

AGENDA
CLALLAM COUNTY TRAILS ADVISORY COMMITTEE
Clallam County Courthouse, Room 160
223 East 4th St Port Angeles, WA
May 1, 2024 - 1:30 p.m.

****ATTENTION****

Clallam County Trails Advisory Committee meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 938 0529 7962 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/join> and use Meeting ID: 938 0529 7962 and passcode: 12345

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

Public comment and questions can be directed to County Public Works-Roads at 360-417-2290 or steve.gray@clallamcountywa.gov

A. WELCOME/CALL TO ORDER/ROLL CALL

B. REQUEST OF MODIFICATIONS/ADDITIONS TO AGENDA

C. APPROVAL OF MEETING MINUTES: April 3, 2024

D. ANNOUNCEMENTS/MEMBER UPDATES: *Information sharing among members on topics of general interest related to the Olympic Discovery Trail (ODT), Olympic Adventure Trail (OAT), other County trails, or about trails.*

E. TRAIL PROJECT AND MAINTENANCE REPORTS

1. ODT improvement/expansion project updates.
 - a. ODT-Forks to La Push Project Update
 - b. Update on grant purchase of tractor and attachments to support trail maintenance.
 - c. RAISE Grant Update
 - d. OAT-Whiskey Creek Bridge Replacement and Improvement Project
 - e. Update on OAT Temporary Detour for bridge repair at MP 14.3
 - f. ODT-Carlsborg Urban Growth Area Improvement Grant Applications Update
 - g. Update on work related to library construction along ODT in Blyn
2. County Volunteer ODT/OAT Trail Crew Maintenance Project Reports
3. County ODT/OAT Maintenance Project Reports
4. Other ODT/OAT Reports (All)

F. DISCUSSION AND BUSINESS ITEMS

1. Clallam County Regional Trails and Active Transportation Coordinator Job Description

G. PUBLIC COMMENT

H. ADJOURNMENT

Members: Charlie Commeree (City of Port Angeles Rep., Chair), Wendy Clark-Getzin (Tribal Gov. Rep., Vice Chair), Andy Stevenson (Straits Area Citizen-at-Large Rep.), Gordon Taylor (Western Area Citizen-at-Large Rep.), Jennifer Reandeau (Backcountry Horsemen Rep.), Judy Sarles (Backcountry Horsemen-Alt Rep.), Justin Zarzeczny (Dept. of Natural Resources), Dick Gritman (Sequim Area Citizen-at-Large), Erik Rohrer (City of Forks), Bill Biery (City of Sequim), Jim Mraz (Peninsula Trails Coalition Rep.), Lorrie Mittmann (Trails Event Coordinator Rep.), Grant Herman (Olympic Peninsula Bicycle Alliance Rep.), and Liz Cusanelli (U.S. Forest Service). Ex-officio Members: Steve Gray (Clallam County Public Works Department), and Mike French (Clallam County Commissioner)

Clallam County Trails Advisory Committee (TAC)
April 3, 2024, Meeting Minutes

A. WELCOME/INTRODUCTIONS:

The meeting was called to order and conducted via video/phone conferencing.

Members Present: Andy Stevenson, Gordon Taylor, Jennifer Reandeau, Judy Sarles, Justin Zarzeczny, Dick Gritman, Erik Rohrer, Bill Biery, Jim Mraz, Lorrie Mittmann, Grant Herman, and Liz Cusanelli.

County Representatives: Steve Gray, County Public Works Dept. (Ex-officio TAC member)
Mark Ozias, County Commissioner

Member Stevenson (and former Chair) volunteered to chair committee with excused absence of chair and vice-chair. No one opposed.

B. MODIFICATIONS/ADDITIONS TO AGENDA: None

C. APPROVAL OF MINUTES: The minutes of March 6, 2024, were approved with no objections.

D. ANNOUNCEMENTS:

Member Gray reported that job description for new Clallam County Regional Trails and Active Transportation Coordinator position in the Public Works Department has been prepared and reviewed with the County Administrator. The position will report to Member Gray who is the Deputy Director in the Public Works Department. A key funding source for the position will be the federal RAISE grant. The plan is to issue a job announcement in April/May. Discussion followed.

E. TRAIL PROJECT AND MAINTENANCE REPORTS

1. ODT improvement/expansion project updates:

- *ODT-Forks to La Push Project Update:* Member Gray referenced and highlighted the County Public Works letter in the meeting packet to the WA. State Recreation and Conservation Office (RCO) for a one-year time extension request for the ODT-Forks to La Push Trail Corridor Acquisition Project. He anticipates the granting of the request based on discussion with RCO. He noted that Rayonier has informed the County they will be selling all their land holdings in Clallam County. Rayonier has put a freeze on land transactions such as the ~ 6.5-miles of trail corridor the County has been trying to purchase from them. The County will be looking at legal option of eminent domain, while continuing to try to bring Rayonier back to the table. Discussion followed.

Member Gray provided status of negotiation with another landowner for approximately 0.6-miles of trail corridor. Resuming negotiations are waiting on the decision on the landowners zoning conditional use permit for development of property including camping. He also reported Public Works received four responses to the County's Request for Qualifications (RFQ) to support the design, environmental review and permitting of the planned ODT-Calawah River Bridge crossing. County will be holding interviews soon with the four consulting firms that submitted statement of qualifications.

- *RAISE Grant Update:* Information from all 14 jurisdictions has been collected to put into the draft project agreement and sent to FHWA for review. Once FHWA completes review it goes to USDOT for approval. Once USDOT approves comes back to get official signatures from all project applicants.
- *OAT-Whiskey Creek Bridge Replacement and Improvement Project:* Member Gray referenced and highlighted the \$84,000 Clallam County Lodging Tax Grant Application that was part of the meeting packet

that the Public Works Department submitted to the Clallam County Lodging Tax Committee to fund the project. Public Works has already done early consultation with WA. Department of Fish and Wildlife on permitting for the new bridge crossing. Discussion followed.

2. County Volunteer ODT/OAT Trail Crew Maintenance Project Reports:

The County volunteer crew led by Jeff Ralston held four Olympic Adventure Trail (OAT) work parties during March. Two days were spent on corridor trimming, tread work, and drainage improvements between MP 20-21.5. The other two days were spent on work to improve the switchbacks (e.g., installing gabion baskets) on the eastside of the planned new OAT Whiskey Creek Bridge location, which is the current stock crossing.

The upcoming work party planned for this Thursday is on tread work and crushed rock placement at logging skidder crossings between MP 4.5 to 5.5 in the recent commercial harvest area. Will also work in this segment on April 11 with the goal to get this closed section reopened for the OAT run April 13.

3. County ODT/OAT Maintenance Reports:

The Clallam County Trail Maintenance/Volunteer Coordinator conducted 5.5 ODT and 10.5 OAT field workdays in March performing a variety of maintenance activities. Other highlights of March work included:

- Installed a new Memorial Bench about halfway between Kitchen-Dick Road and Vaultier Rd.
- Discovery Creek Trash Pick-up.

Member Gray thanked Gordon and other PTC volunteers involved with the significant clean-up of left trash and materials in the ODT-Discovery Creek Area. Member Taylor noted he removed 500 lbs to dispose of at the transfer station. County staff Jeff Ralston also assisted with removal of several shopping carts and taking a truck load of trash to the Transfer Station. Discussion followed.

4. Other ODT/OAT Reports:

Member Taylor noted he painted ODT medallion pavement markings on the ODT segment along the shoulder of Old Olympic Highway west of Tributary Lane and the Siebert Creek Bridge to discourage vehicles parking on the trail route in this section. Discussion followed.

Member Gray reported that noxious weeds staff will be treating spotted knapweed along the ODT from Carlsborg Rd to the Dungeness River Nature Center tomorrow, April 4th. They will have signs up letting people know what herbicides are being applied and their contact information.

F. DISCUSSION AND BUSINESS ITEMS:

Clallam County Dungeness/Towne Road Levee Project

Member Gray indicated that this discussion item was requested by Member Biery at the last meeting and was tabled for further discussion today. He referenced and highlighted the project background information in the packet materials, and presented five slides (attached to minutes) to provide an overview of the project location, an aerial showing the restored floodplain area after relocating the levee, and the proposed Towne Road segment to be reconstructed with a space for a trail/path (varying 6 to 12-feet in width) on top of approximately 0.6-miles of the relocated levee. County Engineer, Joe Donisi provided additional project overview and road/trail design information. The County Commissioners will be considering approval of a bid opening for the project at their April 9 meeting. Questions and discussion followed.

Member Biery presented information and points for Trails Advisory Committee to consider supporting a non-paved recreational path only. His information included highlights of the draft letter in the meeting packet

that he prepared for Committee consideration to send to the County Commissioners. Questions and discussion followed.

First Motion: Member Biery motioned to:

Recommend to the County Commissioners a three-year stay on request for bids on Towne Road and include a letter that strongly supports the advocacy effort fits the needs of the community. The motion was seconded by Member Stevenson.

Following discussion, a roll call vote was taken on the motion with Member Biery voting yes; Members Stevenson, Reandeau, and Hermann voting no; and Members Zarzeczny, Gritman, Taylor, and Mraz abstaining. The motion failed.

Following the failed motion, discussion followed with Member Stevenson making a motion that:

The Trail Advisory Committee advises the Commissioners that the design is not adequately safe for user population. Request Commissioners delay to create a plan that safely uses space available.

Following discussion, a roll call vote was taken on the motion with Members Stevenson, Taylor, Reandeau, Gritman, Mraz, Biery, and Hermann voting yes; and member Zarzeczny abstaining.

Members Rohrer and Mittmann left the meeting earlier and did not vote. Member Gray did not vote because he is an ex-officio member.

G. PUBLIC COMMENTS:

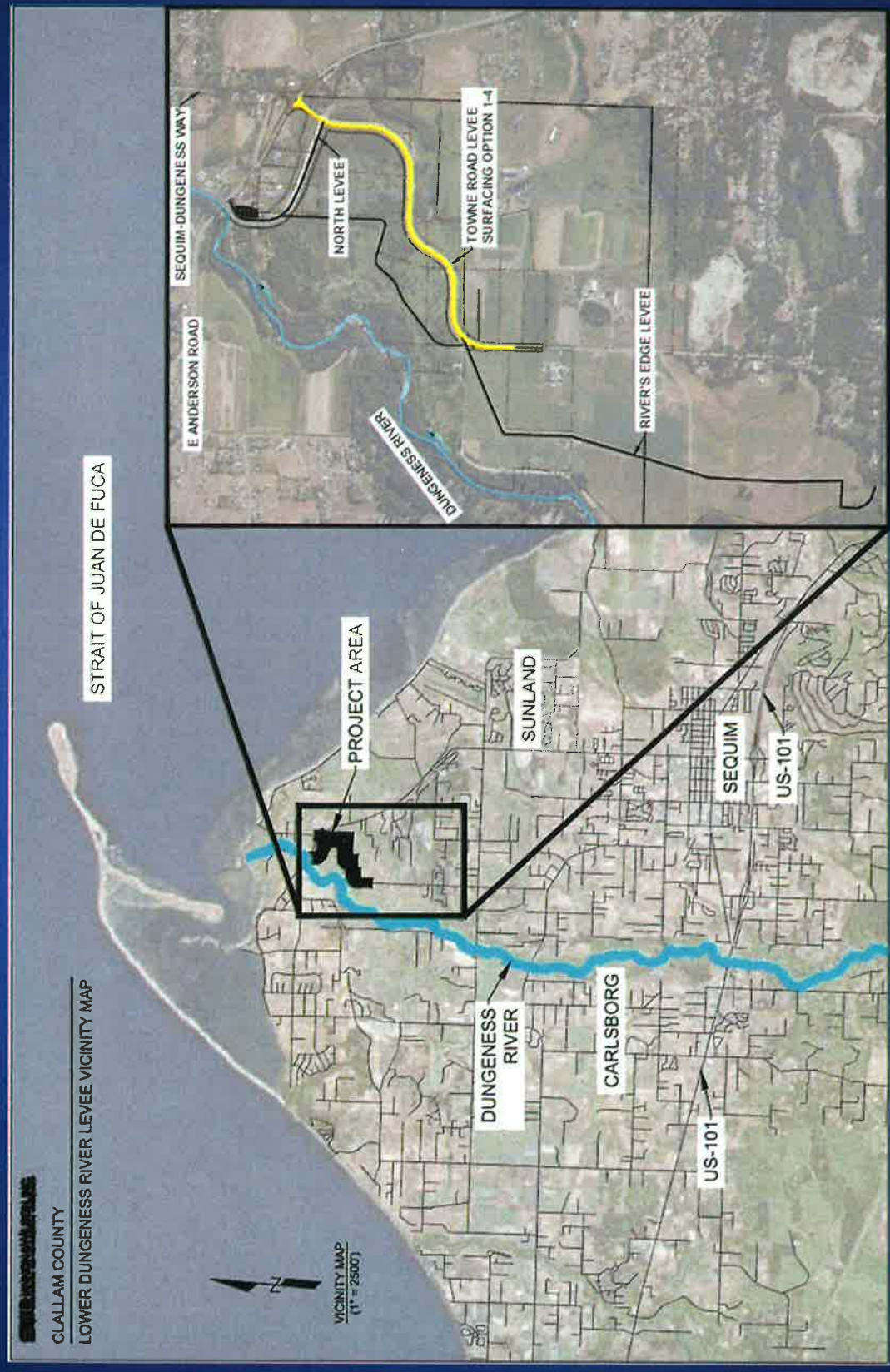
- Jamie Porter noted she was a member of the Dungeness Levee Trail Advocates. She strongly recommends the Committee consider visiting the site to get a better sense of what the area is like that you can't get from just looking at the maps.
- Meggan Wilshaw noted she has lived in the vicinity of Towne Rd for 22 years. County presentation in March 2019 was for Towne Rd to dead-end with cul de sacs. Current Towne Road sections need repair with planned improvements identified in the Transportation Improvement Program (TIP) for decades; however, no longer in TIP except for minor improvements. Where the planned trail narrows to 6-feet wide is for a length of 350-feet.

H. ADJOURNMENT:

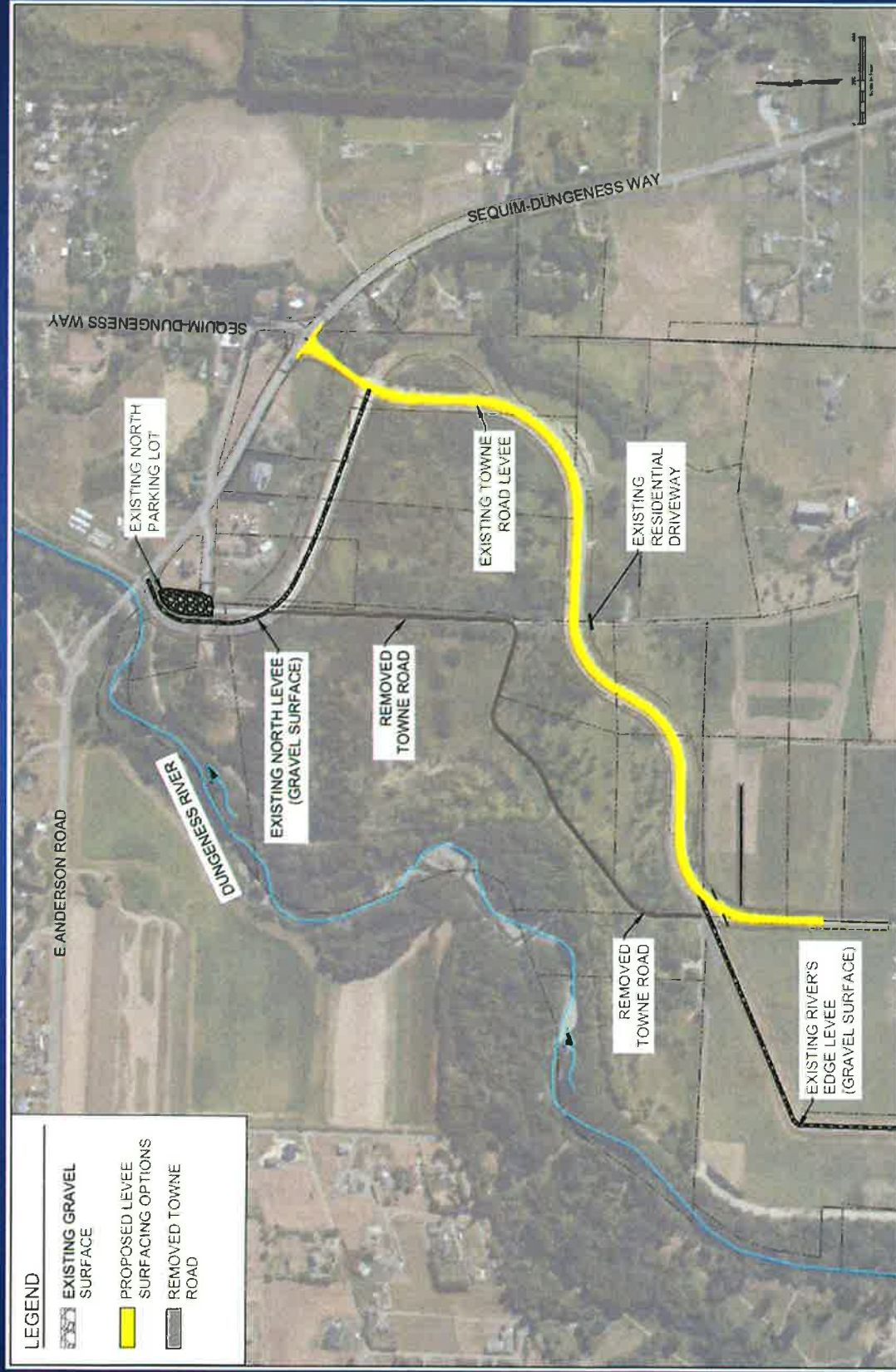
Member Gray noted that he will not be able to attend the May meeting and asked if the TAC wanted to still hold the meeting. He noted that can have other staff from the public works department present to support the meeting. There was general support to hold the May meeting with no one in opposition.

I. The meeting was adjourned at approximately 3:20 p.m.

April 3, 2024 Minute Attachment



April 3, 2024 Minute Attachment



April 3, 2024 minute Attachment

Prior to project



April 3, 2024 minute Attachment

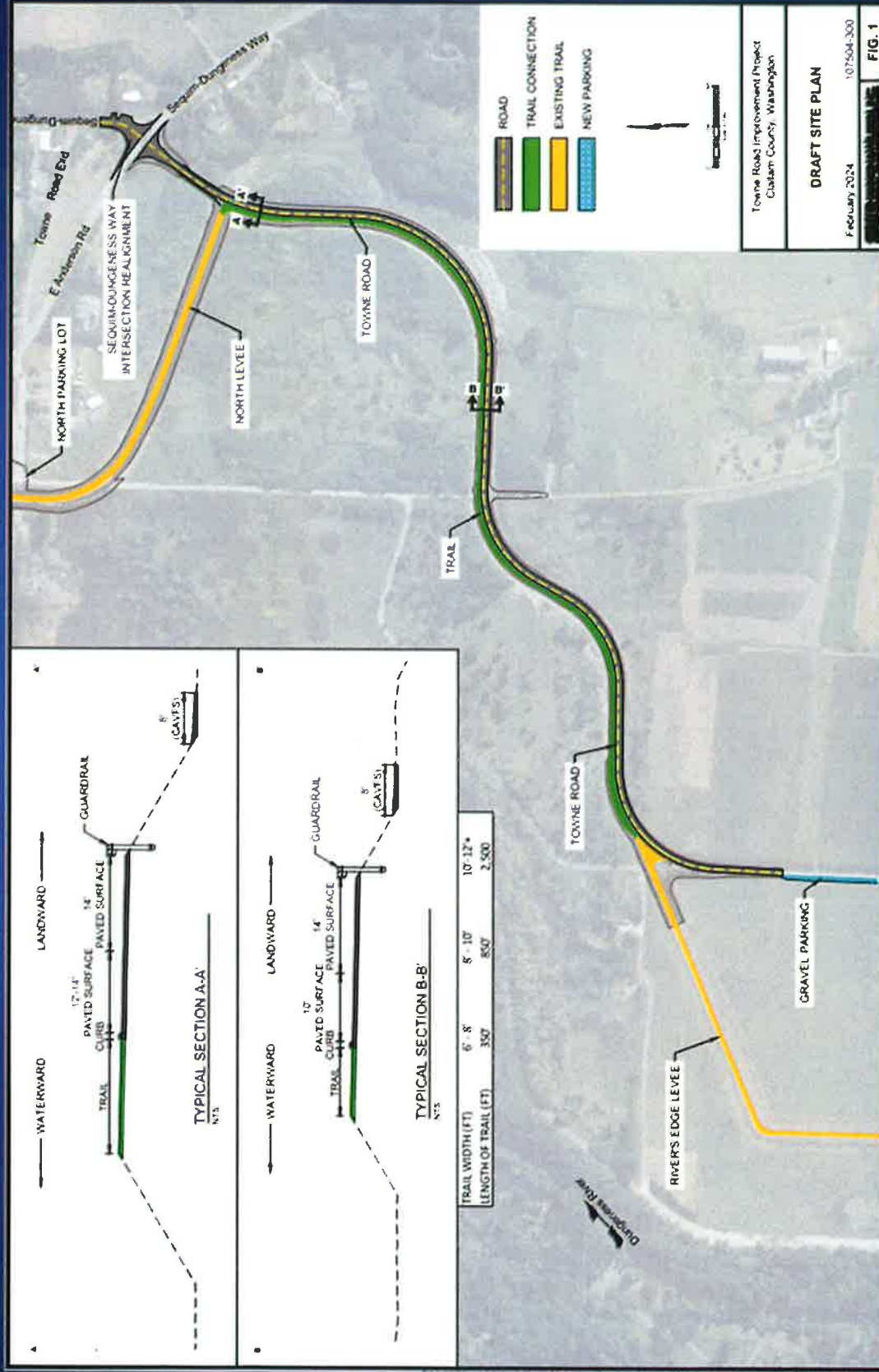
New Floodplain

Upstream End of
Setback Levee



John Gussman

April 3, 2024 minute Attachment



8

THE TRACTOR AND ATTACHMENTS HAVE BEEN DELIVERED!!!

Purchased by Clallam County Public Works with grant funding from the Washington State Recreation and Conservation Office (RCO). Includes Tractor and bucket loader, flail mower, and sweeper attachments.



The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Regional Trails & Active Transportation Coordinator

Salary Range: 64

Department: Public Works Department

Reports to: Deputy Director or Director of Public Works

Pages: 1-8

Summary

The Regional Trail and Active Transportation Coordinator position has lead responsibility for coordinating the maintenance, improvement, and expansion of the County managed sections of the over 55-miles of paved, shared use Olympic Discovery Trail (ODT) and the over 20-mile natural tread Olympic Adventure Trail (OAT). The position will also support planning and coordination of bicycle, pedestrian, and other active transportation facility needs and improvements associated with County roads and related transportation facilities. Areas of assignment typically involve multiple stakeholders and partners and includes overseeing projects often requiring multi-disciplinary coordination.

Scope of Responsibility

Perform a variety of professional and technical duties related to coordinating regional trail and active transportation facilities throughout Clallam County. Primary responsibilities include coordinating ODT and OAT maintenance and improvement projects; leading County efforts related to trail corridor planning, acquisition, and development to complete the planned 135-mile ODT across Clallam County; and assisting with active transportation planning and improvement projects associated with other County-managed transportation facilities. Related areas of responsibility include but are not limited to policy and regulation development; project management, budgeting; grant writing; capital project consultation; conducting public outreach; and building and maintaining relationships with a multitude of stakeholders.

The incumbent will represent the Department and County on regional trail and active transportation program areas and issues. This includes, but not limited to, supporting the Clallam County Trails Advisory Committee; providing program reports, updates, and recommendations to the Board of County Commissioners; representing the County on various work groups and advisory committees; representing the County at various public meetings and events; collaboration with other government agencies, Tribes, trail organizations, public interest groups, volunteers, etc. The incumbent will serve as a primary contact and spokesperson on regional trail and active transportation program areas.

There is considerable expectation and latitude for independent action and decisions within the scope of authority. The position requires effective communication and coordination in a team approach. The incumbent works primarily under the supervision and direction of the Deputy Director and/or Director of Public Works in coordination with the County Engineer. The incumbent will coordinate the work of the County Trail Maintenance/Volunteer Coordinator.

Typical Duties

- Lead and coordinate the planning, funding, and implementation of County regional trail and active transportation facility program.
- Support planning, development, and implementation of the comprehensive plan, six-year transportation improvement program, capital improvement programs, and other county plans related to regional trails and active transportation.
- Develop policies and regulations that promote regional trails and active transportation.
- Provide concept level design of regional trail and active transportation projects.
- Assist in working with landowners to reach agreement on trail corridor acquisition.
- Lead the development, update, and implementation of ODT/OAT corridor operations and maintenance, signage, and related infrastructure (e.g., memorial benches, restrooms) plans and best practices.
- Conduct periodic inspections and ongoing assessments of the ODT and OAT to identify and establish action plans to address operation and maintenance needs.
- Coordinate and facilitate regional trail corridor and related facilities (e.g., signage, trailheads, restrooms) operation and maintenance improvements.
- Direct and assist with inventory and update of County GIS, data bases, and maps related to County regional trail and other County active transportation facilities.
- Work collaboratively with other government and regulatory agencies, coalitions, or departments to address projects, policies, and issues.
- Develop partnerships with local, state, federal and tribal governments, community-based organizations, and other stakeholders to identify, fund, and implement regional trail and active transportation projects.
- Collaborate with community-based trail organizations to support volunteer trail stewardship programs (e.g., Adopt-A-Trail).
- Serve as a primary contact and key spokesperson County regional trails and active transportation program.
- Lead, develop and generate public interest and awareness in regional trail and active transportation facilities.
- Facilitate and gather public input through public outreach and stakeholder involvement activities.
- Receive and investigate complaints related to regional trails and active transportation facilities and take or recommend remedial actions.
- Coordinate and support the work of the Trails Maintenance/Volunteer Coordinator.
- Coordinate regional trail and active transportation maintenance projects with the Department Trails Maintenance/Volunteer Coordinator and regional Road Maintenance Supervisors.
- Provide staff support to the Clallam County Trails Advisory Committee.

- Provide program reports, updates, and recommendations to the Board of County Commissioners and various County advisory committees.
- Represent County on work groups and advisory committees as assigned.
- Represent the Department and County at public meetings and community events.
- Research available grant and funding opportunities, prepare grant applications, and administer awarded grants.
- Prepare, develop, and manage contracts for outside consulting services.
- Manage the work of consultants for delivery of regional trail and active transportation projects.
- Review construction drawings, plans, and similar project documents.
- Implement procurement policies and procedures for contracting and bidding purposes.
- Maintain records and files of projects.
- Assist and support the preparation, management, reporting, and compliance efforts related to awarded trail and active transportation grants.
- Assist with updates to Department budget and capital improvement plans.
- Consult with Department leadership on a regular basis to ensure the County's regional trails and active transportation program objectives are met.
- Collaborate in a team approach with Department administrative, engineering, maintenance, environmental, right-of-way, and survey staff.
- Assists in the development, update, and implementation of ADA transition plans in compliance with state and federal requirements associated with County transportation facilities.
- Assist with other Department transportation planning and project efforts as needed.
- Perform other duties as assigned.

Essential Functions

Project Planning: Develop project plans, objectives, and strategies in collaboration with stakeholders.

Project Coordinator: Coordinate project activities, resources, and timeliness to ensure successful project execution.

Budget Management: Monitor project budgets, expenses, and financial resources to ensure cost-effective project delivery.

Contract Administration: Oversee the preparation, review, and management of project contracts, including bid evaluation and contractor selections.

Permitting & Compliance: Ensure compliance with local, state, and federal regulations by securing necessary permits and approvals for the project.

Stakeholder Communication: Facilitate effective communication and collaboration among project team members, county departments, contractors, and the public.

Risk Assessment & Management: Identify and mitigate project risks through comprehensive risk assessment and management strategies.

Quality Control: Implement quality control measures to ensure project deliverables meet specified standards and requirements.

Schedule Management: Develop and maintain project schedules, monitor progress, and address any schedule-related issues or delays.

Documentation & Reporting: Maintain accurate project documentation, prepare progress reports, and provide regular updates to county officials and stakeholders.

Initiative: Work independently, exercise initiative, and act resourcefully under varying conditions.

Judgement: Exercise sound and independent judgment in the performance of assigned duties based on law, applicable policies and procedures, and ethical responsibilities.

Organizational: Strong organizational and project management skills.

Key Competencies for this Position

Ethics and Integrity: Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions.

Valuing Diversity: Help create a work environment that embraces and appreciates diversity, treats all with acceptance and respect; and values diverse perspectives.

Communication: Effective communication skills to convey thought and information clearly and concisely to a broad audience. Strong writing and editing skills.

Relationship Building: Proven skills to create and maintain effective teams and partnerships.

Multi-tasking: Proven multi-tasking skills with the ability to handle multiple assignments in various stages simultaneously. Ability to work in a fast-paced environment with changing priorities.

Analytical Skills: Analytical skills with exceptional attention to detail.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Knowledge of the job assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.
- Knowledge of customer service etiquette.
- Knowledge of appropriate physical standards for computer work such as appropriate seating, arm and/or wrist use.
- Knowledge of planning principles, public process involvement.
- Knowledge of environmental regulations.

- Knowledge of Complete Street and active transportation design principles.
- Knowledge of Local, State and Federal Laws related to the field.
- Knowledge of Microsoft Office suite including word processing, spreadsheet work, and PowerPoint presentations.
- Knowledge of grant sources and application requirements.
- Knowledge of determining impacts of developments and how to mitigate those impacts.
- Knowledge of current requirements related to the design of shared use and active transportation facilities; familiarity with AASHTO, NACTO, and MUTCD standards.
- Knowledge of maintenance of natural tread, multi-user trails used for mountain biking, horseback riding, hiking, and running.
- Knowledge of rights-of-way, easements, and other access related issues.
- Knowledge of local government structure, functions, and operations.
- Knowledge of contract administration, including bid evaluation, contract negotiation, and vendor management.
- Knowledge of project management principles, methodologies, and tools to effectively plan, execute, monitor, and control public works projects.
- Knowledge of budgeting principles, financial management, and cost control methods relevant to public works projects.
- Knowledge of GIS principles and technologies to analyze spatial data, create maps, and support project planning and decision-making.
- Knowledge of public outreach strategies, community engagement techniques, and public relations principles to effectively communicate and collaborate with the public, stakeholders, and community organizations.

Skill in:

- Skill in interpersonal relationships.
- Skill in organization and prioritizing work.
- Skill in being analytical.
- Skill in research.
- Skill in problem-solving and troubleshooting.
- Skill in conflict resolution.
- Skill in word processing, spreadsheets, and specialized software programs.
- Skill in working on multiple projects simultaneously and adapting to changes in workload demand.
- Skill in maintaining confidentiality of sensitive matters.
- Skill in working in a team setting.
- Skill in determining validity of information received.
- Skill in reading and interpreting applicable documents specific to position assignment.
- Skill in developing public interest and awareness and in managing public communication.
- Skill and proficiency in project management methodologies, including planning, organizing, budgeting, and resource allocation.

- Skill in written and verbal communication to effectively convey project updates, collaborate with stakeholders, and facilitate coordination among team members, county officials and other relevant parties.
- Skill in understanding budgeting, cost estimation, and financial management principles to monitor project expenses and maintain budget compliance.
- Skill in working collaboratively with diverse stakeholders, including county officials, other agencies, Tribes, community organizations, consultants, contractors, consultants, and community members.
- Skill in analyzing complex problems, evaluating alternatives, and making well-reasoned decisions.
- Skill in ensuring accurate project documentation, adherence to specifications, and compliance with regulations.
- Skill in effective time and project management to prioritize tasks, meet deadlines, and ensure efficient project progress.
- Skill in both flexibility and adaptability to navigate changing project circumstances, adjust plans as needed, and manage unexpected challenges.

Ability to:

- Ability to demonstrate competency in required job skills and knowledge.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to work independently and as part of a team, coordinating with others to facilitate teamwork.
- Ability to perform multiple tasks simultaneously under tight deadlines, prioritizing work and managing own time.
- Ability to learn and apply new skills.
- Ability to keep abreast of current developments using available resources effectively.
- Ability to be inquisitive.
- Ability to be methodical and logical.
- Ability to demonstrate attention to detail.
- Ability to always demonstrate accuracy and thoroughness.
- Ability to be organized, showing excellent administrative skills.
- Ability to select and use appropriate communication methods.
- Ability to get along well with others.
- Ability to cooperate in a team environment.
- Ability to problem solve in a group environment.
- Ability to confront difficult situations while maintaining objectivity.
- Ability to keep emotions under control.
- Ability to establish and maintain effective relations.
- Ability to exhibit good listening and comprehension.
- Ability to understand and follow written and verbal instructions.
- Ability to provide guidance, direction, and motivation to project teams and stakeholders, and facilitate coordination among team members.

- Ability to identify project risks, assess their potential impact, and develop strategies to mitigate and manage risks throughout the project lifecycle.
- Ability to develop comprehensive project plans, set objectives, establish timelines, and coordinate project activities effectively.
- Ability to administer project contracts, including evaluating bids, negotiating terms and ensuring compliance with contract requirements.
- Ability to develop and manage project budgets, monitor expenditures, and make informed financial decisions to ensure cost-effective project delivery.
- Ability to build and maintain relationships with stakeholders, including county officials, other agencies, Tribes, community organizations and members, and consultants.
- Ability to analyze complex problems, assess alternatives, and make informed decisions to overcome project challenges and achieve project goals.
- Ability to implement quality control measures, monitor project deliverables, and ensure adherence to specified standards and requirements.
- Ability to manage multiple projects and a variety of tasks in an organized, systematic fashion.
- Ability to interpret policies, laws, and governing regulations to ensure project compliance.
- Ability to work independently and determine when information needs to go to others in the organization for input or decisions.
- Ability to remain calm and professional in stressful times and at difficult public meetings or workshops.
- Ability to meet attendance standards necessary for successful job performance.

Education and Experience Required

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

Education/Training

Bachelor's degree from an accredited college or university in planning, recreation, engineering, landscape architecture, natural resources, or a similar discipline or related field.

Experience

A minimum of two years of directly applicable experience. Experience with grant writing and management, maintaining of shared use trails, and project planning and coordination related to supporting regional trails and/or active transportation is desired.

Licensing/Certification Requirements

Washington State Driver's License

U.S. citizenship or proof of legal right to work in the United States

Drug testing (selected positions)

Pass Background Check

Pass OSHA/Designated Required Training

Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

Physical Demands and Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Primarily in an office setting, but also expected to work in the field, attend seminars, training, conferences and other job-related activities and functions. Requires sitting, standing, walking on all types of terrain, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling and twisting; requires a sense of touch, finger dexterity and the ability to grip with fingers and hand; requires lifting and carrying up to 30 pounds; ability to operate a passenger vehicle; ability to work alone and in remote locations, subject to outside temperature extremes, including ice and snow; ability to hear voice conversation; requires close, side and far vision with color and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High Exposure Designation

The employee assigned to this position may work within a high exposure classification as defined under the Occupational Safety & Health Act and Washington Administrative Code governing Washington Industrial Safety & Health Act for blood borne pathogens protocols.

Essential Worker Designation

The employee assigned to this position may be designated as an “essential worker.” Essential workers are required by the county to respond and perform work functions during an emergency in order to ensure the protection of the health, safety, and welfare of the citizens of Clallam County and public facilities and property located therein. The county maintains the right to recall essential workers during any emergency and/or as necessary to restore governmental functions during extended emergencies.

Requirement for Confidentiality

The employee assigned to this position works in the capacity of a confidential employee and is required to maintain confidentiality with regard to a broad range of matters including, but not limited to: employee performance, the management of protected health information, and matters protected by the attorney – client privilege. Any breach of this requirement of employment may result in immediate discipline, up to and including termination.

General Disclaimer

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may be directed to perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.