



# Official Gazette

## City of Spokane, Washington

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

Volume 109

**MAY 29, 2019**

Issue 22



### 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)

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### INSIDE THIS ISSUE

MINUTES	530
GENERAL NOTICES	535
ORDINANCES	536
JOB OPPORTUNITIES	538
NOTICES FOR BIDS	550

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# Minutes

**MINUTES OF SPOKANE CITY COUNCIL****Monday, May 20, 2019****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.

City Attorney Mike Ormsby, Assistant City Attorney Mike Piccolo, and City Clerk Terri Pfister were also present on the dais. Policy Advisor Brian McClatchey was absent.

**Advance Agenda Review**

There was no Advance Agenda Review as the regularly scheduled City Council meeting for Tuesday, May 28, 2019, was cancelled.

**ADMINISTRATIVE SESSION****Current Agenda Review**

The City Council reviewed changes to the May 20, 2019, Current Agenda items.

Suspension of Council Rules

**Motion** by Council Member Fagan, seconded by Council Member Mumm, **to suspend** the Council Rules; **carried unanimously.**

Addition of Contract Amendments with Etter, McMahon, Van Wert, & Oreskovich, P.C. (OPR 2017-0501 and (OPR 2017-0546)

**Motion** by Council Member Fagan, seconded by Council Member Kinnear, **to add** the following; **carried unanimously:**

Contract amendments with Etter, McMahon, Van Wert & Oreskovich, P.C. for outside counsel services in the legal matters of:

- a. West Terrace Golf, L.L.C. vs. City of Spokane. (OPR 2017-0501)
- b. John Durgan vs. City of Spokane (OPR 2017-0546)

Addition of Special Budget Ordinance C35776 and Related Resolution 2019-0034

**Motion** by Council Member Fagan, seconded by Council Member Kinnear, **to add** Special Budget Ordinance C35776 (finance the purchase of machinery/equipment as aligned in the Six-Year Capital Plan for Police and Fire) and Resolution 2019-0034 (providing for an interfund loan from the Spokane Investment Pool to the Property Acquisition Fund to finance a portion of the capital needs for public safety equipment vehicles and apparatuses aligned in the Six-Year Capital Plan for Police and Fire); **carried unanimously.**

**CONSENT AGENDA**

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

Purchase by Fleet Services from Bergkamp, Inc. utilizing Sourcewell Contract #052417-BGK for a pothole truck for the Street Department—\$207,241.06 (incl. tax). (OPR 2019-0357)

Purchases by Fleet Services for the Police Department utilizing Washington State Contract #05916 for:

- a. 28 Ford Police K8s and 3 Ford F150s from Columbia Ford—\$1,339,356.80 (incl. tax). (OPR 2019-0358)
- b. 2 BMW Police Pursuit Motorcycles from Donolson Corp.—\$80,146.47. (OPR 2019-0359)

Contract Extension with Washington State Department of Corrections to provide a community restitution work crew utilizing Municipal Court offenders from January 1, 2019, through December 31, 2020—not to exceed \$55,000 per year. (OPR 2015-0214)

Spokane Youth Card Agreement with Spokane Transit Authority for Spokane Youth Card Pilot Program which will allow School District 81 students to ride the STA bus system for free and to access all free City services from June 13, 2019, through September 15, 2019—\$65,000. (OPR 2019-0362)

Recommendation to list the Leland Hotel, 221 West Riverside Avenue on the Spokane Register of Historic Places. (OPR 2019-0363)

Contract with Systems and Software for new Utility Information System, including licensing for enQuesta 6 product and professional services implementation, from May 15, 2019, through May 14, 2022—\$3,306,921.78 (incl. tax). (OPR 2019-0364 / RFP 4480-18)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through May 10, 2019, total \$14,988,960.17 (Check Nos.: 560307 – 560653; ACH Payment Nos.: 63562 - 63893 ), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$14,730,692.94. (CPR 2019-0002)

City Council Meeting Minutes: May 6 and May 9, 2019. (CPR 2019-0013)

Contract amendments with Etter, McMahon, Van Wert & Oreskovish, P.C., (Spokane, WA) for outside counsel services in the legal matters of:

- a. West Terrace Golf, L.L.C. vs. the City of Spokane—increase of \$100,000. Total contract amount: \$350,000. (OPR 2017-0501)
- b. John Durgan vs. the City of Spokane—increase of \$160,000. Total contract amount: \$485,000. (OPR 2017-0546)

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

The City Council adjourned at 3:34 p.m. and immediately reconvened into an Executive Session to discuss litigation and legal risk which if taken may result in an adverse legal financial consequence to the City and labor negotiations update for 30 minutes. City Attorney Mike Ormsby and Assistant City Attorney Mike Piccolo were present during the Executive Session. The City Council reconvened at 6:00 p.m. for the Legislative Session.

## **LEGISLATIVE SESSION**

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Stuckart.

### **Roll Call**

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

City Clerk Terri Pfister and Assistant City Attorney Mike Piccolo were also present on the dais. (Policy Advisory Brian McClatchey was absent.)

### **POETRY AT THE PODIUM**

Marie Kakula-Tyner presented a poem entitled “Truth Be Told.”

### **MAYOR PROCLAMATIONS**

May 2019 *Scleroderma Awareness Month*

Council Member Kinnear read the proclamation. The proclamation was accepted by representatives of the event. Scleroderma is a chronic disabling autoimmune disease in which the body's soft tissues suffer from an overproduction of collagen and can affect many parts of the body, including skin, internal organs, and blood vessels. Researchers have yet

to identify the exact causes of the disease or any cure for the disease. The Scleroderma Foundation is a national non-profit organization that seeks ways to support persons afflicted with Scleroderma through research, support, education, advocacy, and awareness. The proclamation encourages all citizens to join in this observance.

There was no **Administrative Report**.

## **COUNCIL COMMITTEE REPORTS**

### **Public, Infrastructure, Environment, & Sustainability (PIES) Committee**

Council Member Beggs reported on the PIES Committee meeting held earlier today (May 20, 2019). Minutes of the PIES Committee meetings are filed with the City Clerk's Office and are available for review following approval by the PIES Committee.

### **Finance, Administration, and Sustainable Resources Committee**

Council Member Mumm reported on the Finance, Administration, and Sustainable Resources Committee meeting held earlier today (May 20, 2019). Minutes of the Finance, Administration, and Sustainable Resources Committee meetings are filed with the City Clerk's Office and are available for review following approval by the Finance, Administration, and Sustainable Resources Committee.

## **OPEN FORUM**

**Michael McQuire** remarked on profit versus greed and increase in apartment rents.

**James Earl** spoke regarding the need for a rental control policy.

**George McGrath** expressed his views regarding various projects, including red light cameras, bicycle paths, and sewer overflows.

**Jeremy Logan** remarked on tenant eviction and rental increase.

**Brenda Ruble** remarked on Spokane Police Department and Police response to domestic violence.

## **LEGISLATIVE AGENDA**

### **SPECIAL BUDGET ORDINANCE and RESOLUTION**

#### **Special Budget Ordinance C35776 and Related Resolution 2019-0034**

Council President Stuckart provided an overview of Special Budget Ordinance C35776 and related Resolution 2019-0034. 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/adopted** the following items:

- **Passed Special Budget Ordinance C35776** amending Ordinance No. C35703 passed by the City Council December 10, 2018, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage, and declaring an emergency and appropriating funds in:

Property Acquisition Fund

FROM: SIP Loan Proceeds (Police and Fire), \$4,527,938;

TO: Transfers Out, Property Acquisition Fund (Police), \$3,383,718;

TO: Transfers Out, Property Acquisition Fund (Fire) \$1,144,220.

and

FROM: Transfers in Asset Management Property (Police), \$3,383,718;

TO: Equipment Machinery (Police), same amount.

and

FROM: Transfers in Asset Management Property (Fire), \$1,144,220;

TO: Equipment Machinery (Fire), same amount.

(This action finances the purchase of machinery/equipment as aligned in the Six Year Capital Plan for Police and Fire.)

- **Adopted Resolution 2019-0034** providing for an interfund loan from the Spokane Investment Pool to the Property Acquisition Fund to finance a portion of the capital needs for public safety equipment vehicles and apparatuses aligned in the six year capital plan for police and fire.

## EMERGENCY ORDINANCE

### Emergency Ordinance C35775

The City Council considered Emergency Ordinance C35775. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

**Upon 6-1 Roll Call Vote (Council Member Burke voting “no”), the City Council passed Emergency Ordinance C35775** amending ORD C21386 removing utility easements no longer needed; and declaring an emergency. (This ordinance relates to the vacation of Rich Avenue from the east line of Market Street to the west line of the Burlington Northern, Inc. right of way.)

## RESOLUTION

**For Council action on Resolution 2019-0034, see section of minutes under “Special Budget Ordinance and Resolution.”**

## FINAL READING ORDINANCE

### Final Reading Ordinance C35762 (First Reading held April 22, 2019)

The City Council considered Final Reading Ordinance C35762. Subsequent to 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 C35762** vacating a portion of Cliff Avenue right-of-way.

## FIRST READING ORDINANCES

**The following Ordinance was read for the first time, with further action deferred:**

**ORD C35774** Relating to the use of City-Authorized Utility Vehicles on public property under the city's jurisdiction for health and safety purposes, and adopting a new Chapter 16A.65 of the Spokane Municipal Code.

There were no **Special Considerations**.

## HEARINGS

### Hearing on Appeal by Winston & Cashatt (LGL 2019-0016)

A hearing was scheduled on Appeal by Winston & Cashatt, representing the Applicant, Greenstone, and Kelly Puzio, Citizen, of the Hearing Examiner's January 15, 2019, decision on a preliminary plat/PUD Application (Z18-598PPUD). The City Council considered a proposed Modification of the Hearing Examiner's Findings of Fact, Conclusion of Law and Decision, dated January 15, 2019. The following action was taken:

**Motion** by Council Member Fagan, seconded by Council Member Kinnear, **to accept** latest version of the documents (Modification of the Hearing Examiner's Findings of Fact, Conclusions of Law and Decision dated January 15, 2019, and accompanying exhibits); **carried unanimously**.

Public testimony was received from Attorney Elizabeth Tellessen representing Greenstone and Council commentary held. The following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **approved** the Modification of the Hearing Examiner's Findings of Fact, Conclusions of Law and Decision dated January 15, 2019 (and accompanying exhibits).

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

## ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:31 p.m.

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance, Administration & Sustainable Resources Committee**  
**04/15/2019 - FINAL**

**Attendance**

Council Member Candace Mumm, Council President Stuckart, Council Member Breean Beggs, Council Member Mike Fagan, Council Member Karen Stratton, Council Member Lorie Kinnear, Crystal Marchand, Angela Albin-Moore, David Paine, Laura Williams, Gavin Cooley, Clint Harris, Curtis Harris, Amy Black, Gary Kaesemeyer, Kris Becker, Chris Cavanaugh, Michelle Hughes, Brandon Blankenagel, Carly Cortright, Kevin Schmitt, Dusty Fredrickson, Jacob Fraley, Katherine Miller, Jennifer Isaacson, Mike Ormsby, Kyle Overbust, Anna Everano, Kandace Watkins, Kyle Twohig, Dan Buller, Brian McClatchey, Adam McDaniel, Scott Simmons, Marlene Feist, Danielle Cossey, Erik Poulson

Non City Employees: Carl Otterstrom – Spokane Transit Authority, Tobey Hatley - Citizen

Meeting started at 1:18 p.m.

**Approval of Minutes:**

Meeting Minutes for March 2019 were approved.

**Agenda Items:**

**1. Ordinance Changing the City Administrator Legislative Role – CM Mumm**

Council Member Mumm briefed the Committee regarding this item. Please see the attached ordinance.

**2. General Fund Reserve Report – Crystal Marchand**

Crystal Marchand, Director of Management and Budget, briefed the Committee regarding this item. Please see the attached handout.

**3. General Fund Reserve Ordinance – CM Mumm**

Council Member Mumm briefed the Committee regarding some language changes to the existing ordinance. Please see attached.

**4. NE PDA Draft Charter – CP Stuckart**

Council President Stuckart briefed the Committee regarding this item. Please see the attached presentation. CM Mumm expressed some concerns. They asked that she send a list of her concerns to the other Council Members and they will respond to her and she can work with Scott Simmons, Director of Public Works & Utilities and other Council Members to get their thoughts.

**5. TIF Recap – Michelle Hughes**

Michelle Hughes, Director of Accounting, briefed the Committee regarding this item. Please see attached presentation. The Council would like to look at the boundary of the West Quadrant TIF. The Committee would like to know who is on the Board for the West Quadrant TIF and that information relayed to Council President Stuckart. They would like this item brought back in May with the follow up.

**6. Resolution for the Sale of Surplus Property on Hartson Ave – Matt Folsom**

Matt Folsom, City Legal, briefed the Committee regarding this item. He will bring forward the resolution for Council to approve the sale of two Hartson Properties. Habitat for Humanity has assessed the properties and found that they are not a good fit for rebuilding of urban housing.

**7. Sprague Ave Rebuild – Phase II – Kyle Twohig**

Kyle Twohig, Engineering Services and Karl Otterstrom from Spokane Transit Authority, briefed the Committee regarding this item. Council President Stuckart provided a letter that he would like the Council to endorse and send to Senator Billig regarding funding. Please see attached letter.

**8. Fresh Market – Curtis Harris**

Curtis Harris, Asset Management, briefed the Committee regarding this item. Please see attached briefing paper. Council President Stuckart would like to see a legal opinion from the Legal Office regarding the use of a camera to monitor sales at the Fresh Market. They would also like feedback from the unions regarding the use of a camera to monitor sales at the Fresh Market.

**9. Special Budget Ordinance – Office of Performance Management – Dusty Fredrickson**

Dusty Fredrickson, Office of Performance Management, briefed the Committee regarding this item. Please see attached briefing paper and SBO.

**10. Wellness Coordinator New Position Special Budget Ordinance – Chris Cavanaugh**

Chris Cavanaugh, Director of Human Resources, briefed the Committee regarding this item. Please see attached briefing paper and SBO. The Committee would like to see a job description for this position. Currently there is no job description available as this would be a new classification and Civil Service would need to know there was funding for this position before they started on a job description. CM Mumm and CM Stratton would like to wait until the 2020 budget process to add this position. The other Council Members would like to see the SBO brought forward for consideration.

**Consent Items:**

The Committee had questions regarding the 10 Ford Escapes for Parking Enforcement. They wanted to know if there were comparisons to what they were driving compared to what we are buying. They would like to see an analysis.

The rest of the consent items were moved forward without questions.

**Executive Session:**

There was no Executive Session at this meeting.

**Adjournment**

The meeting was adjourned at 2:54 p.m.

Referenced attachments to the minutes are on file in the Office of the City Clerk.

# General Notices

**RESOLUTION 2019-03**

BE IT RESOLVED BY THE CIVIL SERVICE COMMISSION that the following Civil Service Rule Change was adopted on May 21, 2019.

**RULE CHANGE:**  
**2.38 PROMOTION**

- (a) The movement of an employee from a lower classification to a higher classification.
  - (b) The movement of any employee from one classification to another eligible classification when that employee is selected from a promotional eligibility list, regardless of change in rank or pay.
-



# 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. 35762

An ordinance vacating a portion of Cliff Avenue right-of-way;

WHEREAS, a petition for the vacation of a portion of Cliff Avenue right-of-way, more particularly described below, has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That a portion of Cliff Avenue right-of-way more particularly described below is hereby vacated. Parcel number not assigned.

That portion of Cliff Avenue described as follows:

Beginning at the northwest corner of Block 28, Resurvey of Cliff Park Addition, according to the plat recorded in Volume "E" of Plats, Page 65, in the City of Spokane, Spokane County, Washington;

Thence north along the extended west line of said Block 28, a distance of 25.00 feet;

Thence southwesterly to the intersection with the extended centerline of vacated Browne Street and a point 18.38 feet north from the northerly terminus of said centerline;

Thence southerly on said extended centerline of Browne Street, a distance of 18.38 feet to the south line of said Cliff Avenue;

Thence northeast on the south line of said Cliff Avenue, a distance of 35.00 feet, more or less to the point of beginning.

Section 2. An easement is retained over and through the west 20 feet of the vacated area for the City of Spokane to protect an existing water main. No structures can be built within the easement without the permission of the City Engineer.

**Passed by City Council May 20, 2019  
Delivered to Mayor May 21, 2018**

## ORDINANCE NO. C35775

An ordinance amending ordinance C21386 removing easements that are no longer needed and declaring an emergency.

WHEREAS, it is necessary for the City to adopt this ordinance as an emergency ordinance to enable it to be effective immediately upon passage to limit disruption to the City arterial system; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by removing the easement listed below; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. Rich Avenue from the east line of Market Street to the west line of the Burlington Northern, Inc., right of way, in the City of Spokane, Washington, be, and the same is hereby vacated. ~~((, subject to the following condition:))~~

~~((Reservations for existing public and private utilities.))~~



Section 2. ~~((This ordinance shall take effect and be in force thirty days from and after its passage.))~~ Emergency Ordinance. The City Council finds that this ordinance, passed by a majority plus one of the whole membership of the City Council as an emergency ordinance is necessary for the public health, safety and welfare and for the immediate support of City government and its existing public institutions, and shall be effective immediately upon its passage.

**Passed by City Council May 20, 2019**  
**Delivered to Mayor May 21, 2018**

#### ORDINANCE NO C35776

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Property Acquisition 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 Property Acquisition Fund, and the budget annexed thereto with reference to the Property Acquisition Fund, the following changes be made:

FROM:	5901-79118 99999-39820 84106	Property Acquisition Fund SIP Loan Proceeds Police and Fire	\$ 4,527,938
TO:	5901-79118 97186-80101	Property Acquisition Fund Transfers out ~ Property Acquisition Police	\$ 3,383,718
TO:	5901-79118 97187-80101	Property Acquisition Fund Transfers out ~ Property Acquisition Fire	\$ 1,144,220
FROM:	5902-79115 99999-39797	Property Acquisition Police Transfers in Asset Mgmt Prop	\$ 3,383,718
TO:	5902-79115 94000-56401	Property Acquisition Police Equipment/Machinery	\$ 3,383,718
FROM:	5903-79125 99999-39797	Property Acquisition Fire Transfers in Asset Mgmt Prop	\$ 1,144,220
TO:	5903-79125 94000-56401	Property Acquisition Fire Equipment/Machinery	\$ 1,144,220

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 finance the purchase of machinery/equipment as aligned in the six year capital plan for police and fire, 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 May 20, 2019**  
**Delivered to Mayor May 21, 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.**

## **WATER INSPECTOR SPN 209 PROMOTIONAL**

**DATE OPEN: Monday, May 27, 2019**

**DATE CLOSED: Sunday, June 9, 2019 at 11:59 p.m.**

**SALARY: \$45,660.38 annual salary, payable bi-weekly, to a maximum of \$74,247.19**

### **DESCRIPTION:**

Performs responsible technical inspections of water system construction and service connections for conformance with City ordinances and bid specifications.

### **DUTIES:**

- Inspects pre-construction plans, site, and existing services in conjunction with the Engineering Services department before permit issuance.
- Obtains measurements for curb locations.
- Inspects the work of contractors and construction crews engaged in digging trenches, installing and relocating vaults, mains, hydrants, service branches, valves, and water reservoirs.
- Checks elevation, line, location, connections, seals and pipe bedding; monitors backfilling and trench compaction.
- Advises citizens of water ordinances and Water Division policy and services.
- Checks water pressure, and advises the contractor/homeowner on pressure reduction needs if necessary.
- Computes volumes; takes samples and measurements.
- Records the location of piping, valves, connections, and other pertinent facilities.
- Conducts pressure tests.
- Assists in chlorination procedures.
- Makes final checks; submits necessary reports and sketches.
- Inspects material acceptance reports.
- Specifies the type of backflow preventer needed on all new installations.
- Inspects all industrial users of City water for cross connections, illegal connections, need for backflow preventers, and conditions creating possible danger of pollution to the City's water.
- Coordinates with the Plumbing Inspector on common ordinances.
- Maintains a file on cross-connection devices in the City and testing data.
- Makes initial test on backflow device at time of installation.
- Monitors and enforces City ordinances relating to City right-of-way and water system construction, including the City's obstruction permit program
- Reviews private utility district plans for needed changes prior to construction and approves private utility district for use after satisfactory completion of tests.
- Performs mechanical and/or pressure test inspections on all fire lines and domestic service over 4 inches in conjunction with City fire prevention inspectors.
- Operates an automobile, calculator, level, camera, personal computer and tape recorder.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- Two years with the City in the classification of Water Service Specialist (SPN 521).
- Possession of a valid Water Distribution Manager I certification.

**Positions assigned to the Water Department must acquire, within one year of appointment, and maintain, a Cross Connection Specialist Certificate. Positions involved with the backflow prevention program must acquire,**

within one year of appointment, and maintain, a Backflow Assembly Tester Certificate. All certificates are obtained through the Washington State Department of Health.

**EXAMINATION DETAILS:**

Applicants must pass the examination for this classification to be eligible for hire by the City of Spokane. This exam will consist of a written test and promotional evaluation (PAR), with scoring weights assigned as follows: Written test 80%, PAR 20%.

Written tests will be conducted in the Civil Service Test Room on **June 18, 2019 at 9:00 a.m.** The approximate duration of the test is 2 1/2 hours.

**If your application is accepted, you will receive an e-mail with your scheduled test date and time.**

The written test may include such subjects as:  
Water Systems and Inspection Principles & Practices  
Human Relations  
Mathematics  
Safety  
Records Management & Report Writing

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

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.

Applicants must complete and submit an online application by the recruitment closing date in order to be considered further in the promotional process

**TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 23rd day of May 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

---

**PUBLIC WORKS JOURNEY LEVEL INSPECTOR SPN 216**  
OPEN ENTRY

**DATE OPEN: Monday, May 27, 2019**

**DATE CLOSED: Sunday, June 9, 2019 at 11:59 p.m.**

**SALARY: \$43,008.62 annual salary, payable bi-weekly, to a maximum of \$67,047.77**

**DESCRIPTION:**

Performs responsible, full-skill level inspections of public works construction for conformance to project specifications and contract documents.

**DUTIES:**

- Inspects public works projects for compliance with specifications and ordinances.
- Checks the grade, sub-grade, line and location; forms, depth and thickness; connections and seals; backfill, compaction, and repaving; temperature of the mix and application. Obtains load tonnage tickets.

- Computes volumes, takes measurements, records locations and connections, and makes final check upon completion of project. Prepares and submits required inspection reports; measures, sketches and calculates project quantities; prepares and submits as-built drawings for review. Prepares final project acceptance documents.
- Performs compaction tests. Collects samples of construction materials as necessary and delivers to laboratory for testing. Develops the necessary laboratory data for determining compaction. Assists in bridge monitoring and inspection. Inspects foundry products and precast concrete products for compliance with plans and specifications. Prepares Material Acceptance Reports.
- Conducts or monitors water test, sewer line air pressure, exfiltration, and infiltration tests. Performs tests on concrete for slump, air entrainment, unit weight, and concrete factor.
- Inspects and tests concrete and asphalt aggregates. Takes samples of aggregate for laboratory testing. Checks proportions of dry mix, time and temperature, quality, weight, and stockpile. Receives or collects core samples, and conducts laboratory tests and analyses of mixes for adherence to specifications.
- May be required to make trips to inspect construction materials at the manufacturing source.
- Monitors and enforces all City ordinances relating to City right-of-way, including the City's obstruction permit program.
- Investigates complaints, as directed, concerning unsafe street conditions; investigates complaints concerning project issues and reports on-site complaints to supervisor.
- Operates an automobile, computer, calculator, and occasionally uses an engineer level and transit.
- May be assigned duties as an engineering technician during the non-construction season and participate in snow removal.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS:

##### Open Entry Requirements:

(Applicants who are not current employees of the City of Spokane may meet these requirements. Open-entry applicants must meet all requirements when they apply.)

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Civil Engineering, Civil Engineering Technology, or a similar field with related course work emphasis in math and science.
- *Experience:* Completion of one year of experience in public works construction in a technical or supervisory capacity (such as Inspector, Quality Control Lead, Project Manager, Project Engineer, Project Superintendent, or Foreperson).
- *Substitution:* Additional technical or supervisory experience may be substituted for the education requirement on a year-for-year basis.

##### License and Certifications:

(Qualified applicants and employees in this job class must meet these requirements.)

Possession of a valid driver's license.

#### EXAMINATION DETAILS:

You will need to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test.

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

#### WRITTEN TEST DETAILS

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, June 18, 2019, at 1:00 p.m.** The approximate duration of the test is 2 hours. Additional test sessions may be made available depending on the number of applicants.

Upon acceptance of your application, we will send you an e-mail invitation to the exam.

The written test may include such subjects as Technical Knowledge, Human Relations, Reports, Applied Mathematics, and Safety.

Please see the [Test Information Guide](#) for further details on our written testing process.

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

#### TO APPLY:

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) 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 23rd day of May 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**PUBLIC WORKS JOURNEY LEVEL INSPECTOR SPN 216**  
**PROMOTIONAL**

**DATE OPEN: Monday, May 27, 2019**

**DATE CLOSED: Sunday, June 9, 2019 at 11:59 p.m.**

**SALARY: \$43,008.62 annual salary, payable bi-weekly, to a maximum of \$67,047.77**

**DESCRIPTION:**

Performs responsible, full-skill level inspections of public works construction for conformance to project specifications and contract documents.

**DUTIES:**

- Inspects public works projects for compliance with specifications and ordinances.
- Checks the grade, sub-grade, line and location; forms, depth and thickness; connections and seals; backfill, compaction, and repaving; temperature of the mix and application. Obtains load tonnage tickets.
- Computes volumes, takes measurements, records locations and connections, and makes final check upon completion of project. Prepares and submits required inspection reports; measures, sketches and calculates project quantities; prepares and submits as-built drawings for review. Prepares final project acceptance documents.
- Performs compaction tests. Collects samples of construction materials as necessary and delivers to laboratory for testing. Develops the necessary laboratory data for determining compaction. Assists in bridge monitoring and inspection. Inspects foundry products and precast concrete products for compliance with plans and specifications. Prepares Material Acceptance Reports.
- Conducts or monitors water test, sewer line air pressure, exfiltration, and infiltration tests. Performs tests on concrete for slump, air entrainment, unit weight, and concrete factor.
- Inspects and tests concrete and asphalt aggregates. Takes samples of aggregate for laboratory testing. Checks proportions of dry mix, time and temperature, quality, weight, and stockpile. Receives or collects core samples, and conducts laboratory tests and analyses of mixes for adherence to specifications.
- May be required to make trips to inspect construction materials at the manufacturing source.
- Monitors and enforces all City ordinances relating to City right-of-way, including the City's obstruction permit program.
- Investigates complaints, as directed, concerning unsafe street conditions; investigates complaints concerning project issues and reports on-site complaints to supervisor.
- Operates an automobile, computer, calculator, and occasionally uses an engineer level and transit.
- May be assigned duties as an engineering technician during the non-construction season and participate in snow removal.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Completion of one year with the City in the classification of Engineering Technician II.

**License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

Possession of a valid driver's license.

**EXAMINATION DETAILS:**

You will need to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and a performance evaluation (PAR), with the following weights:

- Written Test: 80%
- PAR: 20%

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

### **WRITTEN TEST DETAILS**

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, June 18, 2019, at 1:00 p.m.** The approximate duration of the test is 2 hours. Additional test sessions may be made available depending on the number of applicants.

Upon acceptance of your application, we will send you an e-mail invitation to the exam.

The written test may include such subjects as Technical Knowledge, Human Relations, Reports, Applied Mathematics, and Safety.

Please see the Test Information Guide for further details on our written testing 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.

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 23rd day of May 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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### **SENIOR ENGINEER SPN 233 OPEN ENTRY**

**DATE OPEN: Monday, May 27, 2019**

**DATE CLOSED: Sunday, June 16, 2019 at 11:59 p.m.**

**SALARY: \$78,070.32 annual salary, payable bi-weekly, to a maximum of \$105,256.08**

### **DESCRIPTION:**

Performs work in planning, preliminary engineering, design, and construction of several concurrent Public Works projects and systems, normally as a team leader.

### **DUTIES:**

- Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major public works or utility project or in a total project of moderate scope.
- Supervises and gives technical advice, guidance, and direction to a project team concerning engineering feasibility, design, or construction of a project.
- Coordinates and participates in the preparation of technical reports.
- Reviews plans, design drawings, and specifications of consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.

- May conduct or participate in hearings, public meetings, and conferences which concern Public Works projects, policies, or regulations. Prepares and presents written or oral project status reports to supervisors and City management.
- Operates an automobile, drafting equipment, telephone, computer, reprographic equipment, and calculator.
- Performs related work as required.

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

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

#### MINIMUM QUALIFICATIONS:

##### Open Entry Requirements:

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

- **Certification:** Possession of a Professional Engineering certificate as a Civil Engineer. (Applicants from other states must possess P.E. certification as a Civil Engineer and obtain Washington certification within six months from time of employment.)
- **Experience:** Four years of Public Works type planning, design, or construction engineering experience; and two additional years of applicable supervisory experience.
- **Substitution (optional):** A master's degree in Engineering may substitute for one year of experience.
- **Additional:** Applicants must possess a valid driver's license or evidence of equivalent mobility

#### EXAMINATION DETAILS:

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

#### T&E EVALUATION DETAILS

- All applicants must submit both the City of Spokane online employment application and the separate T&E form in order to be considered.
- Download the T&E form at the following link: **Senior Engineer SPN 23**
- You may attach the T&E to your online profile at the time of application. Alternately, you may return the T&E form via e-mail, physical mail, or FAX per the instructions on the form.
- You must return the T&E form before the end of the recruiting period in order to be considered.

#### T&E COMPLETION GUIDELINES

- This T&E form is complex. We strongly recommend that you plan ahead so that you will complete the evaluation before the deadline. Late responses will not be considered.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.

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

Qualified applicants are encouraged to apply immediately.

#### TO APPLY:

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

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



By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 23rd day of May 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**SENIOR ENGINEER SPN 233**  
**PROMOTIONAL**

**DATE OPEN: Monday, May 27, 2019**

**DATE CLOSED: Sunday, June 16, 2019 at 11:59 p.m.**

**SALARY: \$78,070.32 annual salary, payable bi-weekly, to a maximum of \$105,256.08**

**DESCRIPTION:**

Performs work in planning, preliminary engineering, design, and construction of several concurrent Public Works projects and systems, normally as a team leader.

**DUTIES:**

- Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major public works or utility project or in a total project of moderate scope.
- Supervises and gives technical advice, guidance, and direction to a project team concerning engineering feasibility, design, or construction of a project.
- Coordinates and participates in the preparation of technical reports.
- Reviews plans, design drawings, and specifications of consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.
- May conduct or participate in hearings, public meetings, and conferences which concern Public Works projects, policies, or regulations. Prepares and presents written or oral project status reports to supervisors and City management.
- Operates an automobile, drafting equipment, telephone, computer, reprographic equipment, and calculator.
- Performs related work as required.

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

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

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

(Promotional requirements must be met by the close of the recruitment.)

- **Certification:** Possession of a Professional Engineering certificate as a Civil Engineer in the state of Washington.
- **Experience:** Two years of experience with the City in the classification of Associate Engineer (SPN 232).

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

**EXAMINATION DETAILS:**

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

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

**T&E EVALUATION DETAILS**

- All applicants must submit both the City of Spokane online employment application and the separate T&E form in order to be considered.
- Download the T&E form at the following link: **Senior Engineer SPN 23**

- You may attach the T&E to your online profile at the time of application. Alternately, you may return the T&E form via e-mail, physical mail, or FAX per the instructions on the form.
- You must return the T&E form before the end of the recruiting period in order to be considered.

#### **T&E COMPLETION GUIDELINES**

- This T&E form is complex. We strongly recommend that you plan ahead so that you will complete the evaluation before the deadline. Late responses will not be considered.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.

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

#### **TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 23rd day of May 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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#### **WWTP OPERATIONS SUPERVISOR SPN 646 PROMOTIONAL**

**DATE OPEN: Monday, May 27, 2019**

**DATE CLOSED: Sunday, June 9, 2019 at 11:59 p.m.**

**SALARY: \$69,112.80 annual salary, payable bi-weekly, to a maximum of \$92,769.84**

#### **DESCRIPTION:**

Performs responsible supervisory work over the operational activities in an advanced wastewater treatment plant.

#### **DUTIES:**

- Plans, directs and coordinates work programs for operating personnel in the operation of an advanced wastewater treatment plant.
- Supervises, trains, and evaluates the work performed by subordinate operating personnel.
- Leads operations personnel in development of Job Hazard Analyses specific to tasks performed.
- Reviews plans for daily operating routines.
- Coordinates with the Laboratory Supervisor for necessary changes in treatment processes.
- Monitors treatment plant controls and related facilities.
- Estimates needs, assists in the preparation of annual budgets, and requests human resources, operational supplies, materials, tools and equipment.
- Reviews engineering designs for treatment process modifications and additions.
- Coordinates operations workgroup activities with contractors and other City workgroups during plant construction, such that safety and regulatory compliance are not compromised.
- Prepares reports on daily plant operations.
- Analyzes plant records for summaries as required.

- Advises and recommends alterations, extensions and improvements in processing operations.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Completion of at least two years of service with the City in the classification of Wastewater Treatment Plant Operator III.

**License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

- Possession of a valid Class III Wastewater Operator's Certificate as issued by the State of Washington.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination to be eligible for promotion.

The examination will consist of a multiple-choice exam, a short answer exam, and a promotional evaluation (PAR), with weights assigned as follows:

Multiple-Choice exam 60%

Short answer exam 20%

PAR 20%

Upon request, at the 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.

**Test Details**

The written test and short answer test will be conducted in the Civil Service Test Room on the 4th floor of City Hall on Wednesday, June 19, 2019 at 9 a.m. Candidates will be notified if they meet the minimum qualifications and be given a confirmation of the test date and time. The approximate duration of the test will be 3 hours.

The test may include the following subjects:

Plant Operational Knowledge

Construction & Workplace Safety

Supervision

SCADA

**Promotional Evaluation Details (PAR)**

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 the date administered.

**TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 23rd day of May 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

**PARK CARETAKER SPN 692**  
**OPEN ENTRY**

**DATE OPEN: Monday, May 27, 2019****DATE CLOSED: Sunday, June 9, 2019 at 11:59 p.m.****SALARY: \$35,312.26 annual salary, payable bi-weekly, to a maximum of \$54,780.77****DESCRIPTION:**

Performs routine maintenance work in one or more municipal parks during the summer season and general laboring tasks during the cool season.

**DUTIES:**Summer Season in Parks or Parkways

- Waters, edges, and mows turf.
- Trims shrubbery, and weeds.
- Waters flower beds.
- Cleans tools, tool houses, and rest rooms.
- Removes litter and refuse.
- Assists the public at park picnic areas.
- Moves and arranges tables and benches, and cleans picnic areas.
- Checks the condition of facilities, and notifies the supervisor of equipment, fences, backstops, etc., in need of repair.
- Instructs and directs the work of helpers when assigned.
- Operates light trucks, small tractors, power and hand tools, and non-motorized pesticide application equipment (for use with non-regulated pesticides) as required.
- Performs related work as required.

Cool Season on a Labor Crew

- Cuts and cleans brush and trash from park areas.
- Clears and cleans roadways and walkways of snow and trash.
- Applies deicer or sand to walkways and parking lots.
- Rakes and picks up leaves and pine needles.
- Helps paint and repair benches, tables, and other park equipment, and assists various craft specialists.
- Maintains ball diamonds and buildings.
- Operates light trucks, small tractors, power and hand tools as required.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* High school diploma or equivalent.
- *Experience:* One year of experience in grounds work or park maintenance.

**License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

- Possession of a valid driver's license.

**EXAMINATION DETAILS:**

You must pass the examination for this classification to be eligible for hiring. This exam will consist of a written test weighted at 100% of the final score.

The written test will be conducted in the Civil Service Test Room on **June 25, 2019 at 9:00 a.m. and 1:00 p.m.** The approximate duration of the test is 2 hours.

The written test may include such subjects as:

Park Care and Maintenance  
Tools, Equipment, and Materials  
Safety  
Human Relations

Upon acceptance of your application, we will send you an e-mail inviting you to schedule a time for the written test.

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

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

**TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 23rd day of May 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**PARK CARETAKER SPN 692**  
**PROMOTIONAL**

**DATE OPEN: Monday, May 27, 2019**

**DATE CLOSED: Sunday, June 9, 2019 at 11:59 p.m.**

**SALARY: \$35,312.26 annual salary, payable bi-weekly, to a maximum of \$54,780.77**

**DESCRIPTION:**

Performs routine maintenance work in one or more municipal parks during the summer season and general laboring tasks during the cool season.

**DUTIES:**

Summer Season in Parks or Parkways

- Waters, edges, and mows turf.
- Trims shrubbery, and weeds.
- Waters flower beds.
- Cleans tools, tool houses, and rest rooms.
- Removes litter and refuse.
- Assists the public at park picnic areas.
- Moves and arranges tables and benches, and cleans picnic areas.
- Checks the condition of facilities, and notifies the supervisor of equipment, fences, backstops, etc., in need of repair.
- Instructs and directs the work of helpers when assigned.
- Operates light trucks, small tractors, power and hand tools, and non-motorized pesticide application equipment (for use with non-regulated pesticides) as required.
- Performs related work as required.

Cool Season on a Labor Crew

- Cuts and cleans brush and trash from park areas.
- Clears and cleans roadways and walkways of snow and trash.
- Applies deicer or sand to walkways and parking lots.
- Rakes and picks up leaves and pine needles.
- Helps paint and repair benches, tables, and other park equipment, and assists various craft specialists.
- Maintains ball diamonds and buildings.
- Operates light trucks, small tractors, power and hand tools as required.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* One year with the Parks Department in a lower classified position.

**License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

Possession of a valid driver's license.

**EXAMINATION DETAILS:**

You must pass the examination for this classification to be eligible for promotion. This exam will consist of a written test and a promotional evaluation (PAR), with weights assigned as follows:

- Written Test 80%,
- PAR 20%.

The written test will be conducted in the Civil Service Test Room on **June 25, 2019 at 9:00 a.m. and 1:00 p.m.** The approximate duration of the test is 2 hours.

The written test may include such subjects as:

Park Care and Maintenance  
Tools, Equipment, and Materials  
Safety  
Human Relations

Upon acceptance of your application, we will send you an e-mail inviting you to schedule a time for the written test.

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

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

**TO APPLY:**

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

<http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 23rd day of May 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### Erie & Trent Storm Facility Engineering Services File No. 2015130

This project consists of the construction of approximately 7,000± cubic yards of excavation and embankment, 50± linear feet of 6" water main, 650± linear feet of 8 inch to 72 inch storm sewer, 15± drainage structures, 0.45± acres of geomembrane lined bioinfiltration swale, 10hp± stormwater duplex lift station with controls, 370± square yards of 3-inch thick asphalt pavement, street trees, sundry utility adjustments, contaminated soil remediation, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. **June 3, 2019** for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

**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.

***A non-mandatory pre-bid conference will be held at the Union Gospel Mission conference room at 1224 E. Trent Ave. at 10:00 a.m. on Wednesday, May 22, 2019. Attendance is strongly encouraged.***

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.

***\*\*\*Time is of the essence due to the length of the construction window and/or the time of year in which the project is being constructed. Please note that various award phase steps have shorter than normal time frames as detailed in section 1-03.3, 1-08.4, and 1-08.5.***

*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 May 15, 22 and 29, 2019**



**Francis & Alberta Geometric Improvements**  
Engineering Services File No. 2018166

This project consists of the construction of approximately 100 square yards of sidewalk and driveway, 250 square yards of 7-inch thick HMA pavement, one signal pole, vehicle detection loops, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 17, 2019 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

**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: May 29, June 5 and 12, 2019

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**2019 Residential Grind & Overlay Project**  
Engineering Services File No. 2019044

This project consists of the construction of approximately, **28,000** square yards of 2-inch thick HMA pavement, **3,900** square yards of pavement repair, **13,500** square yards of grinding, and **700** square yards of sidewalk, **two (2)** drainage structures, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 3, 2019 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

**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: May 15, 22 and 29, 2019

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