



Official Gazette

City of Spokane, Washington

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

Volume 115

MAY 21, 2025

Issue 21



MAYOR AND CITY COUNCIL

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The Official Gazette

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The Official Gazette

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, May 12, 2025**

The minutes for the Monday, May 12, 2025, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, May 28, 2025, issue of the *Official Gazette*.

Hearing Notices

NOTICE OF PUBLIC HEARING

**PROPOSED AMENDMENTS TO TITLE 17 OF THE SPOKANE MUNICIPAL CODE
REGARDING REGULATIONS GOVERNING ACCESSORY DWELLING UNITS (ADUS)
IN ACCORDANCE WITH HOUSE BILL 1337.**

PROPOSED ORDINANCE C36696

The City of Spokane City Council will hold a Public Hearing in a hybrid format on Monday, June 2, 2025, beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding proposed amendments to receive public testimony regarding proposed citywide amendments to regulations governing accessory dwelling units (ADUs) in accordance with House Bill 1337. Specifically, Section 17A.020.010 "A" Definitions, Section 17C.111.205 Development Standards Tables, Chapter 17C.300 Accessory Dwelling Units, Section 17C.230.130 Parking Exceptions, Section 17H.010.040 Initiation of Street Improvement Projects, setting an effective date, and other matters properly related thereto.

Information about the City Council agenda and how to join the meeting and testify is available on the City's website:

<https://my.spokanecity.org/citycouncil/meetings/>.

Public testimony on these amendments will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record.

Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision. Any person may submit written comments, appear at the public hearing, or request additional information by contacting: Planning and Development Services Dept., 808 W. Spokane Falls Blvd., Spokane, WA, 99201-3329.

Any person may submit written comments on the proposed action or call for additional information to:

City of Spokane, Planning Services & Economic Development

Tim Thompson, Operations Manager, 808 W. Spokane Falls Blvd., Spokane, WA 99201

(509) 625-6500; tthompson@spokanecity.org.

Description of the proposal: This proposal will amend Section 17A.020.010 "A" Definitions, Section 17C.111.205 Development Standards Tables, Chapter 17C.300 Accessory Dwelling Units, Section 17C.230.130 Parking Exceptions, Section 17H.010.040 Initiation of Street Improvement Projects, setting an effective date, and other matters properly related thereto.

Location: Citywide

SEPA: A Determination of Non-Significance (DNS) was issued on April 25, 2025, under WAC 197-11-340(2). The lead agency did not take action on this item for fourteen days following issuance of the DNS and the comment period ended on May 14, 2025.

To learn more: Contact Tim Thompson, tthompson@spokanecity.org

How to Attend the Meeting: The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Webex or call in by phone to hear and testify. Access the meeting link and call-in information at the agenda posted in advance on the City Council's webpage:

<https://my.spokanecity.org/citycouncil/meetings/>.

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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mLOWmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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 2113 E 5TH AVENUE, SPOKANE, WASHINGTON, 99202, PARCEL NUMBER 35211.4011, LEGAL DESCRIPTION UNION PARK ADD LT 10 BLK 22, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on June 10th, 2025 at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote 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 show cause hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Bryan Schertz
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333
509-625-6300
bschertz@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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mLOWmaster@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.

General Notices

In the Superior Court of the State of Washington for the County of Spokane

City of Spokane, a municipal corporation, Plaintiff, v. JESSICA BELBIN and JOHN BELBIN, individually and the marital community comprised thereof; and SAVAAD ALEX; and MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC.; and INLAND RESTORATION, INC., D/B/A SERVPRO OF NORTHWEST; and AMERICAN EXPRESS NATIONAL BANK; and STATE OF WASHINGTON; and ASSOCIATED CREDIT SERVICE, INC.; and PERFORMANCE RESTORATION, INC., Defendants, No. 25-2-01699-32.

The State of Washington to the said JOHN BELBIN:

You are hereby summoned to appear within sixty days after the date of the first publication of this summons, to wit, within sixty days after the 23rd day of April, 2025, and defend the above entitled action in the above entitled court, and answer the complaint of the plaintiff City of Spokane, and serve a copy of your answer upon the undersigned attorney for plaintiff City of Spokane, at the office below stated; and in case of your failure so to do, judgment will be rendered against you according to the demand of the complaint, which has been filed with the clerk of said court.

The object of the action is for the court to find the property identified below to be a nuisance under state and local law; to authorize the City to vacate and secure said property and abate said nuisance at defendants' expense; and/or to appoint a receiver over said property with authority to sell the property free and clear of all interests. Said property is known as 5817 W. Houston Ave., Spokane, WA 99208, Parcel Number 26273.1412.

Matthew J. Cozza, WSBA #54110
Assistant City Attorney
Office of the City Attorney
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3326
Attorney for City of Spokane

Publish: Weekly from April 23, 2025, through June 4, 2025

In the Superior Court of the State of Washington for the County of Spokane

City of Spokane, a municipal corporation, Plaintiff, v. Frank P. Wood; and Spokane County, a political subdivision of the State of Washington, Defendants, No. 25-2-01990-32.

The State of Washington to the said Frank P. Wood:

You are hereby summoned to appear within sixty days after the date of the first publication of this summons, to wit, within sixty days after the 30th day of April, 2025, and defend the above entitled action in the above entitled court, and answer the complaint of the plaintiff City of Spokane, and serve a copy of your answer upon the undersigned attorney for plaintiff City of Spokane, at the office below stated; and in case of your failure so to do, judgment will be rendered against you according to the demand of the complaint, which has been filed with the clerk of said court.

The object of the action is for the court to find the property identified below to be a nuisance under state and local law; to authorize the City to vacate and secure said property and abate said nuisance at defendants' expense; and/or to appoint a receiver over said property with authority to sell the property free and clear of all interests. Said property is known as at 4915 N. Daisy Pl., Spokane, WA 99205, Parcel Number 26354.1607.

Matthew J. Cozza, WSBA #54110
Assistant City Attorney
Office of the City Attorney
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3326
Attorney for City of Spokane

Publish: Weekly from April 30, 2025, through June 4, 2025

Notice of Intent to Adopt an Ordinance amending Title 17 of the Spokane Municipal Code to update regulations governing accessory dwelling units (ADU's) in accordance with House Bill 1337.

The City of Spokane Planning Services Department is proposing amendments to various code sections to comply with regulations governing accessory dwelling units (ADUs) as mandated in House Bill 1337.

Project Description: An Ordinance amending Title 17 of the Spokane Municipal Code to update regulations governing accessory dwelling units (ADUs) in accordance with House Bill 1337. Specifically amending Section 17A.020.010 "A" Definitions, Section 17C.111.205 Development Standards Tables, Chapter 17C.300 Accessory Dwelling Units, Section 17C.230.130 Parking Exceptions, Section 17H.010.040 Initiation of Street Improvement Projects, setting an effective date, and other matters properly related thereto.

SEPA Status: A SEPA Checklist for this non-project action has been submitted. A Determination of Non-Significance (DNS) was issued on April 25, 2025, under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than 4 pm, May 14, 2025, if they are intended to alter the DNS.

Legislative Process: An initial Plan Commission Workshops were held on March 26, 2025, and April 23, 2025, to introduce the Commission to the proposed amendments. A Plan Commission Public Hearing will be tentatively held on May 14, 2025. City Council action is expected to occur in June 2025.

More information: Any person may contact Tim Thompson, Operations Manager, for more information regarding this proposed amendment at 509-625-6500 or via email at tthompson@spokanecity.org.

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. C36675

An ordinance relating to the Design Review Board; amending Sections 04.13.015 and 04.13.025 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 04.13.015 of the Spokane Municipal Code is amended to read as follows:

Section 04.13.015 Design Review Board

The ((design review board)) Design Review Board is hereby established to:

- A. improve communication and participation among developers, neighbors, and the City early in the design and siting of new development subject to design review under the Spokane Municipal Code;
- B. ensure that projects subject to design review under the Spokane Municipal Code are consistent with adopted design guidelines and help implement the City's ((comprehensive plan)) Comprehensive Plan;
- C. advocate for the aesthetic quality of Spokane's public realm;
- D. encourage design and site planning that responds to context, enhances pedestrian characteristics, considers sustainable design practices, and helps make Spokane a desirable place to live, work, and visit;
- E. provide flexibility in the application of design standards as allowed through design standard departures; and
- F. ensure that public facilities and projects within the City's right-of-way:
 - 1. wisely allocate the City's resources,
 - 2. serve as models of design quality.

Section 2. That Section 04.13.025 of the Spokane Municipal Code is amended to read as follows:

Section 04.13.025 Composition and Qualification

The ~~((design review board))~~ Design Review Board shall consist of ~~((eight))~~ nine (9) members as follows:

- A. One architect.
- B. One landscape architect.
- C. One urban planner or urban designer.
- D. One civil or structural engineer.
- E. One member of the City ~~((arts commission))~~ Arts Commission
- F. One real estate developer.
- G. One citizen-at-large.
- H. One designated liaison from the ~~((community assembly))~~ Community Assembly.
- I. One member experienced in the building and construction trades.

Passed by City Council May 12, 2025

Delivered to Mayor May 19, 2025

ORDINANCE NO C36677

AMENDING ORDINANCE NO. C36626, ENTITLED IN PART, "AN ORDINANCE ADOPTING A BIENNIAL BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT A GRANT FROM DEPARTMENT OF ECOLOGY FOR CLIMATE COMMITMENT ACT FUNDING.

WHEREAS, subsequent to the adoption of the biennial budget Ordinance No. C36626, as above entitled in part, and which passed the City Council December 9, 2024, it is necessary to make changes in the appropriations of the Solid Waste 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 Council of Spokane does ordain:

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

- 1) Increase revenue by \$650,000.
 - A) Of the increased revenue, \$650,000 is provided solely from Department of Ecology.
- 2) Increase appropriation by \$650,000.
 - A) Of the increased appropriation, \$650,000 is provided solely for professional services in the Department of Ecology program.

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 grant received from Department of Ecology for Climate Commitment Act funding, 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 12, 2025

Delivered to Mayor May 19, 2025

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.

LABORER II SPN 502 Open Entry

DATE OPEN: Monday, May 19, 2025

DATE CLOSED: Monday, June 2, 2025

SALARY: \$45,581.04 annual salary, payable bi-weekly, to a maximum of \$71,159.04

CLASS SUMMARY:

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job.

EXAMPLES OF JOB FUNCTIONS:

- Work performed varies with department to which assigned.
- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.
- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.
- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines, and fabricates traffic signs using silk screens.
- 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:* Two years of laboring experience.
- *License:* Possession of a valid driver's license. Must possess a Class B Commercial Driver's License (CDL) with air brake endorsement.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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.

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 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.** Computer reservations can also be made through your local, public library. Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, May 19, 2025, and Monday, June 2, 2025, will test Thursday, June 5, 2025, through Monday, June 9, 2025.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.

The written test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Safety & Occupational Hazards
- Technical Competence
- Vehicle Operations.

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

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 14th day of May 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

LABORER II SPN 502
Promotional

DATE OPEN: Monday, May 19, 2025

DATE CLOSED: Monday, June 2, 2025

SALARY: \$45,581.04 annual salary, payable bi-weekly, to a maximum of \$71,159.04

CLASS SUMMARY:

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job.

EXAMPLES OF JOB FUNCTIONS:

- Work performed varies with department to which assigned.
- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.
- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.

- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines, and fabricates traffic signs using silk screens.
- 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:* Six months of work experience with the City in a lower laboring type classification. Specialized experience within a department may be required for assignment to certain positions.
- *License:* Possession of a valid driver's license. Must obtain a Class B Commercial Driver's License (CDL) with air brake endorsement, within six months of appointment.

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 3.

Open Entry Requirements:

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

- *Education:* High School diploma or equivalent.
- *Experience:* Two years of laboring experience.
- *License:* Possession of a valid driver's license. Must possess a Class B Commercial Driver's License (CDL) with air brake endorsement.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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.

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 100%

MULTIPLE-CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, June 5, 2025
- Test Time: 11:00 A.M.
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Organizational Awareness
- Safety & Occupational Hazards
- Teamwork
- Technical Competence
- Vehicle Operations.

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 with Job Title – Applicant Name in the subject line of the email

- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

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 14th day of May 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

STREET MAINTENANCE OPERATOR I SPN 561
Promotional

DATE OPEN: Monday, May 19, 2025

DATE CLOSED: Monday, June 2, 2025

SALARY: \$46,771.20 annual salary, payable bi-weekly, to a maximum of \$73,309.68

CLASS SUMMARY:

Performs semi-skilled or specialized street maintenance work requiring previous experience and special knowledge acquired on the job. Duties are routine within prescribed limits but do require some independent judgment.

EXAMPLES OF JOB FUNCTIONS:

- 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.
- *License*: Applicants must possess a valid Class "B" Commercial Driver's License (CDL) without restriction for air brakes.

License and Certifications:

(Employees in this job class must meet these requirements.)

- Street Maintenance Operator I employees must obtain a tank vehicle endorsement within six months of appointment. Employees must maintain this endorsement while they hold this job class.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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 a multiple-choice test and performance test, with weights assigned as follows:

- Multiple-Choice Test 50%
- Performance Test 50%

IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, June 5, 2025

- Test Time: 9:00 a.m.
- Test Method: On paper
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 1.5 Hours
- Test Subjects May Include:
 - ◊ Safety & Vehicle Operation
 - ◊ Roadwork & Pavement
 - ◊ Traffic Control
 - ◊ Supervision & Interpersonal Skills

PERFORMANCE TEST DETAILS:

The performance test will be conducted the week of June 9, 2025, weather permitting. Qualified candidates will be notified via email of appointment details for the performance exam.

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

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 12th day of May 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

WATER HYDROELECTRIC PLANT MECHANIC SPN 664
Open Entry

DATE OPEN: Monday, May 19, 2025

DATE CLOSED: Monday, June 2, 2025

SALARY: \$54,225.36 annual salary, payable bi-weekly, to a maximum of \$84,689.28

CLASS SUMMARY:

Performs skilled journey-level work in the installation, maintenance, and repair of pumping station and hydroelectric plant equipment used for City water supply and power generation.

EXAMPLES OF JOB FUNCTIONS:

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.

- Inspects, installs, troubleshoots, dismantles, cleans, repairs, and replaces turbines, pumps, motors, valves, plumbing, air conditioners, and other related pumping equipment. Checks and replaces bearings and brushes. Inspects and installs hydraulic and air filters. Inspects and maintains trash rakes, grates, and other equipment at the Upriver Dam.
- Determines and completes required shutdown and lockout/tagout procedures on facilities and equipment.
- Installs, repairs, adjusts and maintains chlorinators at well stations.
- Inspects stations, buildings, and grounds for vandalism or other maintenance needs. Performs preventive and corrective maintenance.
- Installs and maintains overhead and underground power cables with a capacity of up to 13,000 volts. Repairs and maintains transformer substations.
- Sets up and operates electrical testing devices, lathe, drill press, bench grinders, welders, power hacksaw, air grinders, and other hand and power tools to fabricate and repair parts for equipment and machinery.
- Performs design panel arrangement. Installs and repairs specialized control panels, telemetry equipment, and other electrical equipment used for the control and recording of hydroelectric plant and pumping station operations. Works on mechanical relays, as well as solid state printed circuits.
- Orders parts, tools, and equipment. Prepares reports, work orders, and parts requisitions.
- Coordinates, reviews, and inspects work of engineers and outside contractors.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

- *Education:* High school diploma or equivalent.
- *Experience:* Four years in the repair of industrial pumps, motors, generators, or similar equipment.
- *Substitutions:* Completion of a related trade school or college program may substitute for up to two years of experience.

Licenses and Certifications:

- Possession of a valid driver's license.

Note: Individuals in this classification possessing a Washington State Department of Health Water Distribution Manager I or higher certificate are eligible for a two-range pay adjustment. The pay adjustment is contingent on the budget process and Civil Service verification of the certification.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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, 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, 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.** Computer reservations can also be made through your local, public library.

Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, May 19, 2025, and Monday, June 2, 2025, will test Thursday, June 5, 2025, through Monday, June 9, 2025.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Utility Plant Maintenance
- Troubleshooting
- Safety
- Interpersonal Relations
- Communication Skills

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

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 13th day of May 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

GARDENER I SPN 686

Open Entry

DATE OPEN: Monday, May 19, 2025**DATE CLOSED: Monday, June 2, 2025****SALARY: \$45,581.04 annual salary, payable bi-weekly, to a maximum of \$71,159.04****CLASS SUMMARY:**

Performs semi-skilled gardening and nursery work in the propagation and cultivation of trees, shrubs, and plants in greenhouses and on grounds.

EXAMPLES OF JOB FUNCTIONS:

- May be responsible for smaller gardens or a portion of a larger or main garden that require less skill to maintain.
- Sodds, overseeds, thatches, and aerates turf.
- Irrigates turf, plant beds, trees, and shrubs.
- Makes emergency repairs to irrigation equipment and irrigation systems.
- Applies pesticides and fertilizers using both spray equipment and mechanical spreaders.
- Edges flower beds and paths, using power edgers and line trimmers.
- Mows turf using push and riding mowers.
- Seeds, plants, and transplants annuals, perennials, roses, shrubs, and trees.
- Weeds, rakes, and cultivates flower/shrub beds and paths.
- Digs, cleans, and stores tubers.
- Repairs tools, and paints stakes, signs and benches.
- Perform minor pruning in compliance with City of Spokane Municipal Code and City Arboricultural Specifications and Standards.
- Shear topiary shrubs and shrub hedges.
- Maintains water features such as fountains, pools, and ponds.
- May oversee a small group of temporary/seasonal workers performing manual work of a similar nature.
- May assist in maintenance and operations of greenhouse facilities and equipment.
- Answers visitors' questions regarding plant names, characteristics, and care.
- Operates pickup truck, hand and power tools, and related equipment normally operated within this classification.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

(Open-entry applicants must meet either the education or the experience requirement when they apply.)

- Education: Two years of study (60 semester or 90 quarter credit hours) at an accredited college or university that included at least 12 semester or 18 quarter credit hours in courses related to horticulture (e.g., agriculture, greenhouse/nursery, landscape design, etc.); OR
- Experience: Two years of full-time equivalent experience in horticulture (e.g., agriculture, greenhouse/nursery, landscape maintenance) and/or the care of flowers and plants in a greenhouse nursery or garden. An equivalent combination of education, training, and/or experience may also be qualifying.

License and Certifications:

(Employees in this job class must meet these requirements.)

- All applicants must possess a valid driver's license and
- Gardener I employees must obtain a Public Operator license for pesticides from the Washington State Department of Agriculture within one year of appointment.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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 a 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.** Computer reservations can also be made through your local, public library. Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, May 19, 2025, and Monday, June 2, 2025, will test Thursday, June 5, 2025, through Monday, June 9, 2025.

NOTE: You 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 examination may include such subjects as:

- Botany
- Horticulture
- Mathematical Reasoning
- Pathology
- Pest Control
- Soil Science

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

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 14th day of May 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

GARDENER I SPN 686
Promotional

DATE OPEN: Monday, May 19, 2025

DATE CLOSED: Monday, June 2, 2025

SALARY: \$45,581.04 annual salary, payable bi-weekly, to a maximum of \$71,159.04

CLASS SUMMARY:

Performs semi-skilled gardening and nursery work in the propagation and cultivation of trees, shrubs, and plants in greenhouses and on grounds.

EXAMPLES OF JOB FUNCTIONS:

- May be responsible for smaller gardens or a portion of a larger or main garden that require less skill to maintain.
- Sods, overseeds, thatches, and aerates turf.
- Irrigates turf, plant beds, trees, and shrubs.
- Makes emergency repairs to irrigation equipment and irrigation systems.
- Applies pesticides and fertilizers using both spray equipment and mechanical spreaders.
- Edges flower beds and paths, using power edgers and line trimmers.
- Mows turf using push and riding mowers.
- Seeds, plants, and transplants annuals, perennials, roses, shrubs, and trees.
- Weeds, rakes, and cultivates flower/shrub beds and paths.
- Digs, cleans, and stores tubers.
- Repairs tools, and paints stakes, signs and benches.
- Perform minor pruning in compliance with City of Spokane Municipal Code and City Arboricultural Specifications and Standards.
- Shear topiary shrubs and shrub hedges.
- Maintains water features such as fountains, pools, and ponds.
- May oversee a small group of temporary/seasonal workers performing manual work of a similar nature.
- May assist in maintenance and operations of greenhouse facilities and equipment.

- Answers visitors' questions regarding plant names, characteristics, and care.
- Operates pickup truck, hand and power tools, and related equipment normally operated within this classification.
- 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.)

- Promotional Requirements: Two years of experience in the classification of Park Caretaker (SPN 692), Laborer I (SPN 501) or Laborer II (SPN 502) in the Parks department.

NOTE: Current City of Spokane employees who have completed initial probation and are within the line of progression, can apply to this promotion if they meet the open entry requirements, per Civil Service Rule VI, Section 3.

Open Entry Requirements:

(Open-entry applicants must meet either the education or the experience requirement when they apply.)

- Education: Two years of study (60 semester or 90 quarter credit hours) at an accredited college or university that included at least 12 semester or 18 quarter credit hours in courses related to horticulture (e.g., agriculture, greenhouse/nursery, landscape design, etc.); OR
- Experience: Two years of full-time equivalent experience in horticulture (e.g., agriculture, greenhouse/nursery, landscape maintenance) and/or the care of flowers and plants in a greenhouse nursery or garden. An equivalent combination of education, training, and/or experience may also be qualifying.

License and Certifications:

(Employees in this job class must meet these requirements.)

- All applicants must possess a valid driver's license and
- Gardener I employees must obtain a Public Operator license for pesticides from the Washington State Department of Agriculture within one year of appointment.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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 a multiple-choice test with weights assigned as follows:

- Multiple-Choice Test 100%

MULTIPLE CHOICE EXAMINATION DETAILS:

- Test Date: Tuesday, June 10, 2025
- Test Time: 9:00 a.m.
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 1.25 Hours
- Test Subjects:
 - ◇ Botany
 - ◇ Horticulture
 - ◇ Mathematical Reasoning
 - ◇ Pathology
 - ◇ Pest Control
 - ◇ Soil Science

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 with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

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 14th day of May 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

GARDENER II SPN 687
Open Entry

DATE OPEN: Monday, May 19, 2025

DATE CLOSED: Monday, June 2, 2025

SALARY: \$47,836.08 annual salary, payable bi-weekly, to a maximum of \$75,126.24

CLASS SUMMARY:

Performs skilled and/or minor supervisory work in the propagation, cultivation and care of trees, shrubs, and greenhouse plants.

EXAMPLES OF JOB FUNCTIONS:

- Performs journey-level gardening work with responsibilities for a major gardening area; coordinates with other gardeners to maintain other gardens in the City Parks Department.
- Sods, over seeds, thatches, and aerates turf.
- Irrigates turf, plant beds, trees, and shrubs. Repairs and modifies irrigation equipment and irrigation systems.
- Applies pesticides and fertilizers using both spray equipment and mechanical spreaders.
- Edges flower beds and paths, using power edgers and line trimmers.
- Mows turf using push and riding mowers.
- Seeds, plants, and transplants annuals, perennials, roses, shrubs, and trees.
- Weeds, rakes, and cultivates flower/shrub beds and paths.
- Digs, cleans, and stores tubers.
- Assembles flats, repairs tools, paints stakes, signs, and benches.
- Prunes and shears small deciduous trees, shrubs, and evergreens.
- Maintains water features such as fountains and pools.
- May supervise a Gardener I and/or small groups of part-time workers performing manual work of a similar nature.
- Maintains and operates greenhouse facilities and equipment.
- Answers visitors' questions regarding plant names, characteristics, and care.
- Operates pickup truck, hand and power tools, and related equipment.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

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

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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, 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 PDF Training and Experience Evaluation (T&E) and multiple-choice test, with scoring weight assigned as follows:

- T&E 30%
- Multiple-Choice Test 70%

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: **Gardener II T&E**
- 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 or physical mail per the instructions on the form.
- **You must return the T&E form by June 3, 2025, in order to be considered.**

T&E COMPLETION GUIDELINES

- 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.

MULTIPLE-CHOICE TEST 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.** Computer reservations can also be made through your local, public library.

Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, May 19, 2025, and Monday, June 2, 2025, will test Thursday, June 5, 2025, through Monday, June 9, 2025.

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

The examination may include such subjects as:

- Botany
- Horticulture
- Mathematical Reasoning
- Pest Control
- Soil Science

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:

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By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 14th day of May 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

GARDENER II SPN 687
Promotional

DATE OPEN: Monday, May 19, 2025

DATE CLOSED: Monday, June 2, 2025

SALARY: \$47,836.08 annual salary, payable bi-weekly, to a maximum of \$75,126.24

CLASS SUMMARY:

Performs skilled and/or minor supervisory work in the propagation, cultivation and care of trees, shrubs, and greenhouse plants.

EXAMPLES OF JOB FUNCTIONS:

- Performs journey-level gardening work with responsibilities for a major gardening area; coordinates with other gardeners to maintain other gardens in the City Parks Department.

- Sods, over seeds, thatches, and aerates turf.
- Irrigates turf, plant beds, trees, and shrubs. Repairs and modifies irrigation equipment and irrigation systems.
- Applies pesticides and fertilizers using both spray equipment and mechanical spreaders.
- Edges flower beds and paths, using power edgers and line trimmers.
- Mows turf using push and riding mowers.
- Seeds, plants, and transplants annuals, perennials, roses, shrubs, and trees.
- Weeds, rakes, and cultivates flower/shrub beds and paths.
- Digs, cleans, and stores tubers.
- Assembles flats, repairs tools, paints stakes, signs, and benches.
- Prunes and shears small deciduous trees, shrubs, and evergreens.
- Maintains water features such as fountains and pools.
- May supervise a Gardener I and/or small groups of part-time workers performing manual work of a similar nature.
- Maintains and operates greenhouse facilities and equipment.
- Answers visitors' questions regarding plant names, characteristics, and care.
- Operates pickup truck, hand and power tools, and related equipment.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

Note: Current City of Spokane employees who have completed initial probation and are within the line of progression, can apply to this promotion if they meet the open entry requirements, per Civil Service Rule VI, Section 3.

Open Entry Requirements:

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

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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, 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.

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- T&E 30%
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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: **Gardener II T&E**
- 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 or physical mail per the instructions on the form.
- **You must return the T&E form by June 3, 2025, in order to be considered.**

T&E COMPLETION GUIDELINES

- 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.

IN-PERSON, MULTIPLE-CHOICE TEST DETAILS

- Test Date: Thursday, June 5, 2025
- Test Time: 2:00 PM
- Test Method: On paper
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Test: 1 hour
- Test Subjects May Include:
 - ◇ Botany
 - ◇ Horticulture
 - ◇ Mathematical Reasoning
 - ◇ Pest Control
 - ◇ Soil Science

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 with Job Title – Applicant Name in the subject line of the email
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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 14th day of May 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Sprague & Alki/Broadway – Freya to Havana Grind and Overlay Engineering Services File No. 2024063

This project consists of the grind and overlay of arterial roadways at two separate locations in north Spokane – Sprague from Freya to Havana, and Alki/Broadway from Freya to Havana. This project consists of the 26,000 square yards of 2-inch thick HMA pavement and planing of existing HMA pavement, 1,350 square yards of pavement repair excavation, 6,350 square yards of full roadway replacement, 45 square yards of cement concrete sidewalk for ADA ramp construction, 500 lineal feet of curb or curb & gutter, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 9, 2025, 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 Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office 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.

Bid delivery noon to 1:00 p.m.:

**Construction Management Office
998 East North Foothills Drive
Spokane, WA 99208**

Gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>

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 2025 Standard Specifications.

Note regarding new apprentice program requirements: Section 1-07.9(3) herein has been substantially revised including a new state GSP for projects over \$2M.

Publish: May 21, 28, and June 4, 2025

**2025 Local Grind & Overlay
Engineering Services File No. 2025044**

This project consists of the construction of approximately 466 linear feet of removing existing curb, 250 square yards of removing cement concrete sidewalk and driveway, 300 linear feet of ductile iron storm sewer, 14 each connect 8 inch dia. pipe to existing catch basin, drywell or manhole, 3,500 square yards of pavement repair, 3,900 linear foot inch of sawcutting flexible pavement, 665 linear foot inch of sawcutting rigid pavement, 12,000 linear feet of crack sealing, 14,750 square yards of planing bituminous pavement, 27,900 square yards of HMA Cl. ½ inch for pavement 2 inch thick, 900 linear feet of cement concrete curb, 253 square feet of cement concrete sidewalk, 17 each retrofit surface inlet, 21 each manhole/drywell cover, 39 each cleaning existing drainage structure, permanent signing, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 2, 2025, 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 Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office 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.

Please note the location change for bid delivery as of June 2024; the gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>

**Construction Management Office
998 East North Foothills Drive
Spokane, WA 99208**

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 2024 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: May 14, 21, and 28, 2025

PAVING SERVICES – ON-CALL PUBLIC WORKS - Rebid
Water & Hydroelectric Services Department
Solicitation PW ITB #6397-25

Description: The City of Spokane is seeking electronic bids for on-call paving. Work must be completed in accordance with the bid provisions and City Standard Specifications. This work will be awarded for an initial three (3) year term.

Bid Opening: Sealed electronic bids will be accepted until **Monday, June 9th, 2025, 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.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

The Public Work Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procurement.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Bidders to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Public Work Invitation to Bid.

Questions from potential Bidders will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, June 9th 2025**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

The right is reserved to reject any and all Bids and to waive any informalities.

Tanya Lester
Purchasing Department

Publish: May 21 and 28, 2025

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR QUALIFICATIONS #6342-25 Safe Streets for Spokane Supplemental Planning

City of Spokane Planning and Economic Development department

The City of Spokane is soliciting electronic Proposals for the above titled Request for Qualifications.

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 2, 2025**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

It is the Proposer's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Request for Qualifications.

The right is reserved to reject any and all Proposals and to waive any informalities.

Public Bid Opening: Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, JUNE 2, 2025**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. 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 #.

This project will be funded by federal and/or state grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work.

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. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

Connie Wahl, C.P.M., CPPB
Senior Procurement Specialist,
City of Spokane Purchasing & Contracts

Publish dates: May 14 & 21, 2025

REQUEST FOR QUALIFICATIONS #6388-25 EV CHARGING SOLAR PHOTOVOLTAIC PARKING CANOPY DESIGN SERVICES

City of Spokane FACILITIES DEPARTMENT

The City of Spokane is soliciting electronic Proposals for the above titled Request for Qualifications.

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY JUNE 16, 2025**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or

provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

It is the Proposer's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Request for Qualifications.

The right is reserved to reject any and all Proposals and to waive any informalities.

Public Bid Opening: Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY JUNE 16, 2025**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. 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 #.

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. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

Katie Hougen
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: May 21, & 28, 2025

DON KARDONG BRIDGE INTERPRETIVE SIGNAGE FABRICATION & INSTALLATION
City of Spokane Parks & Recreation Department
PW ITB #6404-25

Description: The City of Spokane Parks & Recreation Department is soliciting electronic bids for the Don Kardong Bridge Interpretive Signage Fabrication and Installation.

Bid Opening: Sealed electronic bids will be accepted until **Monday, June 9, 2025, 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.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

The Public Work Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procurement.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, June 9, 2025**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

The right is reserved to reject any and all Proposals and to waive any informalities.

Thea Prince
City of Spokane Purchasing

Publish: May 21 and 28, 2025
