



# Official Gazette

City of Spokane, Washington

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

Volume 108

FEBRUARY 14, 2018

Issue 7



## MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BEN STUCKART

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MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

## The Official Gazette

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# Minutes

**NOTICE**

**Monday, February 5, 2018**

The minutes for the Monday, February 5, 2018, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, February 21, 2018, issue of the *Official Gazette*.

# Hearing Notices

**SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA**

**February 21, 2018**

**City Council Briefing Center  
808 W. Spokane Falls Blvd.**

- I. Public Hearing: 3:00 P.M.
  - A. **Certificate of Appropriateness (per SMC 17D.040.200):**
    - 1. Steam Plant Building – 159 S Lincoln St
  - B. **Spokane Register Nomination (per SMC 17D.040.090):**
    - 1. Willard (Otis) Hotel – 110 S Madison St
- C. **Special Valuation Application (per SMC 17D.040.310):**
  - 1. Milk Bottle Building – 319 & 321 S Cedar St

**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 Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@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.

# Ordinances

**ORDINANCE NO. C35584**

An ordinance amending Ordinance No. C-35565, passed the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the General Fund, and the budget annexed thereto with reference to the General Fund, the following changes be made:

FROM:	0100-99999	General Fund	
	99999-	Unappropriated Reserves	<u>\$ 110,000</u>

TO:	0300-53010	General Fund	
	65430-54201	Contractual Services	<u>\$ 110,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to budget funding to support the SSI/SSDI Outreach, Access, and Recovery program, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 5, 2018**

**Delivered to Mayor February 9, 2018**

# Policies and Procedures

## CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

**ADMIN 0410-18-1/ LGL 2017-0014**

**EFFECTIVE DATE: April 27, 2017**

**REVISION EFFECTIVE DATE: January 23, 2018**

### **TITLE: ACCEPTANCE OF FACSIMILE AND DIGITAL SIGNATURES ON MINOR AND MAJOR CONTRACTS**

#### 1.0 GENERAL

##### PURPOSE

The intent of this policy is to allow for the acceptance of faxed, emailed, scanned and digital signatures on certain contracts by means that are practical, secure, and balance risk and cost. It is not the intent of this policy to eliminate all risk but rather to provide a process that gives parties assurance that appropriate analysis was completed prior to the acceptance of faxed, emailed, scanned and digital signatures, and that the level of user authentication used is reasonable for the type of transaction conducted.

#### 1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

#### 2.0 DEPARTMENTS/DIVISIONS AFFECTED

Except as otherwise provided, this policy shall apply to all City departments and divisions; provided, this policy does not require any department to use faxed, emailed, scanned and digital signatures and each department retains the discretion to require submission of an original/wet signature.

### 3.0 REFERENCES

Administrative Policy and Procedure: ADMIN 0500-17-01  
City Charter Section 27

Federal law – Federal Electronic Signatures in Global and National Commerce Act (E-Sign)

State law – ESSB 5810 Electronic Signatures

State law – Chapter 19.34 RCW Washington Electronic Authentication Act

Statewide guidance – Office of the Chief Information Officer (OCIO)

### 4.0 DEFINITIONS

4.1 “Facsimile signature” is defined as a signature that is copied or scanned from a document bearing an authorized original signature. Under Washington law, a document bearing a facsimile signature is equivalent to the original copy in most situations unless an original signature is required by law. A facsimile signature can be created when a document is copied on a copy machine, when it is scanned, or when it is transmitted via email or a facsimile (fax) machine.

4.2 A “Digital Signature” is a type of electronic signature that encrypts documents with digital codes that are particularly difficult to duplicate. Digital signatures have a digital certificate behind them, offering authentication when sending a “signed” electronic document.

4.3 “Minor contract” is defined in Spokane Municipal Code Section 07.06.060 and ADMIN 0500-17-1 (as amended).

4.4 A “Major (agenda) contract” is defined as any contract that has to be approved by the City Council.

### 5.0 POLICY

5.1 It is the policy of the City of Spokane to accept use of a facsimile signature in lieu of an original (wet) signature from parties to minor contracts.

5.2 It is the policy of the City of Spokane to accept use of a digital signature in lieu of an original (wet) signature from parties to major (agenda) contracts and minor contracts.

5.3 The following contracts/documents are excluded from this policy: any contract where an original (wet) signature is required by law (such as real estate or any other documents requiring notarization).

### 6.0 PROCEDURE

6.1 The City may accept facsimile signatures on minor contracts, except when an actual original signature is required by state or federal law; when the facsimile signature cannot be verified; or when the other party desires original signatures.

6.2 In order to accept facsimile signatures in lieu of an original written signature, the authenticity of the facsimile signature must be verified by the receiving party. Such means of verification include:

The receipt of a faxed signature from a facsimile number verified as belonging to or traceable to the party that did so sign and transmit the document.

The receipt of a scanned or emailed signature from an email address verified as belonging to the party that did so sign and transmit the document.

6.3 The City may accept a digital signature on Major (agenda) contracts, except when an actual original signature is required by state or federal law; when the digital signature cannot be verified or when the other party desires original signatures.

6.4 In order to accept digital signatures in lieu of an original written signature, the authenticity of the digital signature must be verified by the receiving party. Such means of verification include:

The receipt of a digital signature from an email address verified as belonging to or traceable to the party that signed and transmitted the document.

## 7.0 RESPONSIBILITIES

Departments are required to file contracts with the Office of the City Clerk pursuant to the procedures set forth in City Charter Section 27 and under ADMIN 0500-17-01, as referenced in Section 3.0 above.

## 8.0 APPENDICES

Not Applicable.

### APPROVED BY:

Pat Dalton  
Assistant City Attorney

January 8, 2018

Timothy R. Dunivant  
Finance and Administration  
Division Director

January 8, 2018

Theresa Sanders  
City Administrator

January 8, 2018

# 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.**

## CHIEF EXAMINER SPN 049 OPEN ENTRY

**DATE OPEN:** Monday, February 12, 2018 **DATE CLOSED:** Applications will be accepted until further notice  
**SALARY :** \$91,099.44 annual salary, payable bi-weekly, to a maximum of \$121,312.80

### DESCRIPTION:

The Chief Examiner performs responsible supervisory and professional work in the administration and direction of the City's Civil Service Merit System employment program, working under the policy direction of the Civil Service Commission.

### DUTIES:

The Spokane Civil Service Commission seeks a highly motivated leader with a passion for excellent public service. This key position acts as secretary to the Commission, leading staff in support of the Commission's mission: to provide an efficient, effective, merit-based system of employment, ensuring that the most qualified applicants are equitably selected and retained in more than 300 job classifications.

The following is a sample of the types of functions and duties you would perform in this position:

- Plans, organizes, and directs the administration of the City's Civil Service system and the Civil Service staff office. Hires, assigns, trains, and supervises the activities of the Civil Service professional and clerical staff.
- Directs a broad recruitment and examining program. Researches and plans for the improvement and modernization of the merit program.
- Directs the maintenance and administration of the position classification plan.
- Coordinates with departments on various personnel activities.
- Interprets and enforces Civil Service rules and policies, and advises as to their application; counsels employees regarding rights and obligations.
- Performs investigations, and prepares background material for hearings.
- Assigned as secretary to the Civil Service Commission; prepares materials to be included in the meeting's agenda; attends meetings, and maintains a permanent record of the minutes and actions of the Commission.
- Prepares the annual office operating budget estimates for Commission approval.

To see the Civil Service job classification for this position, go to the job specification: SPN 049. Please see our informational posting about Spokane and the role of the Chief Examiner.

**MINIMUM QUALIFICATIONS:**

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

Graduation from an accredited four-year college or university with a degree in public or business administration, human resources, psychology, sociology, or related field; AND, seven years of experience in the civil service or human resources field demonstrating progressively responsible managerial experience in public or private human resources administration, including experience in position classification and testing and including at least two years in a supervisory capacity. A graduate degree in an appropriate field may substitute on a year for year basis for up to two years of non-supervisory experience.

**Promotional Requirements (must be met at time of test)**

Completion of four years service with the City in the classification of Examination and Classification Analyst III (SPN: 047).

**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 Civil Service examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E), which comprises 100% of the score for Open Entry applicants. For current City employees who meet the Promotional requirements, the T&E is weighted at 80%, and your most recent promotional evaluation (PAR) is 20% of your final score.

T&E Evaluation Details: The T&E evaluation is the test for this position, and you will need to complete it before you may be placed on the eligible list. Responses to your questions should be consistent with the information given in your application details. Answers are subject to verification. The T&E Evaluation is used to examine the relevance, level, progression, and quality of your education and training, and to elicit sufficient job-related information to evaluate the amount and quality of your previous experience, as well as any other information deemed important to performing the duties of the position.

**EVALUATION STEPS**

1. All applicants must complete and submit a City of Spokane employment application online in order to be considered for this position.
2. Civil Service will evaluate the applications and issue a Training and Experience (T&E) evaluation by e-mail to qualified applicants. Full instructions for completing the test will be contained within the form.
3. We score the examinations to produce rankings on an eligibility list based on your score. (Veterans scoring criteria is applied according to state law.)
4. The Commission will proceed with interviews after the position is closed for applications, and candidates have been ranked on the eligibility list.

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.

**ADMINISTRATIVE NOTE:** Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies. All candidates who attain a passing score on the examination shall be certified for the vacancy in the order of their final score and without regard to promotion preference.

**TO APPLY:**

Applications must be completed online at: <http://my.spokanecity.org/job> 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.or](mailto:civilservice@spokanecity.or) 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 February 2018.

CRAIG HULT  
Chair

JERRI BJORK  
Acting Chief Examiner

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**CUSTOMER SERVICE SUPERVISOR SPN 100  
PROMOTIONAL**

**DATE OPEN:** Monday, February 12, 2018    **DATE CLOSED:** Sunday, February 25, 2018 at 11:59 p.m.  
**SALARY:** \$39,901.68 annual salary, payable bi-weekly, to a maximum of \$62,410.32

**DESCRIPTION:**

Performs responsible customer service and supervisory work in the MySpokane Customer Service organization, including, but not limited to training of subordinates, and interacting with customers to provide information, handle complaints and receive payment for various City services.

**DUTIES:**

- Trains, supervises, coaches, and evaluates subordinates in the performance of customer service duties such as cash handling for utility bill transactions, including changes in service, and Park & Recreation registrations, as well responding to general knowledge questions with regard to City operations
- Receives questions and responds to complaints of customers with regard to services provided.
- Resolves complaints, provides information, requested service, or refers customer to the appropriate level of the organization necessary to resolve the complaint or question.
- Schedules and assigns the work of subordinates, balances workloads, and determines priorities of work.
- Assists in the development of training programs for customer service and cashier functions.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

Two years of experience in the classification of Customer Service Specialist (SPN 105), Clerk III (SPN 003) or Cash Accounting Clerk II (SPN 102).

**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 on March 8, 2018 at 9 a.m. and 1 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:

Communication  
Supervision  
Cash Handling Policies & Procedures  
Mathematics  
Computer Usage  
City Operations  
Customer Service

**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.

**TO APPLY:**

An application is required for promotional applicants. Applications must be completed online at:

<http://my.spokanecity.org/job> 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.or](mailto:civilservice@spokanecity.or) 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 8th day of February 2018.

CRAIG HULT  
Chair

JERRI BJORK  
Acting Chief Examiner

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**WATER MAINTENANCE SUPERVISOR SPN 532  
PROMOTIONAL**

**DATE OPEN: Monday, February 12, 2018    DATE CLOSED: Sunday, February 25, 2018 at 11:59 p.m.**

**SALARY: \$79,886.88 annual salary, payable bi-weekly, to a maximum of \$104,525.28**

**DESCRIPTION:**

Under general supervision, performs responsible field and administrative supervisory work assisting in the direction of several skilled construction and maintenance crews. This is a supervisory classification in the Water Service/Maintenance series with responsibility for managing a variety of operational units within the Water Department.

**DUTIES:**

- Plans and schedules the work, in consultation with the supervisor, of several crews engaged in the construction, maintenance, and repair of the municipal water transmission and distribution system, installation and repair of hydrants, valves, remote meter reading devices, meters, tapping operations, leak survey, service branch repair, night emergencies, welding, blacksmith, warehouse operations and radio room.
- Coordinates the use of crews, equipment and operators for scheduled and emergency jobs; assigns and supervises inspectors for new installation, cross connection, water quality and private system extensions.
- Ensures crews under his/her supervision comply with proper safety standards as required by law.
- Inspects jobs in progress; conveys information from and to the supervisor.
- Consults with the foreperson and assists in resolving routine technical problems; consults with supervisor on unusual matters and conveys decision to foreperson.
- Maintains records and prepares reports as required.
- Surveys terrain and soil for proposed construction jobs; reports findings to supervisor for cost estimating purposes.
- Maintains liaison and coordinates work with private utilities companies, contractors, other departments; coordinates inspection activities of outside contracting work.
- Participates in pre-construction conferences and assists in obtaining agreements as to work to be performed.
- Responds to emergency line breaks and multiple alarm fires as required.
- Assists in the coordination of the utilities snow removal programs as required.
- Performs duties of supervisor during his/her absence.
- Oversees computer software such as maintenance management and meter reading.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

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

Two years of experience in the classification of Water Service Foreperson (SPN 523).

**Licenses and Certifications:**

- A valid driver's license or evidence of equivalent mobility.
- The following Washington State Certifications are required within one year of initial or promotional appointment:
  - Water Distribution Manager III
  - Cross Connection Control Specialist I



**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:**

**GENERAL EXAMINATION INFORMATION:**

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 and promotional evaluation, with weights assigned as follows:

T&E Evaluation: 80%

Promotional Evaluation: 20%

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.

**T&E EVALUATION DETAILS:**

Your completed T&E must be uploaded at the time of application.

The T&E Evaluation has been designed to:

Evaluate the relevance, level, recency, progression, and quality of the applicant's education, training and experience.

Elicit sufficient job-related information that 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: The T&E Evaluation is an 80% portion of the Civil Service examination for this position; therefore, it is advantageous for you to provide a full and complete response to each question, even if the information is duplicated elsewhere.

Responses should be consistent with the information on your application and are subject to verification. Changes or corrections to your responses cannot be made once your application packet has been submitted.

Failure to complete all of the questions or incomplete responses will result in a lower score.

Resumés will not be accepted in lieu of completing each question. "See Resumé " or "See Application" are not qualifying responses and will not be considered in the rating process.

**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.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/job> 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.or](mailto:civilservice@spokanecity.or) 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 February 2018.

CRAIG HULT  
Chair

JERRI BJORK  
Acting Chief Examiner

---

**WATER MAINTENANCE SUPERVISOR SPN 532  
OPEN ENTRY**

**DATE OPEN:** Monday, February 12, 2018    **DATE CLOSED:** Sunday, February 25, 2018 at 11:59 p.m.

**SALARY:** \$79,886.88 annual salary, payable bi-weekly, to a maximum of \$104,525.28

**DESCRIPTION:**

Under general supervision, performs responsible field and administrative supervisory work assisting in the direction of several skilled construction and maintenance crews. This is a supervisory classification in the Water Service/Maintenance series with responsibility for managing a variety of operational units within the Water Department.

**DUTIES:**

- Plans and schedules the work, in consultation with the supervisor, of several crews engaged in the construction, maintenance, and repair of the municipal water transmission and distribution system, installation and repair of hydrants, valves, remote meter reading devices, meters, tapping operations, leak survey, service branch repair, night emergencies, welding, blacksmith, warehouse operations and radio room.
- Coordinates the use of crews, equipment and operators for scheduled and emergency jobs; assigns and supervises inspectors for new installation, cross connection, water quality and private system extensions.
- Ensures crews under his/her supervision comply with proper safety standards as required by law.
- Inspects jobs in progress; conveys information from and to the supervisor.
- Consults with the foreperson and assists in resolving routine technical problems; consults with supervisor on unusual matters and conveys decision to foreperson.
- Maintains records and prepares reports as required.
- Surveys terrain and soil for proposed construction jobs; reports findings to supervisor for cost estimating purposes.
- Maintains liaison and coordinates work with private utilities companies, contractors, other departments; coordinates inspection activities of outside contracting work.
- Participates in pre-construction conferences and assists in obtaining agreements as to work to be performed.
- Responds to emergency line breaks and multiple alarm fires as required.
- Assists in the coordination of the utilities snow removal programs as required.
- Performs duties of supervisor during his/her absence.
- Oversees computer software such as maintenance management and meter reading.
- Performs other related duties as assigned.

**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 engineering, public administration or a related field; AND four years of management/supervisory experience in the public utility industry. An equivalent combination of education, training and experience may also be qualifying.

**Licenses and Certifications:**

- A valid driver's license or evidence of equivalent mobility.
- The following Washington State Certifications are required within one year of initial or promotional appointment:
  - Water Distribution Manager III
  - Cross Connection Control Specialist I

**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:****GENERAL EXAMINATION INFORMATION:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist entirely of a training and experience evaluation, with weights assigned as follows:

T&E Evaluation: 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.

**T&E EVALUATION DETAILS:**

- Your completed T&E must be uploaded at the time of application.

The T&E Evaluation has been designed to:

1. Evaluate the relevance, level, recency, progression, and quality of the applicant's education, training and experience.
2. Elicit sufficient job-related information that 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: The T&E Evaluation is 100% of the Civil Service examination for this position; therefore, it is advantageous for you to provide a full and complete response to each question, even if the information is duplicated elsewhere.

Responses should be consistent with the information on your application and are subject to verification. Changes or corrections to your responses cannot be made once your application packet has been submitted.

Failure to complete all of the questions or incomplete responses will result in a lower score.

Resumés will not be accepted in lieu of completing each question. "See Resumé " or "See Application" are not qualifying responses and will not be considered in the rating process.

#### TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/job> 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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- 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 February 2018.

CRAIG HULT  
Chair

JERRI BJORK  
Acting Chief Examiner

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### FIRE CAPTAIN SPN 938 PROMOTIONAL

**DATE OPEN:** Monday, February 12, 2018    **DATE CLOSED:** Sunday, February 25, 2018 at 11:59 p.m.

**SALARY:** \$107,995.47 annual salary, payable bi-weekly, to a maximum of \$119,317.77

#### DESCRIPTION:

Performs supervisory and skilled firefighting and emergency medical work as both Station Captain and Company Officer of a fire company.

#### DUTIES:

- Responds to all risk emergencies. Determines the best route to incidents and supervises the activities of assigned personnel. Acts as incident commander until relieved by a superior officer. Participates in all phases of emergency operations including incident mitigation and property conservation. Supervises recovery, cleaning, and inspection of company equipment after incidents.
- Responds to medical emergencies, operates medical equipment and exercises clinical judgment.
- Plans and directs the cleaning and care of assigned apparatus, equipment, quarters, and grounds for all shifts. Schedules routine housekeeping, maintenance, and other duties for assigned company. Inspects personnel, quarters, and equipment for operational readiness and quality.
- Prepares, instructs and evaluates drills for assigned personnel in subjects concerning an all-risk response.
- Drives and operates various automotive, mechanical and auxiliary fire apparatus.
- Periodically inspects assigned area to become familiar with buildings, location and condition of fire hydrants and streets, to identify potential fire hazards and dangers, and to compile comprehensive pre-fire plans. Advises superiors regarding such dangers.
- Performs such fire prevention functions as inspection of business establishments, apartment complexes and schools in assigned "first-due" area. Checks for, and assists community residents to eliminate hazards and potential fire dangers. Presents fire and injury prevention programs to schools, organizations and the general public.
- Conducts or assists in the investigation of fires in assigned area to determine cause or origin.
- Responsible for all personnel and general administration pertaining to their station.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS:

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

**Experience:** Completion of two years of service with the City in the classification of Fire Lieutenant (SPN 936).

**Training:** Three of the following NFA courses (PICO, STICO, DMICO, ICHO) or a 6-10 day NFA Command and Control course (CCIO, CCMA, CCTH, CCHO).

**Education:** Twenty (20) quarter (or equivalent semester) hours of fire related or applicable hours such as public administration, emergency management, finance, technical report writing, leadership, pre-hospital medicine, any General Education Requirement (GER) requirement from an accredited institution.

**Certifications and Licenses:** 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 written test, assessment center, and promotional evaluation (PER). Weights are assigned as follows: written test 25%, assessment center 60%, PER 15%.

The top 15 candidates as determined by an initial weighting of written test score (85%) and PER (15%) will proceed to the assessment center.

**WRITTEN TEST DETAILS:**

The written test will be conducted in the Civil Service Test Room on Tuesday, March 6, 2018, at 9:00 a.m. The approximate duration of the test is 2 hours. Upon acceptance of online applications, applicants will receive an email invitation to appear for the written test.

The written test will be based upon the promotional bibliography for 2018:

1. IFSTA Company Officer for Emergency Services 4th Edition, Chapters 22 to 32
2. Fire Officer's Handbook of Tactics, John Norman, 3rd edition
3. Fire Department Safety Officer, David Dodson, 2nd Edition
4. Spokane County Field Operations Guide (FOG)
  - a. Chapter 13 Mass Casualty
  - b. Chapter 15 High Rise
5. The following City Policies (PL's)
  - a. Admin 0620-05-56 Internet Access
  - b. Admin 0620-06-16 Discrimination in the Workplace
  - c. HR-19 Disciplinary Action

**ASSESSMENT CENTER DETAILS:**

The assessment center will be in two parts and will include exercises and weights (of the total 60% exam weight) as follows: incident command scenario 40%, oral interview 20%.

Candidates will be notified of the time and place to appear for their assessment exercises, to be held the week of March 19 - 23, 2018.

**PERFORMANCE EVALUATION DETAILS:**

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance shall be a subject in all promotion exams. The evaluation should be administered by the employee's supervisor within the past year.

The employee's most recent PER is the Promotional Evaluation for this position.

If the most recent PER is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PER to the HR department for approval prior to the date of the examination.

If an updated PER is not received by the examination date, the most recent PER on file will be used, regardless of date administered.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at:

<http://my.spokanecity.org/job> 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) or 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 8th day of February 2018.

CRAIG HULT  
Chair

JERRI BJORK  
Acting Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

**CALL FOR BIDS**  
**Monroe Street 1**  
**Indiana Ave to Chelan Ave**  
**Engineering Services File No. 2015054**

This project consists of the construction of approximately 8,200 cubic yards of excavation and embankment, 2,300 linear feet of ductile iron water main, 46 drainage structures, 6,000 square yards of sidewalk, 13,000 square yards of 9-inch thick HMA pavement, illumination system, landscaping and sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., February 19, 2018 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

**Copies of the Contract Documents are available at [www.cityofspokaneplans.com](http://www.cityofspokaneplans.com).** The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: [www.spokaneengineering.org/bid-information](http://www.spokaneengineering.org/bid-information).

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

**\*\*This project and Monroe 2 are being bid separately with the intent that they will be managed separately and as such there are special requirements in section 1-05.13.\*\***

**\*\*\*\*It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to any contract or any subcontract resulting from this solicitation for bids.\*\*\*\***

Publish January 31, February 7 and 14, 2017

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**CALL FOR BIDS**  
**GREENE & ERMINA INTERSECTION SIGNALIZATION**  
**Engineering Services File No. 2015132**

This project consists of the construction of approximately one traffic signal, 170 linear feet of curb, 180 square yards of sidewalk, 670 linear feet of concrete traffic island, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., February 26, 2018, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

**Copies of the Contract Documents are available at [www.cityofspokaneplans.com](http://www.cityofspokaneplans.com).** The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: [www.spokaneengineering.org/bid-information](http://www.spokaneengineering.org/bid-information).

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish February 7, 14, and 21, 2018

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### MISCELLANEOUS STOCK STEEL

City of Spokane Departments

**BID #4444-18**

Sealed bids will be opened at 1:15 p.m., **MONDAY, FEBRUARY 26, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, for **MISCELLANEOUS STOCK STEEL** for City of Spokane Departments.

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

Bid proposal forms must be submitted to City Purchasing **no later than 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 bid response as follows:**

**One (1) original and one (1) copy to: Purchasing  
City of Spokane  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201-3316**

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 STOCK STEEL, BID #4444-18, DUE 2/26/18”.**

Thea Prince  
Purchasing Division

Publish: February 7 & 14, 2018

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