



# Official Gazette

## City of Spokane, Washington

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

Volume 116

MARCH 4, 2026

Issue 9



### MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

SARAH DIXIT (DISTRICT 1)

KITTY KLITZKE (DISTRICT 3)

KATE TELIS (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

### The Official Gazette

(USPS 403-480)

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[clerks@spokanecity.org](mailto:clerks@spokanecity.org)

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**The Official Gazette**

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# Minutes

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, February 23, 2026**

The minutes for the Monday, February 23, 2026, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, March 11, 2026, issue of the *Official Gazette*.

**STANDING COMMITTEE MINUTES****City of Spokane****Public Safety and Community Health Committee****City Council Chambers****February 2, 2026****Call to Order:** 12:02 PM

Recording of the meeting may be viewed here: [February 2nd, 2026 City of Spokane Public Safety & Health Committee on Vimeo](#)

**Attendance**

Committee Members Present: Kate Telis (Chair), Michael Cathcart (Vice Chair), Zack Zappone, Kitty Klitzke, Betsy Wilkerson, Paul Dillon, Sarah Dixit

**Public Testimony**

Alyssa Hensley

Kaylee Jackman

Heydon Hensley

Debbie Novak

**Monthly Report/Update**

1. OFFICE OF THE POLICE OMBUDS NOVEMBER AND DECEMBER MONTHLY REPORTS - BART LOGUE (0 minutes)
2. STRATEGIC INITIATIVES MONTHLY UPDATE - JACQUI MACCONNELL (0minutes)
3. PHOTO RED MONTHLY UPDATE - DAVE SINGLEY (0 minutes)

**Discussion Items**

1. SPD MONTHLY REPORT - CHIEF HALL (10 minutes)
  - ✧ CM Cathcart asked for more information about how SPD is dealing with gun violence among our youth population, specifically for youth under 18 years old
  - ✧ CM Dillon asked how our sexual assault statistical trend compares with the rest of the nation
  - ✧ CP Wilkerson asked about external drug education for youth, what the four hours of in person training entails, and whether the City will need to increase our budget capacity for more officers once we've reached our current capacity.
2. SAFE AND ACCESSIBLE PUBLIC SPACES QUARTERLY REPORT - CHIEF HALL (5 minutes)
  - ✧ CM Cathcart requested to see the percentage of interactions took place in the Riverside neighborhood.
3. UPDATE ON LAW ENFORCEMENT ROLE IN IMMIGRATION ENFORCEMENT - CHIEF HALL (5 minutes)
  - ✧ CP Wilkerson suggested improving SPDs messaging around what SPD can and cannot do during immigration enforcement operations
4. SFD MONTHLY REPORT - CHIEF WILLIAMS (10 minutes)
5. SPECIAL BUDGET ORDINANCE - ADDITIONAL FIREFIGHTER POSITIONS & ASSOCIATED SUPPLIES - TOM WILLIAMS (5 minutes)
6. SPECIAL BUDGET ORDINANCE FOR 4 BEHAVIORAL HEALTH PARAMEDIC POSITIONS - TOM WILLIAMS (5 minutes)
7. SPECIAL BUDGET ORDINANCE - FIRE TRAINING FACILITY AUDIO EQUIPMENT - TOM WILLIAMS (5 minutes)
8. PERSONAL SERVICES AGREEMENT CONTRACT EXTENSION: ELECTRONIC MONITORING SERVICES - MICHAEL DIAMOND (5 minutes)

9. NEW COURT ADMINISTRATOR INTRO - SARAH THOMPSON (5 minutes)
10. 4700: DSC INTERLOCAL AGREEMENT WITH AIRWAY HEIGHTS – DERMOTT MURPHY (5 minutes)
11. AUTHORIZING THE CITY TO EXECUTE ANY NECESSARY AGREEMENTS TO FORMALIZE THE CITY'S PARTICIPATION IN THE COMMUNITY PARTICIPATORY BUDGETING PROGRAM - JON SNYDER/JERRALL HAYNES (5 minutes)
12. LIMITED EXCEPTION TO THE COMPLETE STREETS ORDINANCE FOR THE ROWAN MAPLE/ASH STOPLIGHTS PROJECT - JON SNYDER (5 minutes)
13. SPOKANE COMMUNITY RESILIENCE ACTION PLAN - SARAH NUSS (20 minutes)
14. ORDINANCE ESTABLISHING "IMMIGRATION ENFORCEMENT FREE ZONES" - PAUL DILLON (10 minutes)
  - ✧ CP Wilkerson asked what counts as "staging."
15. BOARD, COMMISSION & STAFF UPDATES

#### **Consent Items**

1. EXTENSION WITH CENTRAL SQUARE FOR ADMINISTRATION OF FALSE ALARM PROGRAM (POLICE)

#### **Executive Session**

None.

#### **Adjournment**

The meeting adjourned at 2:14PM

# Hearing Notices

## **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 2108 E 7<sup>th</sup> AVE, SPOKANE, WASHINGTON, 99202, PARCEL NUMBER **35214.1202**, LEGAL DESCRIPTION ALTAMT ADD PT OF L1 B12 W90.4FT OF PTN LYG N OF R/W, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on March 17<sup>th</sup> 2026 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  
509-625-6857  
[bschertz@spokanecity.org](mailto: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 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 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or [ddecorde@spokanecity.org](mailto:ddecorde@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.

Publish: February 25 and March 4, 2026

# 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. C36642

An ordinance vacating a portion of the alley between Mission Avenue and Sinto Avenue and east of Ruby Street and more particularly described below,

**WHEREAS**, a petition for the vacation a portion of the alley between Mission Avenue and Sinto Avenue and east of Ruby Street has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

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

The City of Spokane does ordain:

**Section 1.** That portion of the alley in Block 2 of the Plat of Sinto Addition directly adjacent to Lots 1-3 and 10-12 of Block 2 of said Sinto Addition Plat and located within the Northwest Quarter of Section 17, Township 25 North, Range 43 East, Willamette Meridian, is hereby vacated. Parcel number not assigned.

**Section 2.** An easement is reserved and retained over and through the entire vacated area for the utility services of Avista Utilities, Lumen, Zayo, and the City of Spokane to protect existing and future utilities.

**Passed by City Council February 23, 2026**  
**Delivered to Mayor February 26, 2026**

## ORDINANCE NO. C36832

An ordinance amending Ordinance C-16154 that vacated a portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, in the City of Spokane.

The City of Spokane does ordain:

**Section 1.** That the portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, Spokane, Washington, lying between the extended south boundary lines of Lots 1 and 8, said Block 17, and the northern boundary line of the Greet Northern Railway Company right of way, be, and the same is hereby vacated: ~~((Provided, however, that the city retains an easement or the right to exercise and grant easements in respect to the vacated land for electrical transmission lines and facilities and a telephone plant as the same now exist.))~~

**Section 2.** This ordinance shall take effect and be in force thirty days from and after its passage.

**Passed by City Council February 23, 2026**  
**Delivered to Mayor February 26, 2026**

## ORDINANCE NO. C36833

An ordinance amending ordinance C-22138 that vacated designated portions of a certain street and alleys in the City and County of Spokane, Washington, ~~and declaring an emergency.~~

**WHEREAS**, the City Council of the City of Spokane having found that the public use and benefit will be served;

**NOW, THEREFORE**,

The City of Spokane does ordain:

**Section 1.** That the following street and alleys:

1. Hogan Street from the south line of Front Avenue to a line drawn from the southeast corner of Lot 7 in Block 12 to the southwest corner of Lot 5 in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.M.;

2. All the unvacated portions of the Alley in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.N.; and
3. The south 80 feet of the Alley between Ivory Street and Denver Street lying north of Front Avenue (being the remaining open portion of the Alley in Block 20 of Dennis and Bradley's Addition);

~~((in the City and County of Spokane, Washington, be, and the same are hereby vacated, subject to the reservation of easement for the construction, repair and maintenance of public and private utilities and services.~~

~~Section 2. An urgency and emergency for the passage of this ordinance is hereby declared to, and does, exist, and the same shall take effect and be in force from and after its passage.))~~

**Passed by City Council February 23, 2026  
Delivered to Mayor February 26, 2026**

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### ORDINANCE NO. C36834

An ordinance to extend the duration of interim zoning ordinance C36646 concerning height limits; setting a public hearing; and reiterating a work program.

**WHEREAS**, on March 24, 2025, City Council adopted ordinance C36646, an interim zoning ordinance regarding height limits; and

**WHEREAS**, on September 15, 2025, City Council adopted ordinance C36749, which extended the duration of ordinance C36646 to March 24, 2026; and

**WHEREAS**, on November 3, 2025, City Council adopted ordinance C36773, approving a consultant contract for the project entitled "Code Assessment and Modernization of Title 17 of the Spokane Municipal Code"; and

**WHEREAS**, the Planning and Economic Development department continues to perform related studies and public engagement as part of the periodic update to the City's Comprehensive Plan, requiring additional time beyond the original expiration; and

**WHEREAS**, the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code is expected to continue beyond the expiration of March 24, 2026; and

**WHEREAS**, pursuant to RCW 36.70A.390, the City Council held a public hearing in support of the adoption of this ordinance.

**NOW, THEREFORE**, the City of Spokane does ordain:

**Section 1. Hearing.** That the hearing held at the time of adoption of this ordinance fulfills the requirement of RCW 36.70A.390 to hold a hearing in connection with this extension.

**Section 2. Work Plan.** That the Planning and Economic Development Department shall continue to study, conduct additional public engagement, and evaluate height limits as part of the periodic update to the Comprehensive Plan and the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code projects.

**Section 3. Duration.** That the duration of the interim zoning ordinance enacted by ordinance C36646 shall be extended an additional six months to September 24, 2026.

**Section 4. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Passed by City Council February 23, 2026  
Delivered to Mayor February 26, 2026**

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### ORDINANCE NO. C36840

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO FINANCE CAPITAL NEEDS OF THE CITY'S PUBLIC SAFETY ANSWERING POINT (PSAP) SYSTEM.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the SIP Debt Fund and the Spokane United 911 Network 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 SIP Debt Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$6,000,000.
- A) Of the increased appropriation, \$6,000,000 is provided solely for an operating transfer-out to the Spokane United 911 Network Fund.

**Section 2.** That in the budget of the Spokane United 911 Network Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$6,000,000.
- A) Of the increased revenue, \$6,000,000 is provided solely from an operating transfer-in from the SIP Debt Fund.
- 2) Increase appropriation by \$6,000,000.
- A) Of the increased appropriation, \$6,000,000 is provided solely for communications equipment.

**Section 3.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to finance capital needs, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 23, 2026**  
**Delivered to Mayor February 26, 2026**

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**ORDINANCE NO. C36843**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ADD TEN ADDITIONAL FIREFIGHTER POSITIONS TO COUNTERACT HIGH ACADEMY WASHOUT RATES, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Fire/Emergency Medical Services 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 Fire/Emergency Medical Services Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Add 10 classified Firefighter positions (from 136 to 146) in the Fire Department.
- 2) Increase appropriation by \$248,500.
- A) Of the increased appropriation, \$246,000 is solely provided for operating supplies in the Fire Department.
- B) Of the increased appropriation, \$2,500 is solely provided for the purchase of smoke alarms by the Fire Department for its smoke alarm installation 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 the need to add firefighter positions to counteract high academy washout rates, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 23, 2026**  
**Delivered to Mayor February 26, 2026**

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**ORDINANCE NO. C36844**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO PROVIDE BEHAVIORAL HEALTH CO-RESPONSE SERVICES WITH SPOKANE COUNTY, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Fire/Emergency Medical Services 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 Fire/Emergency Medical Services Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 3) Add 4.0 classified Behavioral Health Paramedics (from 0 to 4) in the Fire Department.
- 4) Increase revenue by \$622,862.
- C) Of the increased revenue, \$622,862 is provided solely for Fire Protection & Emergency Medical Services in the Fire Department.
- 5) Increase appropriation by \$622,862.
- B) Of the increased appropriation, \$622,862 is provided solely for salary and benefits in the Fire Department.

**Section 2.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to provide behavioral health co-response services with Spokane County, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 23, 2026**

**Delivered to Mayor February 26, 2026**

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**ORDINANCE NO. C36845**

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO REPLACE COMMUNICATIONS EQUIPMENT IN THE FIRE TRAINING FACILITY, AND DECLARING AN EMERGENCY.

**WHEREAS**, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Channel Five Equipment Reserve 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 Channel Five Equipment Reserve Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$150,000.
- A) Of the increased appropriation, \$150,000 is provided solely for communications equipment in the Fire Department.

**Section 2.** It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to replace communications equipment in the Fire training facility, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 23, 2026**

**Delivered to Mayor February 26, 2026**

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# 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.

AMENDMENT

AMENDMENT

AMENDMENT

## TRAFFIC ENGINEER SPECIALIST I

SPN 228

(Announcement of 01/26/2026)

The above titled announcement is hereby amended to read:

**Closing Date: March 23, 2026, at 4:00 PM PST**

### 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%

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.

The Multiple-choice examination with instructions will be emailed out via a link from City of Spokane ([info@governmentjobs.com](mailto:info@governmentjobs.com)) upon review of the applicant's minimum qualifications. Once you receive the link, the testing window is Thursday, 12:00 AM to the following Monday at 11:59 PM.

Additional examinations shall be administered as applications are received with results merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

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 examination may include such subjects as:

- Mathematical Reasoning
- Records & Reports
- Mapping, Drafting, Standards, Construction and Surveying
- Supervision
- Interpersonal Skills
- Traffic Engineering

AMENDMENT

AMENDMENT

AMENDMENT

## BEHAVIORAL HEALTH PARAMEDIC

SPN 934

(Announcement of 02/16/2026)

The above titled announcement is hereby amended to read:

**Closing Date: March 16, 2026, at 4:00 PM**

### 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 Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

- 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 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 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.

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

Training and Experience 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, February 16, 2026, and Monday, March 2, 2026, will test Thursday, March 5, 2026, through Monday, March 9, 2026.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 2, 2026, and Monday, March 16, 2026, will test Thursday, March 19, 2026, through Monday, March 23, 2026.

Additional examinations shall be administered as applications are received with results merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

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**PUBLIC WORKS JOURNEY LEVEL INSPECTOR SPN 216**

Open Entry

**DATE OPEN: Monday, March 2, 2026**

**DATE CLOSED: April 13, 2026**

**SALARY: \$54,601.20 annual salary, payable bi-weekly, to a maximum of \$85,127.76**

**CLASS SUMMARY:**

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

**EXAMPLES OF JOB FUNCTIONS:**

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

- May be assigned duties as an engineering technician during the non-construction season and participate in snow removal.
- Performs related work as required.

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

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

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

**License and Certifications:**

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

- Possession of a valid driver's license.

**Lift Requirement:**

- Job offer is contingent on passing a lift test.
- Enough strength to lift and carry objects weighing up to 40lbs.

**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%

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.

Examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 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, March 2, 2026, and Monday, March 16, 2026, will test Thursday, March 19, 2026, through Monday, March 23, 2026.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 17, 2026, and Monday, March 16, 2026, will test Thursday, March 19, 2026, through Monday, March 30, 2026.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 31, 2026, and Monday, April 13, 2026, will test Thursday, April 16, 2026, through Monday, April 20th, 2026.

**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:

- Technical Knowledge
- Interpersonal Relations
- Research
- Mathematical Reasoning
- Safety

Additional examinations shall be administered as applications are received with results merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

**TO APPLY:**

**An application is required for 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

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 26th day of February 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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

**DATE OPEN: Monday, March 2, 2026**

**DATE CLOSED: March 16, 2026**

**SALARY: \$54,601.20 annual salary, payable bi-weekly, to a maximum of \$85,127.76**

**CLASS SUMMARY:**

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

**EXAMPLES OF JOB FUNCTIONS:**

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

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

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

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

**License and Certifications:**

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

- Possession of a valid driver's license.

**Lift Requirement:**

- Job offer is contingent on passing a lift test.
- Enough strength to lift and carry objects weighing up to 40lbs.

**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:**

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

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

**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%

**IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, March 19, 2026
- Test Time: 12:30 PM
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4<sup>th</sup> floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 2 Hours
- Test Subjects May Include:
  - ✧ Technical Knowledge
  - ✧ Interpersonal Relations
  - ✧ Research
  - ✧ Mathematical Reasoning
  - ✧ Safety

**TO APPLY:**

**An application is required for 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

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 26th day of February 2026.

SCOTT STEPHENS  
Chair Chief

KELSEY PEARSON  
Examiner

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**COURT CLERK II SPN 013**  
Open Entry

**DATE OPEN: Monday, March 2, 2026**

**DATE CLOSED: March 16, 2026**

**SALARY: \$52,325.28 annual salary, payable bi-weekly, to a maximum of \$81,807.84**

**CLASS SUMMARY:**

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

**EXAMPLES OF JOB FUNCTIONS:**

- 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:**

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

**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%

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.

Examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 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, March 2, 2026, and Monday, March 16, 2026, will test Thursday, March 19, 2026, through Monday, March 23, 2026.

**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 examination may include such subjects as:

- Written Communication
- Computer Skills
- Judgement and Problem Solving
- Attention to Detail
- Legal Knowledge

**TO APPLY:**

**An application is required for 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

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 26th day of February 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

**COURT CLERK II SPN 013**

Promotional

**DATE OPEN: Monday, March 2, 2026****DATE CLOSED: March 16, 2026****SALARY: \$52,325.28 annual salary, payable bi-weekly, to a maximum of \$81,807.84****CLASS SUMMARY:**

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

**EXAMPLES OF JOB FUNCTIONS:**

- 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:**

- *Experience:* One year of experience in the classification of Court Clerk I (SPN 012).

**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:**

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

**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%

**IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, March 19, 2026
- Test Time 3:30 PM
- Test Method: On Computer
- Test Location: Civil Service Test Room, 4<sup>th</sup> floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 1.5 Hours
- Test Subjects May Include:

- ◇ Written Communication
- ◇ Computer Skills
- ◇ Judgement and Problem Solving
- ◇ Attention to Detail
- ◇ Legal Knowledge

**TO APPLY:**

**An application is required for 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

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 26th day of February 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**ENGINEERING TECHNICIAN II – FIELD SPN 202**  
Promotional

**DATE OPEN:** Monday, March 2, 2026

**DATE CLOSED:** March 16, 2026

**SALARY:** \$51,239.52 annual salary, payable bi-weekly, to a maximum of \$80,283.60

**CLASS SUMMARY:**

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

Note: This application is for Engineering Technician II - **Field** only.

**EXAMPLES OF JOB FUNCTIONS:**

- Assigned as a Surveyor's Assistant on a survey crew.
- Uses various surveying instruments to measure angles and curves.
- Sets lines, grades, and elevations; prepares field notes; computes grades, distances, and curves; downloads field books; extracts alignments and coordinates from AutoCAD; reduces cross section notes; plots profiles and maps; and assumes the role and carries out the duties that are assigned to the party chief in their absence.
- May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.
- Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Assists in driving hubs and stakes, utilizing sledge hammer, pick and shovel.

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

(Must be met at time of test.)

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

**Procedural Note: Examination announcements will specify assignment (FIELD or OFFICE) in which vacancy exists, and only those on the eligible list examined for that assignment will be certified.**

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

- Multiple-choice Test - 100%
- Performance Test - Pass/Fail

**MULTIPLE-CHOICE DETAILS**

Multiple-choice testing will be conducted March 18, 2026. Additional sessions may be added based on the number of qualified candidates. Qualified candidates will be notified when to appear. The approximate duration of the test is 2 hours, 45 minutes.

The test may include such subjects as:

- Plan Reading
- Mathematics
- Land Surveying

**PERFORMANCE TEST DETAILS**

Performance testing will be conducted March 18, 2026. Additional sessions may be added based on the number of qualified candidates. The approximate duration of the test is 45 minutes.

**TO APPLY:**

**An application is required for 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

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 26th day of February 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**ENGINEERING TECHNICIAN II – OFFICE SPN 202**  
Promotional

**DATE OPEN: Monday, March 2, 2026**

**DATE CLOSED: March 16, 2026**

**SALARY: \$51,239.52 annual salary, payable bi-weekly, to a maximum of \$80,283.60**

**CLASS SUMMARY:**

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

Note: This application is for Engineering Technician II - **Office** only.

**EXAMPLES OF JOB FUNCTIONS:**

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

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

(Must be met at time of test.)

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

**Procedural Note:** Examination announcements will specify assignment (FIELD or OFFICE) in which vacancy exists, and only those on the eligible list examined for that assignment will be certified.

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

- Multiple-choice Test - 100%
- Performance Test - Pass/Fail

#### **MULTIPLE-CHOICE DETAILS**

Multiple-choice testing will be conducted March 18, 2026. Additional sessions may be added based on the number of qualified candidates. Qualified candidates will be notified when to appear. The approximate duration of the test is 2 hours, 45 minutes.

The test may include such subjects as:

- Mathematics
- Plan Reading
- Computer-Aided Design & Specifications

#### **PERFORMANCE TEST DETAILS**

Performance testing will be conducted March 18, 2026. Additional sessions may be added based on the number of qualified candidates. Qualified candidates will be notified when to appear. The approximate duration of the test is 45 minutes.

#### **TO APPLY:**

**An application is required for 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

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 26th day of February 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner0

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### **LABORER II SPN 502** Promotional

**DATE OPEN: Monday, March 2, 2026**

**DATE CLOSED: March 16, 2026**

**SALARY: \$46,729.44 annual salary, payable bi-weekly, to a maximum of \$72,954.72**

#### **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.

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%

**IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, March 19, 2026
- Test Time: 10:30 a.m.
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4<sup>th</sup> floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 1.5 Hours
- Test Subjects May Include:
  - ◇ Applied Technology
  - ◇ Interpersonal Skills
  - ◇ Organizational Awareness
  - ◇ Safety & Occupational Hazards
  - ◇ Teamwork
  - ◇ Technical Competence
  - ◇ Vehicle Operations.

**TO APPLY:**

**An application is required for 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

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 26th day of February 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### NORTH HILLYARD SIDEWALKS Engineering Services File No. 2024065

This project consists of the construction of approximately, 1750 linear feet of sidewalk and driveway, 1750 linear feet of curb, 1 drainage structure, utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until **1:00 p.m. March 23, 2026**, 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 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: March 4, 2026

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR PROPOSALS #6488-26 On-Call Public Engagement Services for Integrated Capital Management Projects

City of Spokane Integrated Capital Management Department

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, MARCH 23, 2026**. 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 Proposals.

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, MARCH 23, 2026**. 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 state and federal 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 Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [ddecorde@spokanecity.org](mailto:ddecorde@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.

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

Publish: February 25, March 4 and 11, 2026

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### ABBREVIATED REQUEST FOR QUALIFICATIONS #6489-26 Feasibility Study for Monroe Street Physical Suicide Deterrent System City of Spokane Integrated Capital Management

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

#### **Project Title** Feasibility Study for Monroe Street Physical Suicide Deterrent System

**Proposal Submittal Requirements** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, MARCH 30, 2026**. Hard copies, emails, and late submittals will not be accepted.

The full Request for Qualifications containing complete details and submittal requirements can be viewed at <https://spokane.procureware.com>.

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.

**Project Term** Any contract resulting from this RFQu will be for a period of two (2) years. Contract is renewable for three (3) additional 1-year periods upon mutual agreement.

**Project Description** This project is a study is to determine the best solutions for implementing a physical suicide deterrent system on the Monroe Street Bridge that maintains the historical significance of the bridge. The scope of services for this work may be expanded as needed by contract amendment.

**Minimum Qualifications** Proposer/Consultant must have a minimum of five (5) years of experience each area of transportation and bridge and structural engineering. Note: In order to enter into a contract, the Proposer must be licensed to do business in the State of Washington.

**Scope of Services** The selected Firm, under contract, will be responsible for:

- Identifying feasible alternatives that integrate with the historical nature of the bridge;
- Assessing how alternatives are influenced by recent bridge condition inspections, existing bridge details, Washington State Department of Transportation (WSDOT) standards, and local, state, federal, or otherwise relevant criteria/considerations (e.g., AASHTO/FHWA Joint Implementation Agreement for Manual for Assessing Safety Hardware (MASH));
- Evaluating alternatives over a range of topics including effects on the bridge; costs to construct; time to implement; maintenance of traffic during construction; permit and/or agency coordination; impact to routine bridge maintenance and inspection, and other considerations that may be identified later;
- Developing and implementing a public outreach program to ensure community involvement throughout the study;
- Consolidating and summarizing their work on the above into a comprehensive report for City staff;
- Potentially providing support to City staff for presentation of the outcome of the study to City Council.

**Evaluation Criteria** Responsive Proposals will be evaluated in accordance with the requirements stated in the full Request for Qualifications solicitation and any addenda issued. Proposals will be evaluated including overall completeness, quality of content, and ability to follow instructions demonstrating attention to detail as part of the Technical and Management categories. Point scores are preliminary for evaluation discussion to determine ranking. The City will select the top-scoring Firms as finalists for an oral presentation and evaluation.

TECHNICAL PROPOSAL – 50% Project Approach/Methodology/Understanding Work Plan/Schedule/Deliverables	50 Points (Maximum) 50 Points (Maximum)	100 points
MANAGEMENT PROPOSAL - 50% Firm and Staff Experience/Qualifications/Capabilities Project Team/Allocation of Resources	50 Points (Maximum) 50 Points (Maximum)	100 points

#### **Estimated Schedule**

Deadline for Questions	3/23/2026 – 1:00 p.m.
Proposals Due	3/30/2026 – 1:00 p.m.
Evaluation, Negotiation, and Award	April, 2026
Begin contract work	April/May, 2026

**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, MARCH 30, 2026**. 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 state and federal grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work. The DBE goal for this project is set to Zero, and under WSDOT FSBE program guidance the FBSE goal for this contract is also Zero. In the absence of a mandatory goal the contract is subject to the voluntary ten percent SBE requirements which will be noted in the contract language.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION**

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Connie Wahl at [cwahl@spokanecity.org](mailto:cwahl@spokanecity.org) or by calling 509-625-6400. 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 Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [ddecorde@spokanecity.org](mailto:ddecorde@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.

**TITLE VI STATEMENT**

The City of Spokane in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in 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.

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

Publish: March 4, 11, and 18, 2026

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**INVITATION TO BIDS # ITB 6498-26**  
**Emulsified Asphalt (CSS-1H and CSS-1), and Fog Seal As Needed Over Five (5) Year Period**  
**City of Spokane Street Department**

The City of Spokane is soliciting electronic Bids for the above titled Invitation to Bid.

**Bid Submittal:** Bids must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on APRIL 20, 2026**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Bid, the Bidder 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, Bidders 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 Bidder's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Invitation to Bid.

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

**Public Bid Opening:** Sealed Bids will be unsealed and read at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, APRIL 20, 2026**. 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 Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [ddecorde@spokanecity.org](mailto:ddecorde@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.

Rick Rinderle  
Procurement Specialist  
City of Spokane Purchasing

Publish: March 4 and 11, 2026

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**PW ITB #6520-26**  
**GENERAC GENERATOR INSTALLATION (Re-Bid)**  
**City of Spokane**

**Description:** The City of Spokane is soliciting electronic bids for the installation of a Generac Generator.

**Mandatory Pre-Bid Conference:** Monday, March 16, 2026 at 9:00 am at the Spokane Central Service Center Lobby – Solid Waste Collections – 915 N Nelson St., Spokane WA 99202. Only those vendors who attend the Mandatory Pre-Bid Conference will be able to bid on this project.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, March 30, 2026, 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, March 30, 2026**. 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: March 4 and 11, 2026

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