



# Official Gazette

## City of Spokane, Washington

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

Volume 112

JULY 13, 2022

Issue 28



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

### The Official Gazette

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**The Official Gazette**

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# Minutes

**NOTICE****NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Tuesday, July 5, 2022**

The Tuesday, July 5, 2022 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, July 4, 2022 due to the observance of the 4th of July holiday.)

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, June 27, 2022**

The minutes for the Monday, June 27, 2022 Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, July 20, 2022 issue of the *Official Gazette*.

**MEETING MINUTES****City of Spokane****City Council Study Session****July 7, 2022****Call to Order:** 11:03 a.m.Recording of the meeting may be viewed here at <https://vimeo.com/spokanecitycouncil>.Direct link: <https://vimeo.com/72790314>**Attendance:**

Committee Members Present: Council President Beggs, Council Members Kinnear, Stratton (attended virtually), Cathcart, Wilkerson and Bingle

Committee Members Absent: Council Member Zappone

**Agenda Items:****1. Housing-Related Supportive Services RFP**• **Presenters:**

George Dahl, City of Spokane; Jenn Cerecedes, City of Spokane

• **Action taken:**

CP Beggs, CM Wilkerson and CM Bingle agreed to sponsor moving this forward

**2. Executive Session (see below)****Executive Session:**

Subject: Labor Negotiations – 11:26 a.m. – 12:30 p.m.

Attorneys Present: Lynden Smithson, John Henry, Mike Piccolo

Extensions: 12:30 p.m., extended 15 minutes to 12:45 p.m., extended 10 minutes to 12:55 p.m., extended 5 minutes to 1:00 p.m.

**Adjournment:**

The meeting adjourned at 1:00 p.m.

# Hearing Notices

## NOTICE OF CITY COUNCIL PUBLIC HEARING AN INTERIM PILOT ZONING ORDINANCE FOR ATTACHED HOUSES, DUPLEXES, TRIPLEXES, AND FOURPLEXES AND NOTICE OF SEPA DETERMINATION (Proposed Ordinance C36232)

The Spokane City Council will hold a public hearing on **Monday, July 18, 2022, at 6:00 p.m.** in Council Chambers, lower level of Spokane City Hall, 808 W. Spokane Falls Blvd. The public may attend in person, over the phone, and online via Webex Meetings. The Council will hear public testimony related to an interim zoning ordinance expanding the allowed uses in residential zoning districts for attached houses, duplexes, triplexes, and fourplexes.

The meeting will be streamed live online and airing on City Cable 5. The public is encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>. Any changes to the procedures that will be followed for this hearing will be posted on the City Council's website: <https://my.spokanecity.org/citycouncil/meetings/>.

**Subject:** The City is proposing an interim zoning ordinance that will implement strategies that RCW 36.70A.600 encourages cities to take in order to address the current housing shortage and to increase residential building capacity. The interim zoning ordinance will allow duplexes up to fourplexes citywide, remove maximum unit limits for attached houses, reduce lot size and dimensional standards for attached homes, reduce dimensional standard for detached single-family, duplexes, triplexes, and fourplexes and encourage the construction of mixed-use or multifamily within Center and Corridor zones. This interim pilot zoning ordinance will be in effect for one year during which the City will conduct studies regarding the feasibility of making these changes permanent pursuant to the processes outlined in Chapter 17G.025 SMC.

The interim zoning ordinance establishes chapter 17C.400 SMC, Interim Housing Regulations Adopted to Implement RCW 36.70A.600(1); Sections 17C.400.010, Housing Types Allowed; 17C.400.020, Lot Size; 17C.400.030, Density; and 17C.400.040, Pilot Center and Corridors Development Standards.

**Location:** Citywide, the interim zoning ordinance is not site specific.

**SEPA:** A Determination of Nonsignificance was issued on July 1, 2022 under WAC 197-11-340. The lead agency will not take action on this item for fourteen days following issuance of the DNS. The comment period ends on July 15, 2022. The DNS can be reviewed on the SEPA Register.

**Call or email for additional information:**

Planning & Development Department  
Amanda Beck, Assistant Planner II  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3329  
Phone (509) 625-6414 or 509-625-6500  
[abeck@spokanecity.org](mailto:abeck@spokanecity.org)

**Project Documents:** Information relating to interim zoning ordinance is available for viewing at: <https://my.spokanecity.org/projects/##>.

**Council Adoption:** The 1st Reading of the interim zoning ordinance is scheduled for Monday, July 11, 2022. Generally, no presentations are made at the 1st Reading. **Monday, July 18, 2022 starting at 6 p.m. is the 2nd Reading and City Council Adoption.** The public may submit written comment for the City Council at [abeck@spokanecity.org](mailto:abeck@spokanecity.org) or by sending email to [citycouncil@spokanecity.org](mailto:citycouncil@spokanecity.org). The City Council may continue this public hearing to a following meeting at their discretion.

**Additional Public Hearing:** Following the initial adoption of the interim zoning ordinance, the City Council will hold an additional public hearing on this interim zoning ordinance on **September 12, 2022** to evaluate progress and impacts from the pilot. The public may submit written comment for the City Council at [abeck@spokanecity.org](mailto:abeck@spokanecity.org) or by sending email to [citycouncil@spokanecity.org](mailto:citycouncil@spokanecity.org).

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may

call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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### BUILDING OFFICIAL HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 2927 E EVERETT AVE, SPOKANE, WASHINGTON 99207, PARCEL NUMBER 36343.0514, LEGAL DESCRIPTION: HILLYARD E2FT OF L13; ALL L14 B4, in compliance with the Spokane Municipal Code stating that a first hearing on this matter will be held before the Building Official on AUGUST 9, 2022 at 1:30 p.m. These hearings are typically held in the Council Briefing Room, Lower Level, City Hall, however due to the COVID-19 pandemic this meeting will occur remotely. Participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said first hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Francisca Rapier  
Code Enforcement, City of Spokane  
808 West Spokane Falls Blvd.  
Spokane, WA 99201-3333  
509-625-6300  
[frapier@spokanecity.org](mailto:frapier@spokanecity.org)

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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### BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 5610 W NADINE COURT, SPOKANE, WASHINGTON 99208, PARCEL NUMBER 26222.0620, LEGAL DESCRIPTION: PACIFIC PARK FOURTH ADD L20 B20, in compliance with the Spokane Municipal Code stating that a first hearing on this matter will be held before the Building Official on AUGUST 9, 2022 at 1:30 p.m. These hearings are typically held in the Council Briefing Room, Lower Level, City Hall, however due to the COVID-19 pandemic this meeting will occur remotely. Participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

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# General Notices

## REGULAR MEETING NOTICE/AGENDA THE CIVIL SERVICE COMMISSION 1:30 P.M. – JULY 19, 2022

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on July 19, 2022, commencing at 1:30 P.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) to request by 5:00 P.M. the day before the meeting, (Monday, July 18, 2022) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 7th day of July 2022.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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### AGENDA REGULAR MEETING OF THE CIVIL SERVICE COMMISSION 1:30 P.M. JULY 19, 2022 CITY HALL – CITY COUNCIL CHAMBERS LOWER LEVEL CITY HALL 808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
  - a. June 21, 2022 Minutes
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
  - a. Resolution 2022-03: Classification Actions (Pearson)
  - b. Administrative Complaint: Request for investigation regarding the termination process of a probationary employee. (Pearson)
  - c. Reappointment of Mark Lindsey by the police and fire unions for a four-year term from 2023-2026 pursuant to Section 52 A of the City Charter (Pearson)
5. **OTHER BUSINESS**
6. **ADJOURN**

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

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**ORDER OF FORFEITURE: NO CLAIM**

In a seizure conducted by the Spokane Police Department in the State of Washington for the county of Spokane.

Report No.: 2021-20146054; Seizure No.: 21-049; Date of Seizure: 8/26/2021; Deadline to Make a Claim: 5/9/2022

The seizing agency, Spokane Police Department (SPD), to the said potentially interested party, Jose R. Rios:

The Spokane Police Department seized the property listed below as it was used to facilitate the sale of controlled substances or it was proceeds acquired in whole or in part from the sale or series of sales of controlled substances in violation of RCW 69.50, RCW 69.41 or RCW 69.52. These items are subject to forfeiture and no property rights exist in them.

A Notice of Seizure and Intended Forfeiture "Notice" was mailed to Jose R. Rios at the address listed with the Washington State Department of Licensing for vehicle registrations within fifteen days following the date of seizure pursuant to RCW 69.50.505(3). After the mailings were returned, the Notice was published in the City of Spokane Gazette for six consecutive weeks commencing on March 9, 2022.

"Failure of a party to file an application for an adjudicative proceeding within the time limit or limits established by statute or agency rule constitutes a default and results in the loss of that party's right to an adjudicative proceeding, and the agency may proceed to resolve the case without further notice to, or hearing for the benefit of, that party, except that any default or other dispositive order affecting that party shall be served upon him or her or upon his or her attorney, if any." RCW 34.05.440

The above named recipient failed to file an application for an adjudicative proceeding within the time limit. This constitutes a default and results in the loss of the above named recipient's right to an adjudicative hearing. RCW 69.50.505(4). As a result, the Spokane Police Department has now resolved this seizure as a default and the item listed below is hereby forfeited to the Spokane Police Department.

**THE FOLLOWING PROPERTY HAS BEEN FORFEITED:** Item 002 White 2012 Mazda 3 (WA BYA7750)

**AVAILABLE PROCEDURES AND TIME LIMITS FOR SEEKING RECONSIDERATION OR OTHER RELIEF**

The above-named recipient is entitled to seek reconsideration or other administrative relief pursuant to RCW 34.05. "Within seven days after service of a default order ... the party against whom it was entered may file a written motion requesting that the order be vacated, and stating the grounds relied upon." See RCW 34.05.440(3). "Within ten days of the service of a final order, any party may file a petition for reconsideration, stating the specific grounds upon which relief is requested." See RCW 34.05.470(1). Any motion to vacate or petition for reconsideration must be served upon the Spokane Police Department, Civil Enforcement Unit, 1100 West Mallon Avenue, Spokane, WA 99260. "A petition for judicial review of an order shall be filed with the court and served on the agency, the office of the attorney general, and all parties of record within thirty days after service of the final order." See RCW 34.05.542(1).

Date of First Publication: July 13, 2022.

Lt. David M. Overhoff #331  
Spokane Police Department  
1100 W. Mallon Ave  
Spokane, WA 99260

# 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.**

**COURT CLERK II SPN 013  
OPEN ENTRY**

**DATE OPEN:** Monday, July 11, 2022

**DATE CLOSED:** Monday, July 25, 2022 at 4:00 p.m.

**SALARY:** \$42,371.78 annual salary, payable bi-weekly, to a maximum of \$66,275.21

**DESCRIPTION:**

Performs a variety of difficult clerical tasks and provides administrative support to judicial and administrative personnel in connection with Spokane City Municipal Court proceedings.

**DUTIES:**

- Attend court sessions to record court proceedings or record minutes of court proceedings using recording equipment. Manage video conferencing systems to admit court participants appearing remotely.
- Process legal documents and prepare orders of the court; including, but not limited to: dockets or calendars of cases to be called, subpoenas, complaints, appeals, motions, warrants, pretrial agreements, probation orders, release documentation, sentencing information, or summonses.
- Prepare courtrooms with paper, pens, water, easels, or electronic equipment and ensures that recording equipment is working. Follow procedures to secure courtrooms or exhibits, such as: photos, drugs, or weapons.
- Open courtrooms, call them to order, check defendants in, and announce judges. May read charges and related information to the court and, if necessary, record defendants' pleas.
- Verify that all files, complaints, or other papers are available and in the proper order, and examine legal documents submitted to the court for adherence to court procedures and to identify routine information missing from documents.
- Establish, maintain, and close case files or systems of legal records, annotate indices and status records, and locate and abstract data from files and records.
- Notify appropriate parties concerning the scheduling of court hearings, postponements, cancellations, and rescheduling of court activities. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines.
- Provides case and procedural information to court and criminal justice personnel, and prepares records in response to court records requests.
- Operate a computer and utilize electronic imaging or case management software systems to enter routine data and record case dispositions and court orders.
- 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; **AND**
- *Experience:* One year of experience providing administrative support in a trial court setting

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

**EXAMINATION DETAILS:**

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

A link to the Court Clerk II examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, July 28, 2022. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, July 28, 2022, until 4:00 p.m. Pacific time the following Tuesday, August 2, 2022.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1 hour and 15 minutes to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Attention to Detail
- Clerical
- Computer Skills
- Legal

- Planning & Evaluating
- Written Communication

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of July 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**COURT CLERK II SPN 013**  
PROMOTIONAL

**DATE OPEN:** Monday, July 11, 2022

**DATE CLOSED:** Monday, July 25, 2022 at 4:00 p.m.

**SALARY:** \$42,371.78 annual salary, payable bi-weekly, to a maximum of \$66,275.21

**DESCRIPTION:**

Performs a variety of difficult clerical tasks and provides administrative support to judicial and administrative personnel in connection with Spokane City Municipal Court proceedings.

**DUTIES:**

- Attend court sessions to record court proceedings or record minutes of court proceedings using recording equipment. Manage video conferencing systems to admit court participants appearing remotely.
- Process legal documents and prepare orders of the court; including, but not limited to: dockets or calendars of cases to be called, subpoenas, complaints, appeals, motions, warrants, pretrial agreements, probation orders, release documentation, sentencing information, or summonses.
- Prepare courtrooms with paper, pens, water, easels, or electronic equipment and ensures that recording equipment is working. Follow procedures to secure courtrooms or exhibits, such as: photos, drugs, or weapons.
- Open courtrooms, call them to order, check defendants in, and announce judges. May read charges and related information to the court and, if necessary, record defendants' pleas.
- Verify that all files, complaints, or other papers are available and in the proper order, and examine legal documents submitted to the court for adherence to court procedures and to identify routine information missing from documents.
- Establish, maintain, and close case files or systems of legal records, annotate indices and status records, and locate and abstract data from files and records.
- Notify appropriate parties concerning the scheduling of court hearings, postponements, cancellations, and rescheduling of court activities. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines.
- Provides case and procedural information to court and criminal justice personnel and prepares records in response to court records requests.
- Operate a computer and utilize electronic imaging or case management software systems to enter routine data and record case dispositions and court orders.
- 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 of experience in the classification of Court Clerk I (SPN 012).

**Note: Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI Section 5.**



**Open Entry Requirements:**

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

- *Education:* High school diploma or equivalent; **AND**
- *Experience:* One year of experience providing administrative support in a trial court setting.

**EXAMINATION DETAILS:**

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a written test with weights assigned as follows:

- Written Test 80%
- PAR 20%

**EXAMINATION DETAILS:**

The examination will be conducted online via FastTest.

- Location: City Hall, Civil Service - 4th Floor Test Room, 808 W. Spokane Falls Blvd.
- Date: Tuesday, August 2, 2022
- Time: 9:00 a.m. & 1:00 p.m.
  - Qualified applicants will receive an email notification to self-schedule the examination. Additional sessions may be made available depending upon number of applicants and testing space available.

The approximate duration of the test is 1 hour and 15 minutes. The written exam may include such subjects as:

- Attention to Detail
- Computer Skills
- Clerical
- Legal
- Planning & Evaluating
- Written Communication

**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] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

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

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of July 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**AMENDMENT****AMENDMENT****AMENDMENT****PROGRAM SPECIALIST (CHHS)**

SPN 070

(Announcement of 6/13/2022)

The above titled announcement is hereby amended to read:

**Closing Date: Monday, August 11, 2022**

**EXAMINATION DETAILS:**

All applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online before 4:00 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.

The examination will consist of a multiple-choice test and a Training and Experience evaluation (T&E) with weights assigned as follows:

- Multiple-Choice Test 85%
- Training and Experience 15%

**MULTIPLE-CHOICE EXAMINATION DETAILS:**

**This is an online examination and will require a computer. If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific time on the start dates and will expire at 4:00 p.m. on the due dates as listed below. Keep in mind that the test link will be emailed from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, June 13, 2022, and Monday, July 11, 2022, will test Thursday, July 14, 2022, through Tuesday, July 19, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, July 12, 2022, and Monday, Aug 8, 2022, will test on Thursday, August 11, 2022, through Tuesday, August 16, 2022.

**NOTE: Remote examinees may begin the exam at any time during the test period; however, once you begin, you will have 1.25 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The multiple-choice test may include the following subjects:

- Computer Skills
- Decision Making
- Grants Management
- Mathematical Reasoning
- Written Communication

**T&E EVALUATION DETAILS:**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked **"QUESTIONS"** on the job announcement page. The T&E must be submitted online at the time of application.

- 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.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

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. As a Fair Chance employer, City of Spokane does not conduct initial background screening for non-public safety positions

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**AMENDMENT****AMENDMENT****AMENDMENT****BUSINESS SYSTEMS ANALYST II**

SPN 161

(Announcement of 06/27/2022)

The above titled announcement is hereby amended to read:

**Closing Date: July 25, 2022, at 4:00 P.M.**

**Examination Details:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of an online, Training and Experience Evaluation, with weights assigned as follows:

- T&E 100%

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

**This is an online examination and will require a computer. If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Links to the Business Systems Analyst II examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on the start dates listed below. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, June 27, 2022, and Monday, July 11, 2022, will test Thursday, July 14, 2022, to Tuesday, July 19, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, July 12, 2022, and Monday, July 25, 2022, will test Thursday, July 28, 2022, through Tuesday, August 2, 2022.
  - Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications as posted on the job announcement.
  - Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
  - Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
  - Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
  - "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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

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**AMENDMENT****AMENDMENT****AMENDMENT****BUSINESS SYSTEMS ANALYST II [PROMOTIONAL]**

SPN 161

(Announcement of 06/27/2022)

The above titled announcement is hereby amended to read:

**Closing Date: July 25, 2022, at 4:00 P.M.**

**Examination Details:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

**TRAINING AND EXPERIENCE EVALUATION DETAILS**

Qualified applicants will receive a link to the Business Systems Analyst II T&E, via email, prior to 4:00 p.m. Pacific Time on the start dates listed below. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, June 27, 2022, and Monday, July 11, 2022, will test Thursday, July 14, 2022, to Tuesday, July 19, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, July 12, 2022, and Monday, July 25, 2022, will test Thursday, July 28, 2022, through Tuesday, August 2, 2022.
  - Copies of your college or university transcripts (unofficial transcripts are accepted) are a required part of this application and will be used to verify that you meet the minimum qualifications as posted on the job announcement.
  - Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
  - Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
  - Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
  - "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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

**PROMOTIONAL EVALUATION DETAILS:**

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.

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**TRAFFIC ENGINEER SPECIALIST I SPN 228**  
**PROMOTIONAL**

**DATE OPEN:** Monday, July 11, 2022

**DATE CLOSED:** Monday, July 25, 2022 at 4:00 p.m.

**SALARY:** \$46,959.12 annual salary, payable bi-weekly, to a maximum of \$76,358.16

**DESCRIPTION:**

Performs supervisory or specialized sub-professional traffic engineering work involving the application of skilled technical knowledge.

**DUTIES:**

- Under the general direction of a professional traffic engineer, plans, assigns and reviews the work of subordinate aides engaged in preparing plans, drawings, specifications or studies. Makes routine design changes or decisions and field checks plans. Prepares or assists a professional traffic engineer in preparing complex plans, designs or specifications, and estimates.

- Trains subordinates in use of computer software and other specialized tools. Provides drafting and design direction of traffic engineering elements.
- Supervises subordinates engaged in traffic data collection. Compiles data and prepares statistical charts and studies.
- Communicates and coordinates data exchange between field and office operations, providing technical guidance and specific data needs of traffic engineering elements.
- Operates a computer, telephone, calculator, automobile, and drafting equipment.
- 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: Requires a total of five years experience with the City as an Engineering Technician to include completion of at least two years experience with the City as an Engineering Technician III in the Traffic Engineering section of Street Department, the Traffic Engineering section of the design division of Engineering Services **or** the Traffic Planning section of the developer services division of Engineering Services.
- Substitution: Two years of college or trade school courses in Engineering Technology may be substituted for two years of the non-traffic engineering technician experience.

**Note:** Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI, Section 5.

##### **Open Entry Requirements:**

(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 Engineering related field to include algebra, trigonometry, surveying and drafting; **AND**
- Experience: At least three years of experience related to traffic engineering design or traffic engineering analysis.
- Substitution: Additional experience may substitute for the education requirements on a year for year basis.

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 promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

#### **TRAINING AND EXPERIENCE EVALUATION DETAILS**

**Qualified applicants will receive a link to the Traffic Engineer Specialist I T&E, via email, prior to 4:00 p.m. Pacific Time on Tuesday, July 26, 2022. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)). The test will be available for log-in until 4:00 p.m. Pacific time on Tuesday, August 2, 2022.**

- Copies of your college or university transcripts (unofficial transcripts are accepted) are a required part of this application and will be used to verify that you meet the minimum qualifications as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.



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

**PROMOTIONAL EVALUATION DETAILS:**

**The PAR should be administered by the employee's supervisor within the past year.**

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

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of July 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**AMENDMENT**

**AMENDMENT**

**AMENDMENT**

**SENIOR ENGINEER**

SPN 233

(Announcement of 2/14/2022)

The above titled announcement is hereby amended to read:

**Closing Date: Monday, July 11, 2022**

**STREET MAINTENANCE OPERATOR I SPN 561  
PROMOTIONAL**

**DATE OPEN: Monday, July 11, 2022**

**DATE CLOSED: Monday, July 25, 2022 at 4:00 p.m.**

**SALARY: \$38,824.27 annual salary, payable bi-weekly, to a maximum of \$60,865.20**

**DESCRIPTION:**

Performs semi-skilled or specialized street maintenance work requiring 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: Assists in preparing street surfaces for patching, repair or tarring operations; may operate a truck.
  - Street cleaning crew: operates independently or in a team, all types of trucks, truck-mounted snow plow, street sweeper or flusher.
- Services equipment to which assigned, makes minor field repairs, reports major repairs needed, prepares necessary reports.
- May be required to serve as lead worker to a small crew, operate other types of equipment, perform manual laboring tasks during slack or seasonal periods, answer calls, perform such duties as necessary during emergency winter operations.

**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:** Current service in the Street Department; AND, completion of six months of experience in the classification of Laborer II, Asphalt Raker, or Bridge Maintainer I.
- **Licenses:** Applicants must possess a valid Class "B" Commercial Driver's License (CDL), without restriction for air brakes. All applicants must obtain a tank vehicle endorsement, within six months of appointment.

**NOTE: SHORTAGE RECRUITMENT** - Employees with at least six months of previous experience in the Street Department in the classification of Laborer II, Asphalt Raker, or Bridge Maintainer I, may apply on a promotional basis.

**EXAMINATION DETAILS:**

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit an application online by 4:00 pm. 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.

The examination will consist of a multiple-choice test and a performance evaluation (PAR), with scoring weight assigned as follows:

- Written examination: 80%
- Performance evaluation (PAR): 20%

**WRITTEN TEST DETAILS**

Testing will be conducted at the Street Department on Thursday, July 28, 2022 at 1:00 p.m. Additional test sessions may be made available depending on applicant volume and testing space. Applicants will be notified of these details, via email, upon closure of the recruitment.

The approximate duration of the test is 1.5 hours and may include the following subjects:

- Roadwork & Pavement
- Safety
- Supervision & Interpersonal Relations
- Traffic Control

**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] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor, within the past year.

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

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 6th day of July 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**FACILITIES MAINTENANCE FOREPERSON SPN 697  
PROMOTIONAL**

**DATE OPEN:** Monday, July 11, 2022

**DATE CLOSED:** Monday, July 25, 2022 at 4:00 p.m.

**SALARY:** \$47,648.16 annual salary, payable bi-weekly, to a maximum of \$78,494.18

**DESCRIPTION:**

Performs supervisory work over a large crew or several small crews; depending on department or area of assignment, work supervised may include maintenance, cleanup, repair, construction, restoration, or abatements of City-owned or private properties.

**DUTIES:**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Organizes, assigns, inspects, and participates in the work of regular and seasonal employees engaged in a particular specialty area of maintenance, cleanup, repair, construction, restoration, or abatements of facilities, structures, recreation areas, grounds, lots, etc.
- Hires, trains, and conducts annual evaluations of subordinate personnel. Provides guidance and corrective action for employees as required. Recruits, hires, trains, and dismisses temporary employees. Schedules staffing and coordinates activities of work crews; directs preparation and recovery during project work. 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.
- In the Parks Department, multiple assignments each include several of the following areas: Supervises seasonal or periodic opening, closing and cleanup of facilities, parks and City-owned properties. Directs planting, mowing, weed control, and irrigation. Supervises maintenance of recreation facilities such as playgrounds, sports fields, etc. Supervises horticultural work in gardens and other public areas. Plans and directs upkeep of buildings, paths, and parking areas, including litter and graffiti removal, homeless camp cleanup, and snow removal. Performs planning and setup for capital projects and manages project work.
- In the Water Department, multiple functions include planning and directing snow removal from facilities, parking lots, sidewalks, walkways, and other public areas; planning, directing, and advising others on asphalt and concrete removal and replacement locations and practices, and directing mowing, weed control, and irrigation of assigned areas. Constructs and maintains Community Gardens and assists other departments with tree and vegetation planting, etc.
- In Code Enforcement, duties include oversight of litter control activities including cleaning of the downtown corridor, illegal dumps, the homeless encampment program, code-related abatements, graffiti removal, etc. Responds to related citizen complaints. Coordinates work with Enforcement Specialists, Police Officers, and leadership directives.
- Coordinates repair and prevention of vandalism and/or other abuse or misuse of City or private property. Provides pertinent information to police and social services.
- Coordinates activities with other supervisors and contractors. Keeps time, material, work, profit/loss, and other required records. Determines appropriate billing for services performed. Makes necessary reports. Inspects repairs and approves contractor payments. 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. Ensures proper maintenance of vehicles and equipment. Issues tools, supplies, and materials.
- Reviews development plans that impact assigned functions. Reads maps, blueprints, drawings, and specifications. Prepares bills of materials; prepares cost estimates on remodeling and new projects. Solicits vendors for minor contract bids.
- Meets with customers/public to address questions, problems, and complaints, and handles various correspondences. Investigates issues and provides resolution.
- 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 as a Labor Foreperson (SPN 505) or two years as a Laborer II (SPN 502) or higher laboring classification with experience in work direction of classified employees in City facilities maintenance work.
- *Licenses and Certifications:*
  - Applicants must possess a valid driver's license.

- Employees must possess or obtain any certifications or licenses required for the work performed: If required, must obtain First Aid card within 90 days of appointment, Public Operator Pesticide License within six months, flagging certification within one year, CDL as required for operating heavy vehicles, etc.

**EXAMINATION DETAILS:**

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a written test and a performance evaluation, with weights assigned as follows:

- Written Test: 80%
- Performance Evaluation: 20%

**EXAMINATION DETAILS**

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall), on Wednesday, August 3, 2022, at 9:00 a.m. or 1:00 p.m. The approximate duration of the test is 2 hours.

- Qualified applicants will receive an email notification to self-schedule the examination. Additional sessions may be made available depending upon number of applicants and testing space available.

The examination may include such subjects as:

- Administration
- Computer Skills
- Facilities Maintenance
- Interpersonal Communication
- Safety and Hazards
- Supervision

**PROMOTIONAL EVALUATION DETAILS**

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

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

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of July 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### Monroe Grind & Overlay Engineering Services File No. 2020100

This project consists of the construction of approximately, 14,000 square yards of HMA pavement, 1,000 square yards of pavement repair, 14,000 square yards of grinding, and 500 square yards of sidewalk, 3 sanitary sewer manholes, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. July 25, 2022, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin 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.

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.

**Note regarding new specifications:** The City of Spokane is using WSDOT's 2022 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

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 B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: July 6, 13, and 20, 2022

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### 2021 Residential Grind and Overlay - North Engineering Services File No. 2021044

This project consists of the construction of approximately 48,500 square yards of 2-inch thick HMA pavement, 7,200 square yards of pavement repair, 30,000 square yards of grinding, 400 linear feet of storm sewer, 21 drainage structures, and 600 square yards of sidewalk, sundry utility adjustments, and other related miscellaneous items.



The City of Spokane will receive bids until 1:00 p.m. July 18, 2022, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin 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.

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 FIVE (5) 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.

**Note regarding new specifications:** The City of Spokane is using WSDOT's 2022 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

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 B. 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.**

Publish: June 29, July 6 & 13, 2022

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**TRAFFIC SIGNAL CONTROL CABINETS**  
City of Spokane Street Department

**ITB #5693-22**

**Description:** The City of Spokane is seeking electronic bids for Traffic Signal Control Cabinets to be used by the Street Department for Federal Aid and Non-Federal Aid Projects.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, August 8, 2022 at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/>

administrative/purchasing/ for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation and submit a bid response, you must be a registered supplier on the City's bidding portal at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation's distribution list for changes and/or modifications via email notification.

Please submit any questions on our bidding portal to the 'Clarifications' tab under the applicable project number.

The City reserves the right to reject any and all submissions 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 submissions completed and submitted electronically will be tabulated.**

Thea Prince, Sr. Procurement Specialist  
Purchasing Department

Publish: July 13, 20 & 27, 2022