



Official Gazette

City of Spokane, Washington

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

Volume 108

MAY 23, 2018

Issue 21



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT
BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

The Official Gazette

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The Official Gazette

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, May 14, 2018****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 Beggs, Burke, Fagan, Kinnear, Mumm, and Stratton were present.

Finance and Administration Division Director Tim Dunivant, Assistant City Attorney Mike Piccolo, and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

The City Council received an overview from staff on the May 21, 2018, Advance Agenda items.

Intertie Agreement with the City of Medical Lake (OPR 2017-0726)

Motion by Council Member Beggs, seconded by Council Member Mumm, **to defer** the Intertie Agreement with the City of Medical Lake to June 4, 2018; **carried unanimously**.

Action to Approve May 21, 2018, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the May 21, 2018, 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 Kinnear, **to approve** the Advance Agenda for Monday, May 21, 2018 (as amended); **carried unanimously**.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed changes to the May 14, 2018, Current Consent Agenda.

Final Reading Ordinance C35620

Motion by Council Member Fagan, seconded by Council Member Mumm, **to replace** the previously filed version of Ordinance C35620 with the updated revised version of the ordinance; **carried unanimously**.

Resolution 2018-0039

Motion by Council Member Fagan, second by Council Member Stratton, **to suspend** the City Council Rules; **carried unanimously**.

Motion by Council Member Fagan, seconded by Council Member Stratton, **to add** Resolution 2018-0039 (concerning the City's Combined Communications Center for routing of 911 calls; and reaffirming Resolution 2017-0080); **carried unanimously**.

Memorandum of Understanding between the Police Department and Catholic Charities of Spokane (OPR 2018-0296)

Council President Stuckart requested that Item No. 3 on the Consent Agenda—Memorandum of Understanding between the Police Department and Catholic Charities of Spokane to provide special patrol policing—be deferred for one month (to June 18, 2018). The following action was taken:

Motion by Council Member Stratton, seconded by Council Member Mumm, **to so move** [to defer the Memorandum of Understanding between the Police Department and Catholic Charities of Spokane to provide Special Patrol Policing for one month (to June 18, 2018)]; **carried unanimously**.

CONSENT AGENDA

Upon motion by Council Member Fagan, seconded by Council Member Mumm, the City Council unanimously approved Staff Recommendations for the following:

Purchase of a Vactor 2100 Plus using the NJPA Contract #022014-FSC—\$339,953.41, and one Kenworth Chassis using the NJPA Contract #081716-KTC for the Wastewater Maintenance Department—\$140,485.89. Total Contract Amount: \$467,021.71 (incl. tax). (OPR 2018-0295)

Accept additional funds from the Department of Commerce and to sub-grant the funds to Goodwill by amending their current HEN grant agreement—\$53,389. (OPR 2017-0412)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through May 4, 2018, total \$9,409,225.23 (Check Nos. 548747-548903; ACH Payment Nos. 49738-50020), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,267,301.17. (CPR 2018-0002)
- b. Payroll claims of previously approved obligations through May 5, 2018: \$6,902,031.81 (Payroll Check Nos. 548747-548914). (CPR 2018-0003)

City Council Meeting Minutes: April 30, 2018 and May 3, 2018. (CPR 2018-0013)

Council Recess/Executive Session

The City Council adjourned at 3:55 p.m. The City Council immediately reconvened into an Executive Session to discuss pending litigation for ten minutes. City Attorney Mike Ormsby was present during the Executive Session. The City Council reconvened again at 6:00 p.m. for the Regular Legislative.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

Roll Call

Council President Stuckart and Council Members Beggs, Burke, Fagan, Mumm, and Stratton were present.

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

PROCLAMATIONS

May 2018 *Spokane Lilac Festival Month*

Council Member Stratton read the proclamation. The Spokane Lilac Festival is an 80-year legacy event that originated for the celebration of the Associated Garden Clubs operated entirely by volunteers, holds the largest armed forces torchlight parade in the nation. The Spokane Lilac Festival Association embraces this year's theme "Swing into Spokane" and invites all citizens of Spokane, Spokane County, and the Greater Inland Northwest area to enjoy and participate in the numerous activities hosted throughout the week, including the Spokane Lilac Festival Armed Forces Torchlight Parade in Downtown Spokane on Saturday, May 19. The proclamation urges all citizens to join in celebrating and participating in the events bringing up to this wonderful annual tradition in our beautiful lilac city. The Lilac Festival Queen and Court and representatives accepted the proclamation.

May 2018 *Older Americans Month*

Council Member Kinnear read the proclamation. The City of Spokane is committed to engaging and supporting the countless older adults, their families and caregivers in our community who enrich and strengthen our community. The proclamation urges all citizens to take time during this month to recognize older adults and the people who serve them as vital parts of our community. Maria Hernandez-Peck accepted the proclamation.

COUNCIL SALUTATION

Recognition of Maria Hernandez-Peck

Council Member Fagan read a Council Salutation recognizes Maria Hernandez-Peck. The Salutation recognizes that Maria has devoted many years and provided outstanding contributions to the field of aging. The City Council salutes Maria for her service and dedication to the field of aging in our community.

There were no **City Administration Reports**.

There were no **Appointments**.

There were no **Council Committee Reports**.

OPEN FORUM

David Camp, Linda Carroll, Pauline Druffel, Theodora Sallee, Autum Reed, Barry Kathrens, and Judy Fitzpatrick remarked on climate change and spoke in support of a fossil free community.

Henry Valder spoke regarding Vets United opening up a campground for vets in Ford, Washington, and remarked on disabled vets and the homeless.

Tamar Powers remarked on a recent matter involving sexual predator allegations against an individual and the use of position of power.

Yolonde Collins spoke regarding the same matter as Ms. Powers and remarked on her personal experiences.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2018-0039

Upon consideration of Resolution 2018-0039, Council President Stuckart requested a motion to remove the third "whereas" clause in the resolution. The following action was taken:

Motion by Council Member Fagan, seconded by Council Member Stratton, to so move (**to remove** the third "whereas" clause in the resolution); **carried unanimously**.

The City Clerk read Resolution 2018-0039, as amended, into the record. Council commentary was held and there was an opportunity for public testimony, with one individual requesting to speak. The following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0039 (as amended)** concerning the City's Combined Communications Center for routing of 911 calls; and reaffirming Resolution 2017-0080.

FINAL READING ORDINANCE

Final Reading Ordinance C35620

Council Member Mumm provided an overview of Final Reading Ordinance C35620. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35620 (as amended during the 3:30 p.m. Administrative Session)** relating to standards for the for-cause removal of members of boards and commissions; enacted new sections 4.01.035, 4.05.025, 4.06.035, 4.06.125, 4.07.020, 4.08.035, 4.10.025, 4.11.020, 4.12.035, 4.14.045, 4.16.045, 4.20.045, 4.28.035, 4.30.025, 4.34.035, and 4.35.035; and amending sections 4.01.030, 4.13.030 and 4.23.040 of the Spokane Municipal Code.

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

SECOND OPEN FORUM

Rebecca MacMullan and David Randall expressed concern regarding the impacts of climate change on the City of Spokane and spoke in support of a fossil free community.

Carmen Pacheco-Jones stated she stands before the City Council as a representative of Lutheran Community Services and as a crisis response advocate and spoke in support of victims.

Jenny Cumbie and Amanda Braley spoke in support of women and stated they believe women.

Tera Bailey stated she is in support of women and also spoke in support of her friend who she stated has been wrongly accused of being a sexual predator.

Alan McDowell remarked on the mental health industry and self-achievement.

CLOSING COMMENTS

Council Member Stratton shared her thoughts about what has transpired the last two weeks as it pertains to a matter involving accusations of an individual being a sexual predator. She thanked the NOW (National Organization of Women) organization for coming down, as well as everyone who testified tonight. Council Member Stratton stated that while she understands the value of these community conversations, she indicated she is disappointed and saddened how we got to the discussion tonight, and provided other remarks pertaining to the matter.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:21 p.m.

Ordinances

These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.

ORDINANCE NO. C35620

An ordinance relating to standards for the for-cause removal of members of boards and commissions; enacted new sections 04.01.035, 04.05.025, 04.06.035, 04.06.125, 04.07.020, 04.08.035, 04.10.025, 04.11.020, 04.12.035, 04.14.045, 04.16.045, 04.20.045, 04.28.035, 04.30.025, 04.34.035, and 04.35.035; and amending sections 04.13.030 and 04.23.040 of the Spokane Municipal Code.

WHEREAS, the City has many boards and commissions, to which the City Council appoints many interested and involved members of our community who volunteer to serve; and

WHEREAS, the vast majority of the time, these volunteer board and commission members perform their duties and obligations with exception dedication, professionalism, and pride; and

WHEREAS, however, in very rare circumstances, members must be removed from the board or commission on which they serve; and

WHEREAS, although the City Council has the authority to appoint members of most of the boards and commissions established by Charter or code, the Spokane Municipal Code does not, except in rare cases, contain anything in the way of process, guidance, or standards for the removal of such members; and

WHEREAS, the City Council intends to treat the removal process and standards for members of boards and commissions in the same way for all such boards and commissions, to assure a baseline standard for removal, to increase transparency in the actions of the City Council, and to ensure due process is available in the removal process.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That there is enacted a new section 04.01.035 of the Spokane Municipal Code to read as follows:

Section 04.01.035 Removal

Removal of members of boards, commissions, and committees established by this Title 04 shall be done by Council resolution and according to the standards contained in the code chapter specific to that board, commission or committee.

Section 2. That there is enacted a new section 04.05.025 of the Spokane Municipal Code to read as follows:

Section 04.05.025 Removal

Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No commission member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 3. That there is enacted a new section 04.06.035 of the Spokane Municipal Code to read as follows:

Section 04.06.035 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for a disqualifying change of residence or for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 4. That there is enacted a new section 04.06.125 of the Spokane Municipal Code to read as follows:

Section 04.06.125 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 5. That there is enacted a new section 04.07.020 of the Spokane Municipal Code to read as follows:

Section 04.07.020 Removal

The commission member appointed by the City Council pursuant to section 52 of the City Charter shall not be removed from office by the City Council before the expiration of his or her term except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No commission member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 6. That there is enacted a new section 04.08.035 of the Spokane Municipal Code to read as follows:

Section 04.08.035 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 7. That there is enacted a new section 04.10.025 of the Spokane Municipal Code to read as follows:

Section 04.10.025 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 8. That there is enacted a new section 04.11.020 of the Spokane Municipal Code to read as follows:

Section 04.11.020 Removal

Pursuant to section 41 of the City Charter, board members shall not be removed from office by the City Council before the expiration of their terms except for a disqualifying change of residence, for excessive absences as described in section 43 of the City Charter, or for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 9. That there is enacted a new section 04.12.035 of the Spokane Municipal Code to read as follows:

Section 04.12.035 Removal

Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No commission member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 10. That section 04.13.030 of the Spokane Municipal Code is amended to read as follows:

Section 04.13.030 Appointment and Removal

~~((Appointment and Removal.))~~

- A. Members of the board shall be nominated by the mayor and appointed by the city council. The community assembly may submit recommendations to the mayor for nomination of the designated liaison from the community assembly.
- B. Members may be removed for cause by the city council based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 11. That there is enacted a new section 04.14.045 of the Spokane Municipal Code to read as follows:

Section 04.14.045 Removal

Board members appointed by the City Council pursuant to SMC 04.14.040(A)(1) shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 12. That there is enacted a new section 04.16.045 of the Spokane Municipal Code to read as follows:

Section 04.16.045 Removal

Board members appointed by the City Council pursuant to SMC 04.16.040 shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 13. That there is enacted a new section 04.20.045 of the Spokane Municipal Code to read as follows:

Section 04.20.045 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 14. That section 04.23.040 of the Spokane Municipal Code is amended to read as follows:

Section 04.23.040 Removal for Cause

~~((Among other reasons,))~~Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, malfeasance, or unexcused absence from three (3) meetings of the commission in any year~~((is cause for removal of a member))~~, and upon the affirmative vote of five (5) Council members. No commission member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 15. That there is enacted a new section 04.28.035 of the Spokane Municipal Code to read as follows:

Section 04.28.035 Removal

Committee members shall not be removed from office by the Park Board before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No committee member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 16. That there is enacted a new section 04.30.025 of the Spokane Municipal Code to read as follows:

Section 04.30.025 Removal

Committee members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No committee member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 17. That there is enacted a new section 04.34.035 of the Spokane Municipal Code to read as follows:

Section 04.34.035 Removal

Board members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 18. That there is enacted a new section 04.35.035 of the Spokane Municipal Code to read as follows:

Section 04.35.035 Removal

Board members appointed by the City Council pursuant to SMC 04.35.020 shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No board member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Passed by City Council May 14, 2018

Delivered to Mayor May 18, 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.

ASSISTANT PROCUREMENT SPECIALIST SPN 174 OPEN ENTRY

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 3, 2018 at 11:59 p.m.
SALARY: \$45,038.16 annual salary, payable bi-weekly, to a maximum of \$58,004.64

DESCRIPTION:

Procures materials, supplies, commodities, equipment, and services, and/or administers contracts for City of Spokane departments.

DUTIES:

- Processes various routine requirements, which may include credit card purchases, invoices, claim vouchers, requisitions, and purchase orders.
- Orders, receives, maintains inventory of, and issues parts, supplies, and equipment.
- Consults with departments on purchasing needs and bid specification requirements.
- Researches vendors and contractors to determine alternative sources, types of materials, supplies, methods, and availability, quality, and price of products or services.
- Processes contracts; monitors for completeness, accuracy, and appropriateness of payments.
- Maintains records, logs, and files; verifies accuracy of information.
- Coordinates public records requests and responses.
- Conducts internal and external customer satisfaction surveys, and reports results.
- Performs other related work as required.

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 college or university with a major in business, purchasing, accounting, or a closely related field.

Substitution:

Professional purchasing experience may substitute for the four-year education on a year for year basis.

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:**APPLICATION AND EXAMINATION INSTRUCTIONS**

Applicants are required to pass the examination for this classification to be eligible for hire by the City of Spokane. This exam will consist of a multiple choice test weighted at 100% of the final score.

Written tests will be conducted in the Civil Service Test Room on Wednesday, June 13, 2018. The approximate duration of the test is 2 1/2 hours.

If your application is accepted, you will receive an e-mail with instructions to schedule your test time. Additional test sessions may 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:

Purchasing and Contract Management

Inventory Management

Procurement Vocabulary

Bid Analysis

Reading Comprehension

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 17th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**ENGINEERING TECHNICIAN II (OFFICE) SPN 202
PROMOTIONAL**

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 10, 2018 at 11:59 p.m.
SALARY: \$39,087.36 annual salary, payable bi-weekly, to a maximum of \$61,241.04

DESCRIPTION:

Performs technical engineering or planning work in the office (CAD), involving the application of acquired technical skills.

DUTIES:

- Draws preliminary plans for street, alley, sewer, and water service improvements from field notes. Computes areas, grades, and quantities; and assists with field checks of platted information.
- Produces diagrams and structural plans. Prepares detail sheets and specifications. Prepares profiles, charts, graphs, and signs, and reproduces material on a plotter.
- Writes property and assessment district descriptions and grade ordinances. Calculates property easement areas according to established procedures. Records paving and assessment area information.
- Assists with the collection and calculation of land use or traffic control data. Drafts various street and zone maps used in urban and traffic studies. Checks zoning petitions, and maintains reference files. May install, use, and maintain traffic counters and speed/classification recorders.
- May assist on a survey crew or perform other office work as required.
- Conducts field work to collect or verify data.
- Operates a computer, calculator, plotter, drafting equipment, computer aided drafting software, and may operate an automobile, various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

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

Experience: Completion of at least one year of experience with the City in the classification of Engineering Technician I. **Licenses and Certifications:** All applicants must possess a valid driver's license.

NOTE: Current non-probationary City 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 (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:

Current City employees must pass the promotional examination to be eligible for promotion by the City of Spokane. The promotional exam will consist of a written test, weighted at 80%; a promotional PAR, weighted at 20%; and a pass/fail AutoCAD performance test.

If your application is accepted, you will receive an e-mail with an invitation to appear for the written and performance tests.

Testing will be conducted on the 4th floor of City Hall in the Civil Service Test Room on Thursday, June 21, 2018.

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 16th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**ENGINEERING TECHNICIAN II (FIELD) SPN 202
PROMOTIONAL**

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 10, 2018 at 11:59 p.m.

SALARY: \$39,087.36 annual salary, payable bi-weekly, to a maximum of \$61,241.04

DESCRIPTION:

Performs technical engineering or planning work in the field (Survey), involving the application of acquired technical skills.

DUTIES:

- Assigned as a Surveyor's Assistant, Instruments, on a survey crew. Uses various surveying instruments to measure angles and curves. Sets lines, grades, and elevations; prepares field notes; computes grades, distances, and curves; reduces cross section notes; plots profiles and maps; and supervises a crew in the absence of the party chief.
- May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.
- Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Assists in driving hubs and stakes, utilizing sledge hammer, pick and shovel.
- Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

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

Experience: Completion of at least one year of experience with the City in the classification of Engineering Technician I.

Licenses and Certifications: All applicants must possess a valid driver's license.

NOTE: Current non-probationary City 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 (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:

Current City employees must pass the promotional examination to be eligible for promotion by the City of Spokane. The promotional exam will consist of a written test, weighted at 80%; a promotional PAR, weighted at 20%; and a pass/fail performance test.

If your application is accepted, you will receive an e-mail with an invitation to appear for the written and performance tests.

Testing will be conducted on the 4th floor of City Hall in the Civil Service Test Room during **the week of June 18, 2018.**

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 with **Job Title – Applicant Name** in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 16th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**ENGINEERING TECHNICIAN II (FIELD) SPN 202
OPEN ENTRY**

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 10, 2018 at 11:59 p.m.

SALARY: \$39,087.36 annual salary, payable bi-weekly, to a maximum of \$61,241.04

DESCRIPTION:

Performs technical engineering or planning work in the field (Survey), involving the application of acquired technical skills.

DUTIES:

- Assigned as a Surveyor's Assistant, Instruments, on a survey crew. Uses various surveying instruments to measure angles and curves. Sets lines, grades, and elevations; prepares field notes; computes grades,

distances, and curves; reduces cross section notes; plots profiles and maps; and supervises a crew in the absence of the party chief.

- May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.
- Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Assists in driving hubs and stakes, utilizing sledge hammer, pick and shovel.
- Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

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

Education: Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting.

Experience: At least one year of experience in running various survey instruments to measure angles and curves, set lines, grades, and elevations.

Experience Substitution: Additional experience may substitute for the education requirements on a year-for-year basis.

Licenses and Certifications: All applicants must possess a valid driver's license.

Required Additional Documents

A copy of unofficial college transcripts identifying completion of required coursework in a field noted above must be uploaded as an attachment to your application or emailed to civilservice@spokanecity.org no later than the closing date to verify you meet the minimum educational requirements if applicable.

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:

Candidates must pass the examination to be eligible for hire by the City of Spokane. The promotional exam will consist of a written test, weighted at 100%, and a pass/fail performance test.

If your application is accepted, you will receive an e-mail with an invitation to appear for the written and performance tests.

The testing will be conducted on the 4th floor of City Hall in the Civil Service Test Room during the week of June 18, 2018. Applicants will be notified when and where to appear.

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 16th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**ENGINEERING TECHNICIAN II (OFFICE) SPN 202
OPEN ENTRY**

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 10, 2018 at 11:59 p.m.

SALARY: \$39,087.36 annual salary, payable bi-weekly, to a maximum of \$61,241.04

DESCRIPTION:

Performs technical engineering or planning work in the office, involving the application of acquired technical skills (including AutoCAD).

DUTIES:

- Draws preliminary plans for street, alley, sewer, and water service improvements from field notes. Computes areas, grades, and quantities; and assists with field checks of platted information.

- Produces diagrams and structural plans. Prepares detail sheets and specifications. Prepares profiles, charts, graphs, and signs, and reproduces material on a plotter.
- Writes property and assessment district descriptions and grade ordinances. Calculates property easement areas according to established procedures. Records paving and assessment area information.
- Assists with the collection and calculation of land use or traffic control data. Drafts various street and zone maps used in urban and traffic studies. Checks zoning petitions, and maintains reference files. May install, use, and maintain traffic counters and speed/classification recorders.
- May assist on a survey crew or perform other office work as required.
- Conducts field work to collect or verify data.
- Operates a computer, calculator, plotter, drafting equipment, computer aided drafting software, and may operate an automobile, various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

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

Education: Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting.

Experience: At least one year of experience in operating modern computer-aided-drafting/design equipment.

Experience Substitution: Additional experience may substitute for the education requirements on a year-for-year basis.

Education Substitution: Graduation from a four-year college or university with a degree in Civil Engineering may substitute for the above requirements for the OFFICE positions.

Licenses and Certifications: All applicants must possess a valid driver's license.

Required Additional Documents

A copy of unofficial college transcripts identifying completion of required coursework in a field noted above must be uploaded as an attachment to your application or emailed to civilservice@spokanecity.org no later than the closing date to verify you meet the minimum educational requirements if applicable.

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:

Candidates must pass the examination to be eligible for hire by the City of Spokane. The promotional exam will consist of a written test, weighted at 100%, and a pass/fail performance test.

If your application is accepted, you will receive an e-mail with an invitation to appear for the written and performance tests.

The testing will be conducted on the 4th floor of City Hall in the Civil Service Test Room during the week of June 18, 2018. Applicants will be notified when and where to appear.

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 16th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**GEOGRAPHIC INFORMATION SYSTEMS TECHNCIAN SPN 212
PROMOTIONAL**

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 3, 2018 at 11:59 p.m.
SALARY: \$40,862.16 annual salary, payable bi-weekly, to a maximum of \$63,663.12

DESCRIPTION:

Performs technical spatial data processing work including data creation, manipulation, and cartographic/data output utilizing geographic information systems (GIS).

DUTIES:

- Performs spatial analysis and digital database construction involving mathematical entry and manipulation of spatial data to achieve consistency with record data, survey principles, legal requirements, and GIS usage requirements.
- Performs digital map editing, quality control checking, and database maintenance functions.
- Performs data entry to build data files. Maintains data using software tools.
- Assists in map design and production. Produces standard maps, reports, and files. Translates customer requirement into map and data specifications.
- Interprets and works with data from various disciplines, including planning, zoning, architecture, demographics, utilities, engineering and public safety.
- Assists with special projects and analysis by structuring queries of the spatial and tabular data using out of the box GIS tools to meet the specific needs of the project.
- Classifies spatial data and attributes, enters data to build data files, and maintains data files. Develops and maintains databases for projects. Resolves database errors and reconciles differences between databases and their source materials.
- Prepares GIS documentation using standards.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

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

Completion of two years of experience in the classification of Engineering Technician II, or higher classification. 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:**APPLICATION AND EXAMINATION INSTRUCTIONS**

Applicants are required to pass the examination for this classification to be eligible for hire by the City of Spokane. This exam will consist of a pass/fail performance test using ArcGIS, a multiple choice test weighted at 80% and a performance appraisal score (PAR) weighted at 20% of the final score.

Testing will be conducted in the Civil Service Test Room on Tuesday, June 12, 2018. If your application is accepted, you will receive an email with the specific time for you to appear for the written and performance tests.

The written test may include such subjects as:

Cartography
Geoprocessing and Spatial Analysis
Map Projections and Map Scaling
GIS Data and Editing
Knowledge of GeoDatabase
Knowledge of ArcGIS Software

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. Online applications must be completed and submitted by 11:59 p.m. on the filing cut-off date.

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 17th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**GEOGRAPHIC INFORMATION SYSTEMS TECHNCIAN SPN 212
OPEN ENTRY**

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 3, 2018 at 11:59 p.m.
SALARY: \$40,862.16 annual salary, payable bi-weekly, to a maximum of \$63,663.12

DESCRIPTION:

Performs technical spatial data processing work including data creation, manipulation, and cartographic/data output utilizing geographic information systems (GIS).

DUTIES:

- Performs spatial analysis and digital database construction involving mathematical entry and manipulation of spatial data to achieve consistency with record data, survey principles, legal requirements, and GIS usage requirements.
- Performs digital map editing, quality control checking, and database maintenance functions.
- Performs data entry to build data files. Maintains data using software tools.
- Assists in map design and production. Produces standard maps, reports, and files. Translates customer requirement into map and data specifications.
- Interprets and works with data from various disciplines, including planning, zoning, architecture, demographics, utilities, engineering and public safety.
- Assists with special projects and analysis by structuring queries of the spatial and tabular data using out of the box GIS tools to meet the specific needs of the project.
- Classifies spatial data and attributes, enters data to build data files, and maintains data files. Develops and maintains databases for projects. Resolves database errors and reconciles differences between databases and their source materials.
- Prepares GIS documentation using standards.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

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

Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in engineering, computer science, or related subjects; AND, two years of experience with GIS ARC/INFO applications including spatial analysis, database construction and map generation. Additional experience with GIS applications may be substituted for the educational requirements on a year for year basis. Additional education in the above areas may be substituted for the experience requirements on a year for year basis.

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:**APPLICATION AND EXAMINATION INSTRUCTIONS**

Applicants are required to pass the examination for this classification to be eligible for hire by the City of Spokane. This exam will consist of a pass/fail performance test using ArcGIS, and a multiple choice test which is weighted as 100% of the final score.

Testing will be conducted in the Civil Service Test Room on Tuesday, June 12, 2018. If your application is accepted, you will receive an email with the specific time for you to appear for the written and performance tests.

The written test may include such subjects as:

Cartography
Geoprocessing and Spatial Analysis
Map Projections and Map Scaling
GIS Data and Editing
Knowledge of GeoDatabase
Knowledge of ArcGIS Software

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. Online applications must be completed and submitted by 11:59 p.m. on the filling cut-off date.

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 17th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**LABOR FOREPERSON SPN 505
PROMOTIONAL**

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 3, 2018 at 11:59 p.m.

SALARY: \$40,862.16 annual salary, payable bi-weekly, to a maximum of \$63,663.12

DESCRIPTION:

Performs supervisory work over a group of employees engaged in unskilled to semi-skilled manual work.

DUTIES:

Supervises a crew of manual workers performing unskilled to semi-skilled tasks. Plans and organizes tasks. Participates, when necessary, and trains subordinates in the use and operation of equipment incidental to the job.

Supervises routine demolition and salvage activities, and the storage of surplus material. Supervises the care and maintenance of assigned grounds and building areas.

Lays out, schedules, and supervises the work of regular and seasonal crews engaged in general cleanup and beautification activities on public streets and property. Coordinates with enforcement personnel and supervises crews in the abatement of trash and related nuisances on private property. Provides estimates and calculates charges for nuisance abatement. Maintains records and generates reports of activities as required.

Operates automotive vehicles, equipment, and tools as required.

Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Completion of two years of service with the City in a laboring classification at the level of Laborer II or higher.

All applicants must possess a valid driver's license. A Class "B" Commercial Driver's License (CDL) without air brake restriction required for some positions must be obtained within the 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 promotion by the City of Spokane. This exam will consist of a written test and a performance evaluation, with weights assigned as follows: written test 80%, performance evaluation 20%.

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room on June 11, 2018 at 9 a.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:

Computer Knowledge

Flagging

Supervision and Administration

Public Relations

Safety

Mathematics

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 16th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**STREET MAINTENANCE OPERATOR II SPN 562
PROMOTIONAL**

DATE OPEN: Monday, May 21, 2018 **DATE CLOSED:** Sunday, June 3, 2018 at 11:59 p.m.
SALARY: \$39,901.68 annual salary, payable bi-weekly, to a maximum of \$62,410.32

DESCRIPTION:

Performs skilled manual or minor supervisory street maintenance work which requires previous experience and special knowledge acquired on the job.

DUTIES:

- Assigned to and works on one of the following street maintenance crews; however, employee is expected to work on other crews, perform specialized or unskilled manual work, or perform other duties as conditions require.
- Asphalt crew: Serves as lead worker to all or a portion of the crew; leads the forward team preparing road surfaces for patching, repair or resurfacing; may operate several types of asphalt pavers, 10 ton rollers, asphalt milling machine and other related paving equipment.
- Street cleaning and maintenance crew: Operates independently or as lead worker on a team, sweeper, grader with attachments, belt or auger loader, ditching machine or power shovel over 1/4 yard capacity, backhoe, excavator, front-end loader, boom truck, thirty thousand pound truck-trailer or lo-boy or other equipment.
- Services equipment to which assigned, makes minor field repairs, reports major repairs needed, prepares necessary reports.
- Employee is usually assigned to one type of equipment, but is required to operate other types of equipment depending on the job assigned, performs manual laboring tasks, answers calls and performs such duties as necessary during emergency winter operations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Experience: Current service in the Street Department and completion of one year of experience with the City in the classification of Street Maintenance Operator I or Asphalt Raker; OR, three years of experience in the classification of Bridge Maintainer I, Bridge Maintainer II, or a combination thereof.

Licenses: Applicants must possess a valid Class "A" Commercial Driver's License (CDL) with a tank vehicle endorsement; OR, possess a valid Class "B" CDL and must obtain a Class "A" CDL with a tank vehicle endorsement within six months of appointment.

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

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

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test, a performance test, and a department evaluation (PAR), with weights assigned as follows:

Written Test: 55%

Performance Test: 25%

PAR Score: 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.

Written Test (weighted 55%):

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on Monday, June 11, 2018 at 1:00 p.m. The approximate duration of the test is 2 hours.

Upon review and acceptance of your application, you will receive an e-mail with complete instructions to appear for your written test session. Additional sessions may be added depending on the number of applications accepted.

The written test may include such subjects as: Equipment and Operation; Safety; Arithmetic Calculations; Street Maintenance & Terminology; Supervision; and Public/Employee Relations.

Performance Test (weighted 25%):

Applicants will be notified when and where to appear for the grader performance test. The projected date for the test is Tuesday, June 12, 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 filing cut-off date.

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 17th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**PARKS FACILITIES AND GROUNDS FOREPERSON SPN 697
PROMOTIONAL**

DATE OPEN: Monday, May 21, 2018 DATE CLOSED: Sunday, June 3, 2018 at 11:59 p.m.

SALARY: \$44,871.12 annual salary, payable bi-weekly, to a maximum of \$73,915.20

DESCRIPTION:

Performs supervisory work over a large crew or several small crews engaged in maintenance, repair, and construction of grounds, facilities, and structures in the municipal parks, playgrounds, sports facilities, and other Parks recreation areas.

DUTIES:

Organizes, assigns, inspects, and participates in the work of regular and seasonal employees engaged in the maintenance, repair, and construction of park facilities, structures, recreation equipment, grounds, and sports facilities.

Hires, trains, and conducts annual evaluations of subordinate personnel. Provides guidance and corrective action for employees as required. Recruits, hires, train, and dismisses temporary employees.

Schedules staffing of public areas and coordinates events; directs preparation and recovery for special events or gatherings. Establishes priorities and safety guidance for staff; conducts regular safety meetings and training. Develops and maintains Standard Operational Procedures for each position within the work group.

Supervises seasonal opening, closing and cleanup of facilities, parks and playgrounds, including the identification of diseased and dead trees, removal of underbrush from park property, and preparation of ground for seeding and fertilizing. Performs planning and setup for capital projects and manages project work. Plans and directs snow removal from facilities, parking lots, sidewalks, walkways, etc.

Coordinates repair and prevention of vandalism and other abuse or misuse of park property. Assists in the monitoring and enforcement of Park related City ordinances. Provides pertinent information to police and social services.

Coordinates activities with other supervisors and with contractors. Keeps time, material, work, profit/loss, and other required records. Makes necessary reports. Reviews and evaluates program performance and recommends improvements.

Assists in the preparation of preliminary budget estimates. Manages and tracks budget for assigned areas. Approves work orders, purchase orders, and credit purchases. Issues tools, supplies, and materials.

Reviews development plans that impact assigned functions. Reads blueprints, drawings, and specifications. Prepares bills of materials; prepares cost estimates on remodeling and new projects. Solicits vendors for minor contract bids.

Responsible for ensuring quality service and customer satisfaction in the Parks programs and facilities. Interacts directly with customers/public to address problems and complaints, and handles various correspondences. Investigates issues and provides resolution.

Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Completion of at least two years of experience with the City Park Department as an Equipment Operator, or higher, classification. Experience should include several of the following: Chemicals, materials planning, horticulture methods, equipment operation and maintenance, building/facility maintenance, and supervision of small crews in enough quantity to develop a considerable knowledge of the park system.

Applicants must possess a valid driver's license.

Employees must obtain a First Aid card within 90 days of appointment a Public Operator Pesticide License within six months, and a flagging certification within one year.

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 40%, oral board 40%, performance evaluation 20%.

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room on June 14, 2018 at 8 a.m. The approximate duration of the test is 1 1/2 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:

Supervision
Administration
Park Maintenance & Safety
Public Relations

ORAL BOARD (Structured Interview)

Oral interviews will be held on June 14, 2018 following the written examination in the Civil Service test room. The interview appointment times will be assigned at the completion of the written test. Interviews will be conducted in the afternoon.

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 with **Job Title – Applicant Name** in the subject line of the email
- In person or mail to: Civil Service Commission, 4th 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 17th day of May 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

Sunset Boulevard from Royal Street to Lindeke Street Engineering Services File No. 2014094

This project consists of the construction of approximately **48,000** square yards (**5,300** cubic yards) of HMA grinding, **2,500** linear feet of storm sewer, **45** drainage structures, **8,000** linear feet of concrete and HMA sidewalk and trail, **48,000** square yards of 4-inch thick **HMA** pavement, 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., June 11, 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. 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.

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.

Publish: May 23, 30 and June 6

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR BIDS LANDSCAPE MAINTENANCE AND REPAIR AT VARIOUS CITY SITES City of Spokane Asset Management Department BID #4446-18

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JUNE 11, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LANDSCAPE MAINTENANCE AND REPAIR AT VARIOUS CITY SITES** for the City of Spokane Asset Management Department.

PRE-BID CONFERENCE. A pre-bid conference will be held on Thursday, May 31, 2018 at 2:30 p.m. – 4:00 p.m. The location will be at City of Spokane City Hall, Fourth Floor, Conference Room #2B, 808 W. Spokane Falls Blvd., Spokane, WA 99201.

Detailed specifications and proposal forms are available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 11, 2018**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be tabulated.**

Submit one (1) paper original to:

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

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

All response packages are to be clearly marked with:

“BID #4446-18, LANDSCAPE MAINTENANCE AND REPAIR AT VARIOUS CITY SITES, DUE: MONDAY, JUNE 11, 2018.”

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

Publish: May 23 & 30, 2018

REQUEST FOR BIDS SPOKANE CITY HALL, EXTERIOR RESTORATION City of Spokane Asset Management Department BID #4457-18

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JUNE 4, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SPOKANE CITY HALL, EXTERIOR RESTORATION** for the City of Spokane Asset Management Department.

PRE-BID CONFERENCE. A **mandatory** pre-bid conference will be held on **Thursday, May 24, 2018** at 2:30 p.m. The location will be City of Spokane City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201 in 2nd Floor Conference Room 2B.

Detailed specifications and proposal forms are available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Bidders/Vendors to check back to this site for Addenda or other additional information that has been posted regarding this bid.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 4, 2018**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be tabulated.**

Submit one (1) paper original to:

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

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

All response packages are to be clearly marked with:

“BID #4457-18, SPOKANE CITY HALL, EXTERIOR RESTORATION, DUE: MONDAY, JUNE 4, 2018.”

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

Publish: May 16 & 23, 2018

**CONCERT PRODUCTION AND TICKETING SERVICES FOR RIVERFRONT PARK
City of Spokane Parks Department
RFP #4462-18**

Sealed proposals will be acknowledged at 1:15 p.m., **MONDAY, JUNE 18, 2018**, in the City Council Chambers – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for the **CONCERT PRODUCTION AND TICKETING SERVICES FOR RIVERFRONT PARK** for the City of Spokane Parks Department.

PRE-BID CONFERENCE. A pre-bid conference will be held on Thursday, June 7, 2018 at 1:00 pm local time at 808 W Spokane Falls Blvd., 5th Floor – Conference Room 5A.

Detailed specifications and proposal forms are posted on the City of Spokane Webpage at:
<https://my.spokanecity.org/administrative/purchasing/current-projects/>

Submittal Instructions:

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

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

**City of Spokane – Purchasing
4th Floor – City Hall
808 West Spokane Falls Boulevard
Spokane, WA 99201**

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

Envelopes containing proposals are to be marked: **“CONCERT PRODUCTION AND TICKETING SERVICES FOR RIVERFRONT PARK, RFP #4462-18, DUE 6/18/18”**.

Thea Prince
Purchasing Division

Publish: May 16, 23 & 30, 2018

**REQUEST FOR PROPOSALS
RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES FOR
FEDERALLY FUNDED PROJECTS - REISSUED
City of Spokane Asset Management Department
RFP #4467-18**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 4, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES FOR FEDERALLY FUNDED PROJECTS - REISSUED** for the City of Spokane Asset Management Department.

Detailed specifications and proposal forms are available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 4, 2018**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

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

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

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

All response packages are to be clearly marked with:

“RFP #4467-18, RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES FOR FEDERALLY FUNDED PROJECTS - REISSUED, DUE 6/4/2018”

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

Publish: May 16 & 23, 2018

**REQUEST FOR PROPOSALS
MALLON OFF-STREET PARKING LOT MANAGEMENT
City of Spokane Asset Management Department
RFP #4468-18**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 4, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **MALLON OFF-STREET PARKING LOT MANAGEMENT** for the City of Spokane Asset Management Department.

Detailed specifications and proposal forms are available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 4, 2018**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

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

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

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

All response packages are to be clearly marked with:

“RFP #4468-18, MALLON OFF-STREET PARKING LOT MANAGEMENT, DUE 6/4/2018”

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

Publish: May 23 & 30, 2018
