92, 5/98, 7/99, 2/03, 1/12, 7/16

Reviewed: 4/94, 4/96, 11/01, 2/05, 2/07, 12/10

Union: M&P

Range: 52

EEO: 2



**NATURE OF WORK:**

Applies intense and diversified knowledge of engineering and managerial principles and practices. Makes decisions on engineering problems and methods; represents the department in conferences and public meetings; resolves important questions; and plans and coordinates work and Public Works policy. Provides consulting expertise to other divisions and departments. Carelessness or lack of judgment could cause serious embarrassment or financial loss to the City. Work is sedentary in nature, occasionally performed under varying weather conditions, and requires a high degree of concentration involving analytical or creative thought over long periods of time with more than normal mental strain.

**SUPERVISION:**

Is designated as responsible head of a major division within a Department. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with the supervisor concerning unusual problems and developments. Coordinates division activities.

**ESSENTIAL JOB FUNCTIONS:**

In a supervisory capacity, plans, develops, conducts, and coordinates Public Works and Utility projects.

Supervises the development and evaluation of plans and criteria for a variety of projects and activities to be carried out by others. Monitors funding sources for Public Works activities, and develops programs, schedules, and funding applications. Assesses the feasibility and soundness of the project as defined by technical reports and environmental studies.

Audits meetings involved with defining or developing policies pertaining to Public Works project activities. Acts as a liaison for the City with developers, and with County, State, and Federal agencies involved in Public Works activities.

Responsible for the development, preparation, and schedule of the entire design effort of the Department. Authorizes design changes within established procedures.

Responsible for the administration of all Public Works construction management activities. Directs the collection of field data. Coordinates field construction and inspection activities.

Directs and coordinates the activities of consultants and contractors in the planning, design, or construction management of Public Works projects.

Directs and coordinates the street operation and maintenance division.

Operates an automobile, drafting equipment, personal computer, computer terminal, reprographic equipment, and calculator.

Performs related work as required.

**REQUIREMENTS OF WORK:**

Considerable knowledge of the procedures in Public Works Engineering, and considerable knowledge of the principles and practices of related areas.

Knowledge of construction materials. Knowledge of the laws and regulations governing the planning, design, and development of municipal Public Works projects.

Knowledge of the principles, practices, and techniques of administrative management as they apply to an engineering organization and the ability to plan, direct, and coordinate the work of subordinate employees as they relate to other departments and private agents.

**REQUIREMENTS OF WORK** (continued):

Ability to reconcile conflicting design requirements.

Ability to establish and maintain effective public and internal working relationships, and to make effective use of community involvement techniques.

Ability to clearly and concisely express oneself, both orally and in writing.

Ability to prepare and evaluate difficult engineering computations, estimates, plans, designs, specifications, materials, equipment, and methods.

**PHYSICAL REQUIREMENTS:**

Ability to see, with or without corrective lenses, well enough to read and write technical reports.

Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.

Enough body mobility to conduct field investigations.

Enough stamina to conduct field investigations which require considerable walking.

Tolerance to work out-of-doors.

**MINIMUM EDUCATION AND EXPERIENCE:**

*Selection of a Senior Administrative Assistant, Rule V, Section 8, Rules of the Civil Service Commission, applies. Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open Entry Requirements:**

- Experience: Eight years of professional engineering experience in planning, design, or construction, two years of which must be directly supervising professional engineering staff.
- Substitution: A Master's Degree in Engineering may be substituted for one year of experience.

**Promotional Requirements:**

- Experience: Two years of experience in the classification of Senior Engineer (SPN 233), Senior Traffic Engineer (SPN 255), or Fire Protection Engineer (SPN 334).

**Licenses and Certifications:**

- Licensure as a Professional Engineer in the State of Washington, to be maintained throughout employment.
- A valid driver's license or otherwise demonstrated ability to get to and from multiple work locations is required.

New: 12/85

Title Change: 4/94

Revised: 4/89, 2/95, 4/99, 9/01, 4/05, 11/12, 9/16, 7/23, 9/2024 (ref change)

Reviewed: 7/91, 1/94, 4/94, 3/97, 6/03, 6/07, 1/11

Union: M&P-B

Range: 57

EEO code: 02

Civil Service  
Commission



## **Item 4C – Resolution 2025-02 – Request to Void Current Firefighter Eligible List**

### **Background**

The current eligible list for Firefighter was most recently established in 2021 with a continuous recruitment that closed in April of 2024. The current round of hiring for the 2025 Fire Academy has been completed, with 18 hires and more than 50% of the list declining an interview with the department. Based on Rule IV, Section 14, The Commission may void a list at any time after it has been in effect for one year.

Civil Service recommends voiding the list and there is concurrence from both Fire management and Local 29.

Commission action is required.

Civil Service  
Commission



## Item 4D – Work Plan Presentation

### Background

Our Senior Merit System Analyst, Bryan Sullivan, will present to the Commission on our 2025 Work Plan.

No Commission action needed.