



# Official Gazette

## City of Spokane, Washington

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

Volume 107

DECEMBER 13, 2017

Issue 50



### MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk  
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:

<http://www.spokanecity.org/services/documents>

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**The Official Gazette**  
 USPS 403-480  
 0% Advertising  
 Periodical postage paid at  
 Spokane, WA

**POSTMASTER:**

**Send address changes to:**  
 Official Gazette  
 Office of the Spokane City Clerk  
 808 W. Spokane Falls Blvd.  
 5th Floor Municipal Bldg.  
 Spokane, WA 99201-3342

**Subscription Rates:**

Within Spokane County:  
 \$4.75 per year  
 Outside Spokane County:  
 \$13.75 per year

**Subscription checks made payable to:**

City Treasurer

**Address Change:**

Official Gazette  
 Office of Spokane City Clerk  
 808 W. Spokane Falls Blvd.  
 5th Floor Municipal Bldg.  
 Spokane, WA 99201-3342

# Minutes

## MINUTES OF SPOKANE CITY COUNCIL

**Monday, December 4, 2017**

### BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Briefing Center in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

#### Roll Call

On roll call, Council President Stuckart and Council Members Fagan, Kinnear, Mumm, and Stratton were present. Council Members Beggs and Waldref were absent.

Finance and Administration Division Director Tim Dunivant, City Council's Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

#### Advance Agenda Review

The City Council received an overview from staff on the December 11, 2017, Advance Agenda items.

#### Ordinance C3566 Relating to the Salary Review Commission

Council President Stuckart, as sponsor, requested a motion to table Ordinance C35566 indefinitely. The following action was taken:

**Motion** by Council Member Kinnear, seconded by Council Member Fagan, **to table**

Ordinance C35566 indefinitely; **carried unanimously (Council Members Beggs and Waldref absent).**

#### Action to Approve December 11, 2017, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the December 11, 2017, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

**Motion** by Council Member Fagan, seconded by Council Member Mumm, **to approve** the Advance Agenda for Monday, December 11, 2017 (as amended); **carried unanimously (Council Members Beggs and Waldref absent).**

### ADMINISTRATIVE SESSION

#### Current Agenda Review

The City Council reviewed the December 4, 2017, Current Agenda for any changes.

### CONSENT AGENDA

**Upon motion by Council Member Fagan, seconded by Council Member Stratton, the City Council (Council Members Beggs and Waldref absent) unanimously approved Staff Recommendations for the following:**

Contract Extensions from January 1, 2018 through December 31, 2018 for the Waste to Energy Facility with:

- a. Knight Construction & Supply, Inc., (Deer Park, WA) for the rebuild of gearboxes—\$45,654 plus a 10% administrative reserve for a total contract cost of \$50,219.40. (OPR 2015-0014)
- b. Safway Services, LLC, (Spokane, WA) for removal and replacement of insulation and cladding for boiler walls and piping and other insulation work as needed—\$110,000. (OPR 2015-0091; RFP 4082-14)

- c. Online Cleaning Services (Marysville, CA) for boiler blast cleaning services—\$215,000 plus a 10% administrative reserve for a total of \$236,500. (OPR 2015-0095; RFP 4062-14)
- d. Zampell Refractories, Inc., (Newburyport, MA) for refractory installation and sandblasting services—\$640,000 plus 10% administrative reserve for a total of \$704,000. (OPR 2015-0097; RFP 4069-14)
- e. Bay Valve Service, LLC, (Longview, WA) for on-site valve repair services—\$100,000 plus a 10% administrative reserve for a total of \$110,000. (OPR 2015-0098; RFP 4091-14)
- f. Eastside Electric Motors, LLC, (Spokane Valley, WA) to Recondition Motors Off-site—\$35,000 with a 10% administrative reserve for a total of \$38,500. (OPR 2015-0528)
- g. Hydrotech Generator Repair Plus, Inc., (Spokane Valley, WA) for rebuilding of hydraulic and pneumatic cylinders with OEM parts—\$75,000. (OPR 2016-0913; RFP 4303-16)

Contract Extension with American Recycling Corporation (Spokane Valley, WA) for recycling of metals collected from the Waste to Energy Facility, ash, and scrap metals from the tipping floor, from January 1, 2018 through June 30, 2018—estimated revenue of \$100,000. (OPR 2015-0022; RFP 4071-14)

Second Amendment to Contract with AssetPoint for the yearly Hosting Fee and Technical Support for TabWare Computerized Maintenance Management System and associated software for the Waste to Energy Facility—\$38,500. (OPR 2014-0732)

Low Bid of Red Diamond Construction, Inc. (Spokane, WA) for Upriver Facility Paving—\$135,248.40. An administrative reserve of \$13,524.84, which is 10% of the contract price, will be set aside. (Chief Gary Park Neighborhood) (PRO 2017-0031; ENG 2017169)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through November 22, 2017, total \$9,820,762.33 (Check Nos. 543258-543483; ACH Payment Nos. 44352-44492), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,742,227.62. (CPR 2017-0002)

Contract with T. LaRiviere Equipment & Excavation (PR 2016-0017; ENG 2014107)

Upon consideration of Consent Agenda Item No. 5 (increase the administrative reserve on Contract with T. LaRiviere Equipment & Excavation), the following action was taken:

**Motion** by Council Member Mumm, seconded by Council Member Kinnear, **to defer** for one week (to December 11, 2017) Consent Agenda Item No. 5 (authorization to increase the administrative reserve on the Contract with T. Lariviere Equipment & Excavation); **carried unanimously (Council Members Beggs and Waldref absent).**

#### **Council Recess/Executive Session**

The City Council adjourned at 4:00 p.m. No Executive Session was held. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

### **LEGISLATIVE SESSION**

#### **Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Stuckart.

#### **Roll Call**

Council President Stuckart and Council Members Fagan, Kinnear, Mumm, and Stratton were present. Council Members Beggs and Waldref were absent.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present.

#### **ADMINISTRATIVE REPORTS**

##### **Sister City Report – The Beauties of Jecheon, South Korea**

Chuck Rehberg, Past President of the Sister Cities Association and member of the Jecheon Board of Directors, advised that Jecheon partnered as a Sister City in Spokane in 1999. Jecheon has approximately 150,000 people, is located

approximately 90 miles from Seoul, and the City has a lot of similarities to Spokane, such as oriental healing and lots of beautiful mountains and lakes. Mr. Rehberg noted the exchanges between Jecheon and Spokane have gone on for about ten years now. He introduced Anna Waterman who represented Spokane as an ambassador during a recent trip to Jecheon. Ms. Waterman reported on her trip and shared her experiences.

## **BOARDS AND COMMISSIONS APPOINTMENTS**

### **Community, Housing, and Human Services Board (CPR 2012-0033)**

Upon Unanimous Roll Call Vote, the City Council approved (and thereby confirmed) the appointment of Kathleen Torella as the County representative on the Community, Housing, and Human Services Board for a three-year term; carried unanimously (Council Members Beggs and Waldref absent).

## **COUNCIL COMMITTEE REPORTS**

### **Public Safety & Community Health Committee**

Council Member Kinnear reported on the Public Safety and Community Health Committee meeting held earlier today (December 4, 2017). Minutes of the Public Safety and Community Health Committee meeting are filed with the City Clerk's Office and are available for review following approval by the Public Safety and Community Health Committee.

## **OPEN FORUM**

**Ralph Harvey** indicated he heard that Spokane is going to pass an ordinance relating to people sleeping in their motor homes and RVs. He remarked that people don't have the money to move their motorhomes if their motorhome breaks down and they have nowhere to put it. He requested the City for a tent city and spoke regarding the homeless.

**James Earl** spoke on behalf of MAC, which he indicated is one of the organizations he volunteers with. He stated on November 20, he stood outside of City Hall and asked the people that MAC was serving one question: If you could ask or say one thing to City Hall, what would you want it to be? Mr. Earl shared the various responses he received.

**Alfredo Llamedo** spoke regarding Devon Tyler who recently passed away from suicide, and he commented on suicide prevention and suicide prevention skills.

**John Lossing**, with Spokane Community Gardens, spoke regarding the Giving the Change Project. He noted Community Gardens is working on capacity building, but there is not much of a volunteer base and he suggested hiring the homeless to do projects.

## **LEGISLATIVE AGENDA**

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

## **RESOLUTIONS**

### **Resolution 2017-0099**

The City Council considered Resolution 2017-0099. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

**Upon 4-0 Roll Call Vote (Council Member Stratton abstaining and Council Members Beggs and Waldref absent), the Spokane City Council adopted Resolution 2017-0099** approving settlement of Nancy Goodspeed for \$165,000, arising from allegations as more fully described in the complaint filed in the United States District Court for the Eastern District of Washington, Case NO. 2:16-cv-00284-TOR.

There were no **Final Reading Ordinances**.

There were no **First Reading Ordinances**. (Note: First Reading Ordinance C35566 relating to the Salary Review Commission was tabled indefinitely during the 3:30 p.m. Briefing Session.)

There were no **Special Considerations**.

## HEARINGS

### **Continuation of Public Hearing on 2018 Proposed Budget (FIN 2017-0001) (Continued from November 27, 2017)**

The City Council continued its public hearing on the 2018 Proposed Budget. Subsequent to public testimony from two individuals and Council commentary, the following action was taken:

**Motion** by Council Member Kinnear, seconded by Council Member Fagan, **to close** the 2018 Budget Hearing; **carried unanimously (Council Members Beggs and Waldref absent)**.

No individuals spoke during the **Second Open Forum**.

## ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:36 p.m.

# Hearing Notices

## NOTICE OF PUBLIC HEARING AND NOTICE OF SEPA DETERMINATION PROPOSED AMENDMENT TO SPOKANE MUNICIPAL CODE TITLE 17 UNIFIED DEVELOPMENT CODE

Notice is hereby given that there will be a public hearing before the City of Spokane Plan Commission on **Wednesday, December 13, 2017 at 4:00 pm** in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington, to receive public testimony on a proposal to amend chapters 17A.020 Definitions, 17C.340 Home Occupations and 17C.370 Existing Neighborhood Commercial Structures in Residential Zones, of the Spokane Municipal Code. The Plan Commission reserves the right to continue this hearing to a later date. Any person may submit written comments on the proposed action or call for additional information at:

*City of Spokane Planning and Development Services*  
*Attn: Amy Mullerleile, Assistant Planner*  
*808 West Spokane Falls Boulevard, 3rd Floor*  
*Spokane, WA 99201-3333*  
*Phone (509) 625-6300*  
*[amullerleile@spokanecity.org](mailto:amullerleile@spokanecity.org)*

**Description of Proposal:** On October 11, 2017, the City's Plan Commission unanimously recommended updates to SMC Chapter 17C. 240 – Signs. This is a companion proposal to update other sections of the Spokane Municipal Code impacted by the sign code update. These are housekeeping items that cleanup existing conflicts between 17C.340 Home Occupations and 17C.370 Existing Neighborhood Commercial Structures in Residential Zones of the Spokane Municipal Code and the proposed sign code updates. This proposal also integrates sign specific definitions into the sign code from where they currently exist in 17A.020.

Additional information about this project can be found at <https://my.spokanecity.org/projects/sign-code-update/>.

**SEPA:** A Determination of Non Significance (DNS) was issued on November 15, 2017 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than 5:00 pm., December 13, 2017 if they are intended to alter the DNS.

**Written Comments and Public Testimony:** **Written comments may be submitted on this application by 4pm, December 13, 2017 and will be forwarded to the Plan Commission.** Written comments should be sent to the Planning & Development Services address or email listed above. **At the Plan Commission Public Hearing, any person may testify on this application.**



**Public Hearing Process:** This Notice of Public Hearing and SEPA Determination will be posted at the main City Library and published in the newspaper. After the Plan Commission hearing, staff will obtain a public hearing date for City Council consideration. Written comments and oral testimony at the public hearing for this proposed action will be made part of the public record. **Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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 Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [jjackson@spokanecity.org](mailto:jjackson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Publish: December 6 & 13, 2017

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**SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA**  
**December 20, 2017**  
**City Council Briefing Center**  
**808 W. Spokane Falls Blvd.**

Public Hearing: 3:00 P.M.

**A. Spokane Register Nomination (per SMC 17D.040.090):**

1. Arden Hotel – 506 W 2nd Avenue

**B. Special Valuation Application (per SMC 17D.040.310):**

1. Corbin Park Historic District – 604 W Park Place
2. Campbell-Jones House – 1320 N Summit Boulevard

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# General Notices

**NOTICE**

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NOTICE IS HEREBY GIVEN that the regular meeting of the SPOKANE CIVIL SERVICE COMMISSION will be conducted at 9:30 a.m., Tuesday, December 19, 2017 in the City Council Chambers.

Items on the Agenda are as follows:

- I. Approval of Minutes
- II. Staff Activities
- III. Classification Resolution
- IV. Findings of Fact
- V. PAR Update

- VI. Administrative Complaint
- 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., December 19, 2017, in the City Council Chambers

Dated at Spokane, Washington, this 7<sup>th</sup> day of December, 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

TO HUMAN RESOURCES STAFF AND ALL EMPLOYEE REPRESENTATIVES:

There will be a pre-Commission/Project Evaluation Committee meeting in the Civil Service Conference Room (4B) at 11:00 a.m. on Monday, December 18, 2017.

**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 Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfon@spokanecity.org](mailto:msteinolfon@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# Job Opportunities

**We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.**

## SENIOR PUBLIC SAFETY SYSTEMS ANALYST SPN 155 OPEN ENTRY

**DATE OPEN:** Monday, December 11, 2017      **DATE CLOSED:** Sunday, December 24, 2017 at 11:59 p.m.  
**SALARY:** \$74,353.68 annual salary, payable bi-weekly, to a maximum of \$90,869.76

### DESCRIPTION:

If you have a passion for public service and experience providing IT support for emergency communications systems and related public safety applications, then the City of Spokane is the employer of choice for you! We are in search of a talented individual who can perform advanced professional IT work pertaining to the development, design, programming, testing, implementation, modification and maintenance of public safety information systems and applications across multiple platforms and technologies. You will also be responsible for complex database administration and provide advanced technical support for end-users, including creating help documentation, training materials and instructions.

Among the many benefits we provide, your total compensation package includes medical/dental insurance, a defined benefit plan for retirement, promotional opportunities based on merit, and paid time off to enjoy the range of amenities our beautiful city has to offer.

### DUTIES:

Other duties you may perform include, but are not limited to, the following examples of work:

- Coordinates and/or leads activities pertaining to the planning, design and development of new software applications by writing programs using a variety of operating systems and modern computer languages in order to improve public safety business systems; may serve as lead worker over subordinate professional, technical and other staff by assigning, directing and monitoring their work on a regular or project basis.

- Customizes and modifies existing public safety applications; analyzes and corrects complex operational problems to ensure the smooth operation of specific applications systems.
- Plans and coordinates the setup, installation, and configuration of CAD and voice recording systems to include new software releases and upgrades; implements, configures, and tests related CAD applications.
- Conducts periodic system checks to ensure CAD, phone, and mobile paging systems are accurately processing calls and that corrections are properly reflected in the information display on inbound calls to emergency dispatch/communications centers.
- Troubleshoots and resolves complex problems with servers, databases, emergency communications applications; works with vendors to resolve issues when appropriate.
- Provides advanced professional technical support for users regarding public safety applications issues; resolves difficult technical problems; communicates with department managers and staff regarding issues.
- Monitors and modifies complex database configurations; maintains database indexing; develops SQL queries and builds ad hoc reports upon request.
- Plans, coordinates, and implements security measures to protect data and applications; maintains security of user profiles for applications; adds and removes users when necessary.
- Implements and documents backup and recovery processes and leads capacity planning for CAD and voice recording systems.
- Develops, tests, and implements complex scripts to automate common functions or system operations; develops, maintains, and publishes complex custom crystal reports.
- Researches and performs complex integration of software packages into existing public safety applications using current technology to improve the business model; builds and demonstrates application prototypes for discussion with users; solicits and documents feedback; makes design corrections; ensures a proper interface with other systems, including electronic interfaces where applicable.
- Provides applications-related training to end users, employing a variety of software and methodologies to create instructional presentations; organizes and coordinates meetings to inform and instruct groups and/or individuals regarding custom software.
- Participates on applications development, improvement and integration projects; may serve as project leader on large or complex projects; develops complex project technical criteria, software configurations and specifications; communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.
- Finds opportunities to develop and improve operational efficiencies and recommends new hardware, software, tools, equipment and methodologies to expedite and/or improve existing processes.

**MINIMUM QUALIFICATIONS:**

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

Education and Experience: A Bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems, or a related field; AND four years of professional information technology experience that emphasized the development, enhancement and maintenance of emergency communications systems and related public safety applications, including two years at a journey level. An equivalent combination of education, training and experience may also be qualifying. NOTE: Current City employees in the Information Systems Analyst line of progression, and who meet the open-entry requirements based on IT experience in the Police and/or Fire Department, will have their names certified in accordance with Civil Service Rule VI, Section 5(b).

**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 & Experience (T&E) Evaluation, weighted at 100%. Subject matter experts will evaluate and rate candidates' T&E responses using predetermined scoring criteria and benchmarks.

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.

\*\*\* ATTENTION: Please read the following examination information carefully and completely. \*\*\*

T&E Evaluation Details (weighted 100%)

The T&E Evaluation is the Civil Service test for this position and will be administered in the following manner:

- Civil Service will review the details of your online application to determine whether minimum qualifications have been met – verification of education via college transcripts is required.



- Qualified candidates will be issued the T&E Evaluation form by email and will have one week to return the completed form in accordance with the following schedule:

Date Application Received	Date T&E Form Issued	Deadline to Submit T&E Form
December 11 – December 17	Monday, December 18	5:00 p.m. (PST) on Tuesday, December 26, 2017
December 18 – December 24	Monday, December 25	5:00 p.m. (PST) on Tuesday, January 2, 2018

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 closing date.

**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 7th day of December 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**SENIOR URBAN DESIGNER SPN 263  
PROMOTIONAL**

**DATE OPEN: Monday, December 11, 2017      DATE CLOSED: Sunday, January 7, 2018 at 11:59 p.m.**

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

**DESCRIPTION:**

Performs responsible supervisory and professional work in city planning, urban design, capital project programming, or community development.

**DUTIES:**

Planning Department

- Supervises and participates in the development of plans, designs, and neighborhood improvement programs, including text and graphic content and document production.
- Monitors construction activities for neighborhood improvement projects.

Integrated Capital Management Department

- Supervises and participates in the development of capital improvement projects, including project design and budgeting, and text and graphic creation, design, and layout.
- Develops and manages construction budgets.

Development Review

- Facilitates citizens' boards, including the Design Review Committee, appointed by the City Council to address issues of public and private project design.
- Reviews land use, circulation, and site development aspects of development proposals.
- Applies the principles of urban design, urban planning, architectural design, policy development, and design review practices.

Design Guideline, Code, and Policy Development

- Participates in the preparation of new regulations or design guidelines to implement planning and design concepts and policies.
- Prepares graphic interpretations of urban design principles and objectives.

Process Facilitation and Public Engagement

- Administers consultant contracts for project design development work and participates in the selection process.
- Organizes project and design review board meetings; meets with, and makes presentations to various agencies and groups.
- Responds to inquiries from the media, special interest groups, and the general public.

Performs related work as required.

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

Three years of experience with the City as an Urban Designer (SPN 259).

License: A valid driver's license or evidence of equivalent mobility is required.

**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:**

You are required to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of supplemental questions and a training and experience evaluation (T&E), weighted at 80%; and a promotional evaluation (PAR), weighted at 20%.

**T&E EVALUATION STEPS**

1. All applicants must complete and submit a City of Spokane employment application online in order to be considered.
2. Civil Service will evaluate the applications and issue Training and Experience (T&E) evaluations by e-mail to qualified applicants only.
3. If you are qualified, you should complete the evaluation and return it to Civil Service. We have included instructions on returning the test within the form.
4. We score the examinations and rank you based on your score. (Veterans scoring criteria is applied according to state law.) We expect to score and rank the initial group of accepted applicants during the week of January 15, 2018.

**PROMOTIONAL EVALUATION DETAILS**

Pursuant to Civil Service rules, 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.

PLEASE NOTE: You will need to complete the T&E before we can place you on the eligible list.

Responses to your 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 question.

Resumes or other documents uploaded as attachments to the application will not be accepted in lieu of completing the online application or test form.

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 6th day of December 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

**SENIOR URBAN DESIGNER SPN 263  
OPEN ENTRY**

**DATE OPEN:** Monday, December 11, 2017      **DATE CLOSED:** Sunday, January 7, 2018 at 11:59 p.m.  
**SALARY:** \$69,112.80 annual salary, payable bi-weekly, to a maximum of \$84,898.08

**DESCRIPTION:**

Performs responsible supervisory and professional work in city planning, urban design, capital project programming, or community development.

**DUTIES:**

Planning Department

- Supervises and participates in the development of plans, designs, and neighborhood improvement programs, including text and graphic content and document production.
- Monitors construction activities for neighborhood improvement projects.

Integrated Capital Management Department

- Supervises and participates in the development of capital improvement projects, including project design and budgeting, and text and graphic creation, design, and layout.
- Develops and manages construction budgets.

Development Review

- Facilitates citizens' boards, including the Design Review Committee, appointed by the City Council to address issues of public and private project design.
- Reviews land use, circulation, and site development aspects of development proposals.
- Applies the principles of urban design, urban planning, architectural design, policy development, and design review practices.

Design Guideline, Code, and Policy Development

- Participates in the preparation of new regulations or design guidelines to implement planning and design concepts and policies.
- Prepares graphic interpretations of urban design principles and objectives.

Process Facilitation and Public Engagement

- Administers consultant contracts for project design development work and participates in the selection process.
- Organizes project and design review board meetings; meets with, and makes presentations to various agencies and groups.
- Responds to inquiries from the media, special interest groups, and the general public.

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 bachelor's degree in Urban Design, Architecture, Landscape Architecture, Environmental Design, or a closely related field with course work in the principles and practices of urban planning.
- **Experience:** Four years of experience in public or private employment in planning or design, including one year in a responsible supervisory capacity.
- **License:** A valid driver's license or evidence of equivalent mobility is required.
- **Substitution:** A master's degree in Urban Design may substitute for one year of non-supervisory experience.
- Successful applicants shall be required to submit an I-9 form providing verification of employment eligibility prior to 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:**

You are required to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of supplemental questions and a training and experience evaluation (T&E), weighted at 100%.

**EVALUATION STEPS**

1. All applicants must complete and submit a City of Spokane employment application online in order to be considered.
2. Civil Service will evaluate the applications and issue Training and Experience (T&E) evaluations by e-mail to qualified applicants only.
3. If you are qualified, you should complete the evaluation and return it to Civil Service. We have included instructions on returning the test within the form.
4. We score the examinations and rank you based on your score. (Veterans scoring criteria is applied according to state law.) We expect to score and rank the initial group of accepted applicants during the week of January 15, 2018.

PLEASE NOTE: You will need to complete the T&E before we can place you on the eligible list.

Responses to your 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 question.

Resumes or other documents uploaded as attachments to the application will not be accepted in lieu of completing the online application or test form.

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.

We encourage you 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 6th day of December 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**WTE ASH OPERATOR SPN 576  
PROMOTIONAL**

**DATE OPEN:** Monday, December 11, 2017      **DATE CLOSED:** Sunday, December 24, 2017 at 11:59 p.m.  
**SALARY:** \$38,231.28 annual salary, payable bi-weekly, to a maximum of \$57,712.32

**DESCRIPTION:**

Performs skilled manual work in the operation of ash handling equipment at the waste to energy plant. Duties are very heavy in nature requiring considerable physical activity, climbing ladders, stairs and catwalks, operating fire extinguishing equipment, exposure to large machinery and confined spaces, performed under hazardous conditions.

**DUTIES:**

Operates and maintains the ash management system. Moves ash containers using a yard tractor, levels loads in ash containers, ensures ash containers are within the required weight range, and operates conveyors and related equipment.

Inspects and cleans all assigned areas to ensure compliance with safety regulations, environmental permits, and operating permits. Corrects deficiencies as required.

Operates metals separation equipment.

Maintains records of the quantity of ash removed per day.

Operates other equipment including, but not limited to, industrial forklifts, manlifts, skid steer type loaders, and other mobile equipment.

Participates in boiler cleaning and other assigned outage work.

Prepares necessary reports, forms, and miscellaneous paperwork related to associated tasks being performed, such as records of the quantity of ash removed per day.

Drives trucks or vehicles with trailers with a weight rating of 10,000 pounds or less.

Services assigned equipment. Makes minor field repairs. Reports major defects. Assists mechanic in the repair and maintenance of plant equipment.

Inspects assigned equipment, recording or reporting damage and mechanical problems.

Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

##### **Promotional Requirements:** (Must be met at time of application)

Current City employees who meet the following requirements may apply on a promotional basis:

- Education: High school diploma or equivalent.
- Licenses: All applicants must possess a Class "B" Commercial Driver's License (CDL) with air brake endorsement.
- Experience: One year of experience in an industrial setting operating equipment such as industrial forklifts, manlifts, skid steer loaders, other mobile equipment, and mechanical systems such as conveyors, transfer screws, or similar equipment.
- NOTE: Individuals in this classification must successfully complete the Ash Operator training program within their probationary period.

**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 hire by the City of Spokane. This exam will consist of a written test and a performance evaluation, with weights assigned as follows:

Multiple choice test: 80%

Performance evaluation: 20%

Written tests will be conducted in the Civil Service Test Room on Thursday, January 4, 2017, at 9:00 a.m. The approximate duration of the test is 2 1/2 hours.

If your application is accepted, you will receive an email with a confirmation of your test time.

The written test may include such subjects as:

Safety  
Driving and Equipment  
Mechanical Knowledge  
Mathematics  
Human Relations  
Reading/Following Directions

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 7th day of December 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**ASSISTANT GOLF COURSE SUPERINTENDENT SPN 678  
OPEN ENTRY**

**DATE OPEN:** Monday, December 11, 2017      **DATE CLOSED:** Sunday, December 24, 2017 at 11:59 p.m.  
**SALARY:** \$40,862.16 annual salary, payable bi-weekly, to a maximum of \$61,074.00

**DESCRIPTION:**

Performs skilled and supervisory work as lead worker on a golf course crew responsible for construction and maintenance.

**DUTIES:**

- Assigned as lead worker on the golf course maintenance crew. May temporarily assume the duties of the Golf Course Superintendent.
- Participates in the construction, building, and remodeling of greens, traps, and bunkers.
- Participates in the maintenance of fairways, roughs, traps and greens, including fertilizing, top dressing, mowing aerating and watering. Duties also include some maintenance of irrigation equipment.
- Participates in the care and maintenance of shrubs and trees in and around the golf course.
- Operates, as required, trucks, tractors, front-end loaders, backhoes, sprayers and mowers; also performs minor equipment maintenance and repairs.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

An associate degree or completion of a two-year college certificate program in horticulture, landscape maintenance, turf grass, agronomy or related field, and four years of responsible experience in golf course maintenance. Additional supervisory golf course maintenance experience may be substituted on a year-for-year basis for the education requirements.

**All applicants must possess, or must obtain within one year of appointment, a Public Pesticide Operator's License. All applicants must possess a valid driver's license.**

**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) in the form of a Supplemental Questionnaire with scoring weight assigned as follows:

- 100% Training and Experience Evaluation

**T&E EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed and completed 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 by 11:59 p.m. on the closing date.

- 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.

#### 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 7th day of December 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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### GARDENER II SPN 687 PROMOTIONAL

**DATE OPEN:** Monday, December 11, 2017      **DATE CLOSED:** Sunday, December 31, 2017 at 11:59 p.m.  
**SALARY:** \$37,396.08 annual salary, payable bi-weekly, to a maximum of \$56,334.24

#### DESCRIPTION:

In this position, you will perform skilled and/or minor supervisory work in the propagation, cultivation and care of trees, shrubs and greenhouse plants.

#### DUTIES:

- The lead worker or supervisor, responsible for one of the following areas: Duncan Garden, Joel E. Ferris Perennial Garden, Rose Hill, Nishinomiya Tsutakawa Japanese Garden, Gaiser Conservatory and Manito Production Greenhouse, Riverfront Park, or Finch Arboretum.
- Sods, over seeds, thatches and aerates turf.
- Irrigates turf, plant beds, trees and shrubs. Repairs and modifies irrigation equipment and irrigation systems.
- Applies pesticides and fertilizers using both spray equipment and mechanical spreaders.
- Edges flower beds and paths, using power edgers and line trimmers.
- Mows turf using push and riding mowers.
- Seeds, plants, and transplants annuals, perennials, roses, shrubs and trees.
- Weeds, rakes and cultivates flowers/shrubs.
- Digs, cleans and stores tubers.
- Crafts flats, repairs tools, paints stakes, signs and benches.
- Prunes and shears small deciduous trees, shrubs, and evergreens.
- Maintains water features such as fountains and pools.
- May lead a Gardener I and/or small groups of part-time workers performing manual work of a similar nature.
- Maintains and operates greenhouse facilities and equipment.
- Answers visitors' questions regarding plant names, characteristics and care.
- Operates pickup truck, hand and power tools, and related equipment.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS:

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

Completion of at least two years service with the City in the classification of Gardener I.

All applicants must possess a Public Pesticide Operator's license and valid driver's license.

NOTE: Current non-probationary City of Spokane employees within the line of progression who meet the Open Entry requirements may apply on a Promotional basis, pursuant to Civil Service Rule VI Section 5.

**Open Entry Requirements:**

Completion of five years of full-time experience in the propagation and/or maintenance of flowers, plants, turf, and trees, in a large scale greenhouse, nursery, park, grounds, or garden environment. An associate degree in Horticulture may substitute for up to two years of the experience requirement.

**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 the week of January 8, 2018. 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:

Flowers, Plants and Trees  
Soils and Plant Nutrients  
Pests, Diseases and Weeds  
Public Relations  
Supervision

**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 6th day of December 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**GARDENER II SPN 687  
OPEN ENTRY**

**DATE OPEN: Monday, December 11, 2017      DATE CLOSED: Sunday, December 31, 2017 at 11:59 p.m.**  
**SALARY: \$37,396.08 annual salary, payable bi-weekly, to a maximum of \$56,334.24**

**DESCRIPTION:**

In this position, you will perform skilled and/or minor supervisory work in the propagation, cultivation and care of trees, shrubs and greenhouse plants.

**DUTIES:**

- The lead worker or supervisor, responsible for one of the following areas: Duncan Garden, Joel E. Ferris Perennial Garden, Rose Hill, Nishinomiya Tsutakawa Japanese Garden, Gaiser Conservatory and Manito Production Greenhouse, Riverfront Park, or Finch Arboretum.
- Sods, over seeds, thatches and aerates turf.
- Irrigates turf, plant beds, trees and shrubs. Repairs and modifies irrigation equipment and irrigation systems.
- Applies pesticides and fertilizers using both spray equipment and mechanical spreaders.
- Edges flower beds and paths, using power edgers and line trimmers.
- Mows turf using push and riding mowers.
- Seeds, plants, and transplants annuals, perennials, roses, shrubs and trees.
- Weeds, rakes and cultivates flowers/shrubs.
- Digs, cleans and stores tubers.
- Crafts flats, repairs tools, paints stakes, signs and benches.
- Prunes and shears small deciduous trees, shrubs, and evergreens.
- Maintains water features such as fountains and pools.
- May lead a Gardener I and/or small groups of part-time workers performing manual work of a similar nature.
- Maintains and operates greenhouse facilities and equipment.
- Answers visitors' questions regarding plant names, characteristics and care.
- Operates pickup truck, hand and power tools, and related equipment.
- Performs related work as required.

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

- Work Experience: Completion of five years of full-time experience in the propagation and/or maintenance of flowers, plants, turf, and trees, in a large scale greenhouse, nursery, park, grounds, or garden environment.
- Substitution: An associate degree in Horticulture may substitute for up to two years of the experience requirement.
- Licenses:
  - A valid driver's license.
  - A current Public Pesticide Operator's license.

**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:**

You will have to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test, weighted at 100%.

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.

Written Test Details:

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) the week of January 8, 2018. You should plan approximately 2 hours for testing.

Self-schedule written test date and time: Upon passing the minimum qualification review, you will receive an e-mail with complete instructions to self-schedule your test session. Additional test sessions will be made available depending on the number of applicants and are filled on a first come, first served basis.

The written test may include such subjects as:

- Flowers, Plants and Trees
- Soils and Plant Nutrients
- Pests, Diseases and Weeds
- Public Relations
- Supervision

**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
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By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 6th day of December 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**INFORMAL REQUEST FOR PROPOSALS  
OUTSIDE LEGAL COUNSEL FOR THE CITY OF SPOKANE  
OFFICE OF NEIGHBORHOOD SERVICES**

Proposals will be accepted until 1:00 p.m., on Friday December 15, 2017 for Outside Legal Counsel for the City of Spokane's Office of Neighborhood Services to provide legal services related to real estate probate matters.

The informal Request for Proposal Document is available by contacting Thea Prince, City of Spokane Purchasing Dept., 4<sup>th</sup> Floor, City Hall, West 808 Spokane Falls Blvd., Spokane, Washington, 99201 or via email to [tprince@spokanecity.org](mailto:tprince@spokanecity.org)

Publish: December 6 & 13, 2017

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