



# Official Gazette

## City of Spokane, Washington

Statement of City Business, including a Summary of the Proceedings of the City Council

Volume 107

JANUARY 11, 2017

Issue 2



### MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

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MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

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KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

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# Minutes

**NOTICE**

**NO MEETING MINUTES OF SPOKANE CITY COUNCIL  
Monday, January 2, 2017**

The Monday, January 2, 2017 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

# Hearing Notices

**SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA**

January 18, 2017

City Council Briefing Center  
808 W. Spokane Falls Blvd.

I. Public Hearing: 3:00 P.M.

**A. Certificate of Appropriateness (per SMC 17D.040.080):**

1. Bennett Block/Howard Street Skywalk – 530 W Main Avenue
2. Genesee Building – 819-821 W Riverside Avenue

**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 Council Chambers and the Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., are both wheelchair accessible. The Council Briefing Center is equipped with an audio loop system for persons with hearing loss. The Council Chambers currently has an infrared system and headsets may be checked out by contacting the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Chris Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [ccavanaugh@spokanecity.org](mailto:ccavanaugh@spokanecity.org). Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# General Notices

**NOTICE****NOTICE****NOTICE**

NOTICE IS HEREBY GIVEN that the regular meeting of the SPOKANE CIVIL SERVICE COMMISSION will be conducted at 9:30 a.m., Tuesday, January 17, 2017 in the Council Chambers on the Lower Level, City Hall.

Items on the Agenda are as follows:

- I. Approval of Minutes
- II. Staff Activities
- III. Classification Resolution
- IV. Senior Administrative Assistants Resolution
- V. Findings of Fact/Record regarding Gregory Borg Appeal

- VI. Teresa Goe Reclassification
- VII. Other Business

**The meeting is open to the public, with the possibility of moving into executive session only with members of the Civil Service Commission and the appropriate staff.**

A Commission briefing will be held at **9:15 a.m.** January 17, 2017, in the Council Chambers.

Dated at Spokane, Washington, this 4th day of January, 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

TO HUMAN RESOURCES STAFF AND ALL EMPLOYEE REPRESENTATIVES:

A pre-Commission/Project Evaluation Committee meeting has been scheduled in the Civil Service Conference Room (4B) at 11:00 a.m. on Monday, January 9, 2017 due to the January 16 MLK Day holiday.

**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 also 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 Chris Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [ccavanaugh@spokanecity.org](mailto:ccavanaugh@spokanecity.org) Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

## EXAMINATION AND CLASSIFICATION ANALYST II SPN 046 PROMOTIONAL

**DATE OPEN:** Monday, January 9, 2017      **DATE CLOSED:** Sunday, January 15, 2017 at 11:59 p.m.  
**SALARY:** \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$75,230.64

### DESCRIPTION:

Performs responsible professional and technical work in the administration of a public personnel merit system.

### DUTIES:

Under supervision, researches and promotes procedures and techniques in job analysis, classification, test construction and administration, recruiting, and related fields. Develops new methods as required.

Coordinates recruiting and placement programs. Plans, constructs, and administers timely examinations. Conducts test research.

Reviews applications and interviews applicants to determine their eligibility for examination.

Conducts research and surveys in order to keep abreast of manpower needs, current trends and new developments in Civil Service systems which adhere to the merit principle.

Conducts job surveys and desk audits, and assists in the maintenance of a City-wide classification plan.

Assists in the development of career fields and lines of progression for all positions in the classified service.

Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:** (Must be met by date of examination.)

Completion of one year with the City in the classification of Examination and Classification Analyst I (SPN 045).

**REQUIRED ADDITIONAL DOCUMENTS:** Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E) and a promotional evaluation (PAR), with scoring weights assigned as follows:

- T&E: 80%
- PAR Score: 20%

**T&E EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online in order to be considered.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

Qualified applicants are encouraged to apply immediately.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of January 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**EXAMINATION AND CLASSIFICATION ANALYST III SPN 047  
PROMOTIONAL**

**DATE OPEN:** Monday, January 9, 2017      **DATE CLOSED:** Sunday, January 15, 2017 at 11:59 p.m.

**SALARY:** \$69,112.80 annual salary, payable bi-weekly, to a maximum of \$84,898.08

**DESCRIPTION:**

Performs responsible professional and analytical work in public personnel administration.

**DUTIES:**

Plans, organizes, and promotes the procedures and techniques of job analysis, classification, test construction, and administration, recruiting, and related areas as assigned. Performs extensive research and develops new methods and procedures as needed.

Supervises and participates in a continuous review of the classification plan and the relationship of jobs to each other. Reviews and investigates requests for new classifications. Develops and maintains career fields and lines of progression for all positions in the classified service. Coordinates with management in salary studies as they relate to job evaluations and grade structures.

Supervises and participates in recruitment, qualification and placement programs. Interviews applicants to determine their qualifications, veteran status, and other factors.

Performs extensive research for test development for a wide variety of occupations.

Constructs and administers tests, and conducts test research for validity and reliability. Researches and develops written, performance, assessment centers, and other job-related examinations, as necessary. Develops and conducts assessment processes, including exercises, grading criteria and forms, and related timetables. Identifies, contacts and recruits well-qualified assessors. Monitors and controls assessment process exercises to ensure that candidates are considered and graded on job-related criteria.

Establishes and maintains cooperative relationships with departments, professional and employee groups, and individual employees, and conducts special studies or investigations as necessary. Investigates and reports on employee complaints concerning conditions of employment and appeals from disciplinary action. Prepares position papers for Commission deliberations.

Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:** (Must be met by date of examination.)

**Experience:** Completion of at least two years of service with the City as an Examination & Classification Analyst II (SPN 046).

**REQUIRED ADDITIONAL DOCUMENTS:** Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E) and a promotional evaluation (PAR), with scoring weights assigned as follows:

- T&E: 80%0000
- PAR Score: 20%

**T&E EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online in order to be considered.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.



Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

Qualified applicants are encouraged to apply immediately.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of January 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**IT PROJECT MANAGER SPN 130  
OPEN ENTRY**

**DATE OPEN: Monday, January 9, 2017      DATE CLOSED: Sunday, January 15, 2017 at 11:59 p.m.**  
**SALARY: \$67,546.80 annual salary, payable bi-weekly, to a maximum of \$82,998.00**

**DESCRIPTION:**

Performs professional project management for applications, business processes and/or services across one or more functional areas of a division or department as assigned.

**NOTE:** This is a lower-level position than the recently recruited Senior Project Manager.

**DUTIES:**

Performs the planning and/or implementation of projects, including facilitating the definition of project charters, goals, tasks and resource requirements, and develops methods to monitor project or area progress according to current industry best practices.

Supports the development and refinement of project and program management methodologies, processes, and tools; coordinates the measurement of project benefits.

Manages the completion of project initiatives by completing detailed project plans, schedules, and budgets to ensure projects are completed on-time and within budget; may participate in the design and/or testing phases, but not as direct subject matter expert.

Coordinates project activities with other departments, jurisdictions, contractors, vendors, and regulatory agencies as required; answers inquiries and responds to concerns of clients and project owners or steering committees.

Attends information technology and steering committee meetings, City leadership discussions, and presentations as required.

Prepares reports and provides briefings to peers within the department, steering committee members, and City leadership to ensure project stakeholders are informed of progress, decisions, and issue status.

Assists in managing key resource dependencies, constraints and critical path contention issues across multiple projects; resolves conflicts and takes corrective actions in partnership with project owner and stakeholders under direction and guidance.

Assists in the development of detailed business cases, cost-benefit analysis, requirements, and/or solution alternatives related to technology solutions.

Maintains quality and focus, monitors and control project progress and expenditures against objectives and approved budgets, and supports organizational and process change management.

Manages vendor contracts and performance including participation in request for proposal (RFP) creation and evaluation.

Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Open Entry Requirements: All requirements must be met at the time of application.**

- **Education:** Graduation from an accredited college or university with a bachelor's degree in project management, business or public administration, computer science, or major coursework in a closely related field.
- **Experience:** Two years of increasingly responsible related experience in project management
- **Substitution:** Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may substitute for the education and experience requirements above.

**Note:** Project Management Professional (PMP) or similar, recognized project management certification is required within six months of original appointment.

**REQUIRED ADDITIONAL DOCUMENTS:** Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E) with scoring weight assigned as follows:

- T&E: 100%

**T&E EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online in order to be considered.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.

**TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

Qualified applicants are encouraged to apply immediately.

**TO APPLY:**

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of January 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

**REFUSE DISTRICT SUPERVISOR SPN 552  
PROMOTIONAL**

**DATE OPEN:** Monday, January 9, 2017      **DATE CLOSED:** Sunday, January 22, 2017 at 11:59 p.m.  
**SALARY:** \$50,613.00 annual salary, payable bi-weekly, to a maximum of \$80,143.00

**DESCRIPTION:**

Performs supervisory and administrative work in the municipal refuse collection, recycling collection, and disposal program.

**DUTIES:**

Plans, organizes, schedules, assigns and reviews the work of refuse or recycling collection crews in assigned districts and routes. Arranges for employee training and may administer Commercial Driver's Licensing road tests.

Receives requests for special service and lays out and assigns work for special collection crews.

Arranges collection routes and lays out and directs work schedule; participates in pre-development review process and makes recommendations on placement of solid waste containers in new or remodeled building plans. Discusses available services with, and makes recommendations to customers. Assists with inventory control, billing questions and documentation.

Inspects refuse collection routes and vehicles; answers and disposes of complaints from and against refuse customers; checks for illegal dumping of refuse.

Enforces solid waste ordinances. Issues citations for violations.

Identifies and implements effective and efficient methods and practices in refuse collection, recycling, and disposal.

Investigates accidents involving department equipment and personnel. Prepares accident and insurance reports; reviews route computer sheets; prepares and maintains personnel files; instructs crews in collection and disposal safety procedures.

Develops equipment replacement schedules and annual budget estimates for consideration and inclusion with department budget.

Develops equipment specifications and proposes modifications to increase operational efficiency. Works with vendors to ensure proper repair of and modifications to equipment.

Performs duties of the Director during his/her absence.

Perform related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:** (Must be met by date of examination.)

**Education:** High school diploma or equivalent

**Experience:** Completion of two years experience with the City in the classification of Refuse Collector III.

**Additional requirements:** Applicants must possess a valid Class "B" Commercial Driver's License (CDL) with air brake endorsement.

**Note:** All incumbents must obtain a special police commission within one year of appointment

**REQUIRED ADDITIONAL DOCUMENTS:** Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

**EXAMINATION DETAILS:**

Applicants must pass the examination for this classification to be eligible for promotion by the City of Spokane. This exam will consist of a written test and a performance evaluation, with weights assigned as follows: written test 80%, performance evaluation 20%.



**WRITTEN TEST DETAILS:**

The written test will be conducted in the Civil Service Test Room on Tuesday, January 31, 2017 at 2:00 p.m. The approximate duration of the test is 2 hours.

**If your application is accepted, you must self-schedule your test time. You will receive an e-mail with complete instructions.**

The written test may include such subjects as:

Department Knowledge  
Supervision  
Administration  
Safety  
Basic Computer Knowledge  
Public Relations

**PROMOTIONAL EVALUATION DETAILS**

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review (PAR)] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of January 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**ENVIRONMENTAL TECHNICIAN SPN 667  
OPEN ENTRY**

**DATE OPEN:** Monday, January 9, 2017      **DATE CLOSED:** Sunday, January 22, 2017 at 11:59 p.m.  
**SALARY:** \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$75,230.64

**DESCRIPTION:**

Performs responsible technical work in sampling, testing, analyzing, and extracting of gases, soils, water, industrial wastewater, and other materials. Work is occasionally performed under a number of disagreeable and hazardous conditions in adverse weather.

**DUTIES:**

Collects samples of gases, soils, water, industrial wastewater, and other materials. Sets up equipment or stations to monitor and collect pollutants from sites such as stacks, or mechanical equipment.

Prepares samples for shipment, testing and analysis.

Calibrates, operates, and maintains sampling, testing and data collection equipment.

Examines and analyzes material for presence and concentration of contaminants.

Devises new methods of analysis for analyzing environmental wastes to comply with accreditation or regulatory requirements.

Operate and perform basic maintenance on landfill gas flare systems.

Records test data and maintains data and other files.

Prepares records, summaries, charts, and other reports of the test results.

Designs, modifies, and maintains refrigerant gas extraction systems.

Extracts hazardous gases and liquid fluorocarbons, such as freon, sulfur dioxide (SO<sub>2</sub>), and ammonia (NH<sub>4</sub>) from refrigerant containing appliances.

Receives, identifies, and categorizes various hazardous household waste and recyclables, including chemical unknowns, for proper disposal.

Packs and prepares hazardous household waste for shipping.

May require independent action in the selection of proper laboratory technique.

Operates an automobile or pick-up truck.

Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

**Open Entry Requirements:** All requirements must be met at the time of application.

**Education:** Graduation from an accredited four-year college or university with a degree in environmental science, chemistry, bacteriology, or related laboratory science

**Experience:** Two years of experience in gas, soil, water, wastewater or air sampling in field. Additional experience of this type may be substituted on a year-for-year basis for up to two years of the educational requirement.

**Note:** All applicants must possess a valid driver's license at the time of application and obtain an EPA Section 608 Technician Universal Certification and OSHA compliant forklift training within the first six months of employment

**REQUIRED ADDITIONAL DOCUMENTS:** Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

#### **EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E) with supplemental questionnaire weighted at 100% of the final score.

#### **T&E EVALUATION DETAILS**

The T&E Evaluation is designed to evaluate the relevance, level, recency, progression, and quality of the applicant's education, training and experience.

The online employment application is the T&E Evaluation and should include all relevant education, training, and experience.

- The T&E Evaluation is administered using the "Education", "Work Experience", and "Certificates and Licenses" sections of the online employment application. Failure to complete these sections will result in a lower score.
- A resume may be included with your application, however it will not substitute for any section noted above and will not be used in the rating process.

**SUPPLEMENTAL QUESTIONNAIRE DETAILS**

The Supplemental Questionnaire is designed to elicit sufficient job-related information and will be used to evaluate the amount and quality of the applicant's previous job-related experience, as well as any other information deemed important to performing the duties of the position.

TIP: It is more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted. The questions are located online in the tab marked "Supplemental Questions" on the job announcement.

- The Supplemental Questionnaire is a scored part of the Civil Service examination for this position and must be completed online at the time of application.
- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.

**All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.**

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

**TO APPLY:**

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of January 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**REQUEST FOR PROPOSALS****CHEMICAL MANAGEMENT PROGRAM AND TREATMENT CHEMICALS****City of Spokane Solid Waste Disposal – Waste to Energy Department****RFP #4302-17**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JANUARY 30, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **CHEMICAL MANAGEMENT PROGRAM AND TREATMENT CHEMICALS** for the City of Spokane Solid Waste Disposal – Waste to Energy Department.

A pre-proposal meeting will be held on Thursday, January 19th at 1:00 p.m. The location will be at the Waste to Energy Facility Admin Building, 2900 South Geiger Blvd, Spokane, WA 99224.

The Request for Proposals document is available by contacting Thea Prince, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201, [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on the due date**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

**Submit one (1) original and one (1) digital copy of the Proposal to:**

**City of Spokane - Purchasing  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201**

The right is reserved to reject any and all Proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

**“RFP #4302-17, CHEMICAL MANAGEMENT PROGRAM AND TREATMENT CHEMICALS, DUE 1/30/17”.**

Thea Prince  
City of Spokane Purchasing

Publish: January 11 & 18, 2017

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**FIRE SUPPRESSION SYSTEM AND HYDRANT - AS NEEDED  
REPAIR SERVICES AND INSTALLS**

**Solid Waste Disposal Department, Waste to Energy Facility**

**BID #4310-17**

Sealed bids will be opened at 1:15 p.m., **MONDAY, FEBRUARY 6, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FIRE SUPPRESSION SYSTEM AND HYDRANT - AS NEEDED REPAIR SERVICES AND INSTALLS** for the Solid Waste Disposal Department – Waste to Energy Facility.

A pre-proposal meeting will be held on Tuesday, January 24 at 1:00 p.m. The location will be at the Waste to Energy Facility Admin Building, 2900 South Geiger Blvd, Spokane, WA 99224.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org)

**Submittal Instructions:**

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

**Submit one (1) original copy of response to:**

**Division of Purchasing  
City of Spokane  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked:

**“FIRE SUPPRESSION SYSTEM AND HYDRANT - AS NEEDED REPAIR SERVICES AND INSTALLS, BID #4310-17, DUE 2/6/17”.**

Thea Prince  
Purchasing Department

Publish January 11 & 18, 2017

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## MISCELLANEOUS WATERWORKS PRODUCTS

Water Department

BID #4316-17

Sealed bids will be opened at 1:15 p.m., **TUESDAY, JANUARY 17, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **MISCELLANEOUS WATERWORKS PRODUCTS** for the City of Spokane Water Department.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org)

### Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

**Submit one (1) original copy of response to:**

Division of Purchasing  
City of Spokane  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked:

**“MISCELLANEOUS WATERWORKS PRODUCTS, BID 4316-17, DUE 1/17/17”.**

Thea Prince  
Purchasing Department

Publish: January 4 & 11, 2017

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## PAVILION PROJECT DESIGN-BUILD SERVICES

Parks & Recreation Department

RFQ #4318-17

Sealed SOQs will be acknowledged at 1:15 p.m., **MONDAY, FEBRUARY 6, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **PAVILION PROJECT DESIGN-BUILD SERVICES** for the City of Spokane Parks & Recreation Department.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org)

**Submittal Instructions:**

SOQs may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

**Submit one (1) paper original; ten (10) color copies in binders and one (1) reproducible digital copy (thumb drive or CD) of the Proposal to:**

**Division of Purchasing  
City of Spokane  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing SOQs are to be marked:

**“PAVILION PROJECT DESIGN-BUILD SERVICES, RFQ #4318-17, DUE 2/06/17”.**

Thea Prince  
Purchasing Department

Publish January 11 & 18, 2017

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**REQUEST FOR PROPOSALS**

**PROPERTY FOR SALE – NORMANDIE COMPLEX**

**City of Spokane Asset Management Department**

**RFP #4323-17**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, APRIL 17, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **PROPERTY FOR SALE – NORMANDIE COMPLEX** for the City of Spokane Asset Management Department.

**PRE-PROPOSAL CONFERENCES.** Pre-proposal conferences will be held on multiple dates:

CONFERENCE LOCATION	DATES	TIME
	January 17, 2017	10:00 a.m.
Normandie Complex, 1410 N. Normandie,	February 21, 2017	10:00 a.m.
Spokane, WA 99201	March 21, 2017	10:00 a.m.

The Request for Proposals document is available by contacting Connie Wahl, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane, WA 99201 at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, April 17, 2017**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

**Submit one (1) paper original, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) of the Proposal to:**



**City of Spokane - Purchasing  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201**

The right is reserved to reject any and all Proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer/Proposal when considering this contract.

All response packages are to be clearly marked with:

**“RFP #4323-17, PROPERTY FOR SALE – NORMANDIE COMPLEX, DUE 4/17/2017”**

Connie Wahl, C.P.M., CPPB  
City of Spokane Purchasing

Publish: January 11 & 18, 2017

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**VALVE BOXES, SERVICE (CURB) BOXES, REPAIR LIDS  
AND MANHOLE RINGS & TNR LIDS**

**Water Department**

**BID #4324-17**

Sealed bids will be opened at 1:15 p.m., **MONDAY, JANUARY 23, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **VALVE BOXES, SERVICE (CURB) BOXES, REPAIR LIDS AND MANHOLE RINGS & TNR LIDS** for the City of Spokane Water Department.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org)

**Submittal Instructions:**

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

**Submit one (1) original copy of response to:**

**Division of Purchasing  
City of Spokane  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked:

**“VALVE BOXES, SERVICE (CURB) BOXES, REPAIR LIDS AND MANHOLE RINGS & TNR LIDS, BID #4324-17, DUE 1/23/17”.**

Thea Prince  
Purchasing Department

Publish: January 11 & 18, 2017

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