

CARBON COUNTY COMMISSIONERS AGENDA

DATE: **December 17, 2024 (Tuesday)**

8:30 a.m. PLEDGE OF ALLEGIANCE

8:35 a.m. PUBLIC COMMENT PERIOD – On matters within the Commissioners’ jurisdiction

9:00 a.m.

9:30 a.m. DPHHS TASK ORDER - LICENSES ESTABLISHMENT INSPECTIONS

10:00 a.m. JOB DESCRIPTION REVISION – RED LODGE AIRPOR MANAGER

10:30 a.m. CONSENT AGENDA

11:00 a.m. APPOINT CARBON COUNTY TREASURER FOR UPCOMING VACANCY

11:30 a.m.

TASK ORDER NUMBER 25-07-4-21-104-0

**TO THE MASTER CONTRACT HHS-PHSD-00000507
EFFECTIVE JULY 1, 2019 TO JUNE 30, 2026
BETWEEN THE STATE OF MONTANA,
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
AND CARBON COUNTY**

ENVIRONMENTAL HEALTH AND FOOD SAFETY LICENSING

SECTION 1. PARTIES

This Task Order is entered into between the Montana Department of Public Health and Human Services, ("Department"), P.O. Box 4210, Helena, Montana, 59620, Phone Number (406) 444-5623, Fax Number (406) 444-1970, and Carbon County ("Contractor"), 81-6001339, UEI SB27NJFF6XT9, and PO BOX 466, Red Lodge, MT, 59068, respectively, (collectively, the "parties").

THE DEPARTMENT AND CONTRACTOR AGREE AS FOLLOWS:

SECTION 2. PURPOSE

The purpose of this Task Order is to establish a payment schedule for maximizing the disbursement of funds to the Contractor to support inspections of licensed establishments and to determine which optional programs the Contractor will conduct.

SECTION 3. TERM OF TASK ORDER

- A. The term of this Task Order for the purpose of delivery of services is from January 1, 2025, through December 31, 2025.
- B. Each Party, after expiration or termination of this Task Order, remain subject to and obligated to comply with all legal and continuing contractual obligations arising in relation to its duties and responsibilities that may arise under the Task Order including, but not limited to, record retention, audits, indemnification, insurance, the protection of confidential information, and property ownership and use.

SECTION 4. SERVICES TO BE PROVIDED AND SCOPE OF WORK

- A. The Contractor agrees to provide the services outlined in Attachment A: Scope of Work. The Department agrees to do as outlined in Attachment A: Scope of Work.

SECTION 5. CONSIDERATION, PAYMENTS, AND PROGRESS PAYMENTS

- A. In consideration of the services provided through this Task Order, the Department will pay the Contractor up to a total of \$22,000 based on the terms outlined in Attachment A: Scope of Work.

B. The completion date of performance for purposes of issuance of final payment for services is the date upon which the Contractor submits to the Department such final reports as are required under this Task Order and are satisfactory in form and content as determined by the Department.

SECTION 6. ADVANCED PAYMENTS RESERVED

SECTION 7. SOURCE OF FUNDS AND FUNDING CONDITIONS

The source of funding for this Task Order is \$22,000 from the Local Board Inspection Fund (LBIF).

SECTION 8. CFR 200 REQUIREMENTS RESERVED

SECTION 9. TERMINATION

Either party may terminate this Task Order in accordance with the Master Contract.

SECTION 10. LIAISON AND SERVICE OF NOTICES

A. Staci Evangeline, or their successor, will be the liaison for the Department. Contact information is as follows:

Staci Evangeline
DPHHS EHFS
PO Box 202951
Helena, MT 59620
Phone Number (406) 444-5309
Fax Number (406) 444-5055
Staci.Evangeline@mt.gov

Barbara Krizek, or their successor, will be the liaison for the Contractor. Contact information is as follows:

Barbara Krizek
Carbon County
PO BOX 466
Red LodgeMT59068
BKrizek@co.carbon.mt.us

These above referenced liaisons serve as the primary contacts between the parties regarding the performance of this Task Order. The State's liaison and Contractor's liaison may be changed by written notice to the other party.

B. Written notices, reports and other information required to be exchanged between the parties must be directed to the liaison at the parties' addresses set out in this Task Order.

SECTION 11. FEDERAL REQUIREMENTS

The Contractor agrees that they will comply with all federal statutes and regulations in providing services and receiving compensation under this Task Order. The Contractor acknowledges that there are certain federal statutes and reporting requirements that must be followed whenever certain federal

funds are used. It is the Contractor's responsibility to comply with all federal laws and reporting requirements.

SECTION 12. DEPARTMENT GUIDANCE

The Contractor may request from the Department guidance in administrative and programmatic matters that are necessary to the Contractor's performance. The Department may provide such guidance as it determines is appropriate. Guidance may include providing copies of regulations, statutes, standards and policies that are to be complied with under this Task Order. The Department may supply essential interpretations of such materials and this Task Order to assist with compliance by the Contractor. The Contractor is not relieved by a request for guidance of any obligation to meet the requirements of this Task Order. Legal services will not be provided by the Department to the Contractor in any matters relating to the Task Order's performance under this Task Order.

SECTION 13. INFORMAL DISPUTE RESOLUTION PROCEDURES

In addition to the Choice of Law and Remedies in the Master Contract, the Contractor may provide written request for resolution about any disagreement about the Task Order to the Public Health & Community Affairs Executive Director, David Gerard, Phone Number (406) 444-5622, Fax Number (406) 444-1970, David.Gerard@mt.gov with a copy to Director Charles T. Brereton, Phone Number (406) 444-5622, Fax Number (406) 444-1970, Charles.Brereton@mt.gov.

SECTION 14. PUBLIC INFORMATION AND DISCLAIMERS

- A. The Contractor may not access or use personal, confidential, or privileged information obtained through the Department, its agents and contractors, unless the Contractor does so:
1. in conformity with governing legal authorities and policies;
 2. with the permission of the persons or entities from whom the information is to be obtained; and
 3. with the review and approval by the Department prior to use, publication or release.

Privileged information includes information and data the Department, its agents and contractors produce, compile or receive for state and local contractual efforts, including those local and state programs with which the Department contracts to engage in activities related to the purposes of this Task Order.

- B. The Contractor may not use monies under this Task Order to pay for media, publicity or advertising that in any way associates the services or performance of the Contractor or the Department under this Task Order with any specific political agenda, political party, a candidate for public office, or any matter to be voted upon by the public. Media includes but is not limited to commercial and noncommercial print, verbal and electronic media.
- C. The Contractor must inform any people to whom it provides consultation or training services under this Task Order that any opinions expressed do not necessarily represent the position of the Department. When using non-federal funds from this Task Order, all public notices, information pamphlets, press releases, research reports, posters, public service announcements, web sites and similar modes of presenting public information pertaining to the services and activities funded with this Task Order prepared and released by the Contractor must include the statement:

“This project is funded in whole or in part under a Contract with the Montana Department of Public Health and Human Services. The statements herein do not necessarily reflect the opinion of the Department.”

- D. The Contractor must state the percentage and the monetary amount of the total program or project costs of this Task Order funded with (a) federal monies and (b) non-federal monies in all statements, press releases, and other documents or media pieces made available to the public describing the services provided through this Task Order.

“For contracts funded in whole or part with federally appropriated monies received through programs administered by the U.S. Department of Health & Human Services, Education or Labor. Section 503 of H.R. 3288, “Consolidated Appropriations Act, Division D, Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2010”, Pub. L. No. 111-117, and in H.R. 1473, “Department” Of Defense And Full-Year Continuing Appropriations Act, 2011”, Title I – General Provisions, Sec. 1101, Pub. L. 112-10, and as may be provided by congressional continuing resolutions or further budgetary enactments.”

- E. Before the Contractor uses, publishes, releases or distributes them to the public or to local and state programs, the Department must review and approve all products, materials, documents, publications, press releases and media pieces (in any form, including electronic) the Contractor or its agents produce with task order monies to describe and promote services provided through this Task Order.

SECTION 15. SCOPE OF TASK ORDER

This Task Order consists of five (5) numbered pages and the following Attachments:

Attachment A: Scope of Work

Attachment B: Payment Rules for Licensed Establishments

All of the provisions of the Master Contract are incorporated into and are controlling as to this Task Order. In the case of a material conflict, a dispute, or confusing language between this Task Order and Master Contract the Master Contract shall control. This Task Order does not stand alone. If Master Contract lapses, so does this Task Order. The original Task Order will be retained by the Department. A copy of the original has the same force and effect for all purposes as the original. This is the entire Task Order between the parties.

SECTION 16. AUTHORITY TO EXECUTE

Each of the parties represents and warrants that this Task Order is entered into and executed by the person so authorized to bind the party to the provisions of this Task Order and the Master Contract. IN WITNESS THEREOF, the parties through their authorized agents have executed this Task Order on the dates set out below:

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

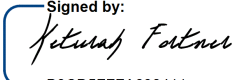
BY: _____ Date: _____
Stacy Campbell, PHSD Administrator

BY: _____ Date: _____
David Gerard,
Public Health and Community Affairs Executive Director

BY: _____ Date: _____
Charles T. Brereton, Director

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES PUBLIC HEALTH & SAFETY DIVISION

Approved as to form:

BY:  _____ Date: 12/5/2024
Signed by:
B8C05FFFA698411...
Interim Contracts Officer

CONTRACTOR

BY: _____ Date: _____
Carbon County Commissioner

ATTACHMENT A
SCOPE OF WORK

A. Inspections

The Contractor agrees:

1. To inspect the following types of licensed establishments within its jurisdiction, at least once per year, including pre-opening inspections for new establishments. They will investigate complaints and inspect if needed. They will conduct follow up inspections as deemed necessary by the county sanitarian.
 - a. Retail food establishments
 - b. Wholesale food establishments
 - c. Trailer courts and campgrounds
2. To inspect public sleeping accommodations within its jurisdiction as follows:
 - a. Inspect each hotel, motel, rooming house/boarding house/hostel within its jurisdiction, at least once per year, which includes a pre-opening inspection for new establishments.
 - b. Inspect each bed & breakfast and tourist/vacation home/condominium before initial license validation.
 - c. Investigate complaints regarding public sleeping accommodations and inspect if needed and conduct follow up inspections as deemed necessary by the county sanitarian.
3. To conduct pool, spa, and other water feature inspection within its jurisdiction as follows:
 - a. Inspect seasonal establishments once per calendar year, which includes a pre-opening inspection for new establishments. To receive payment for a pre-opening inspection, the Contractor must send the Department a copy of the complete inspection form.
 - b. Inspect year-round establishments twice a year, including one full facility inspection and one critical point inspection, which includes a pre-opening inspection for new establishments.
 - c. Investigate complaints regarding pools, spas or water features, and inspect if needed and conduct follow up inspections as deemed necessary by the county sanitarian.

Yes, the Contractor agrees to conduct pool inspections within its jurisdiction.

No, the Contractor does not agree to conduct pool inspections within its jurisdiction.
4. To conduct body art inspections within its jurisdiction at least once per year, which includes a pre-opening inspection for new establishments. They will investigate complaints regarding body art establishments and inspect if needed. They will conduct follow up inspections as deemed necessary by the county sanitarian.

Yes, the Contractor agrees to conduct body art inspections within its jurisdiction.

No, the Contractor does not agree to conduct body art inspections within its jurisdiction.
5. That all inspections of establishments will be performed in-person, on site, by the local health officer, registered sanitarian, or sanitarian in training.
6. To substantially and materially complete a Department approved inspection form , including making reasonable efforts to fill out the header, footer, all lines, and obtaining an operator signature.
 - a. There is an exception for obtaining an operator signature for campground or trailer court inspections when conducted when there is no operator present.
7. To enter inspections into the Department’s database within 15 days after the end of each quarter in the quarter the inspection was conducted. Extensions to this deadline must be approved by the Department if extenuating circumstances arise. Inspections entered after the

cutoff date may be requested for review by the Department.

8. To provide copies of inspection reports to the Department within two weeks when requested for auditing purposes.

The Department agrees:

9. To pay the percentage required by statute of each licensing fee received by the Department into the Local Board Inspection Fund (LBIF). Fees paid into the fund will be collected from licensees of retail food establishments, wholesale food establishments, public accommodations, trailer courts, campgrounds, youth camps, work camps, and, if applicable, body art establishments, pools, spas, and other water features.
10. To pay the Contractor the license fee or fees associated with an establishment from the LBIF, so long as the following is true:
 - a. The licensed establishment is inspected in-person and an inspection form is substantially and materially completed OR the establishment is reported as permanently closed,
 - i. If the Department determines that the inspection form is not substantially and materially completed, the Department will provide the BOH notice and a reasonable opportunity to cure the deficiency prior to withholding payment.
 - b. The inspection has been entered into the database within two weeks of quarter end, and
 - c. The license fee or fees have been paid by the establishment.
 - i. Under no circumstance will the Department be obligated to pay an amount larger than has been paid into the LBIF.
11. To pay the Contractor 100% of license fees collected in the LBIF (per program) if at least 90% of the inspections (per program) have been completed by the county sanitarian(s) by December 31, 2025 and have been entered into the database.
12. To pay for mobile food inspections for trucks that are currently licensed in another county as a mobile. Payments will be equal to amount paid for regular mobile food inspections. To qualify for this payment the Contractor must submit a completed two-page inspection form, including signatures.
 - a. When a mobile food inspection is completed outside of the licensing county, the inspection will be counted towards the 90% for the county the mobile is licensed in. The licensing county will be paid for the completed inspection if they achieve 90% completion for inspections in that program.
13. To pay the Contractor the license fees collected in the LBIF for existing bed & breakfast and tourist/vacation home/condominium establishments and to include these establishments in the completion percentage for public sleeping accommodation licenses.
14. To pay the Contractor a clean-up payment at the end of the calendar year. This will pay the Contractor for inspections that were accidentally missed and is not intended to pay for all inspections done throughout the year. These inspection reports are subject for review by the Department.
15. To conduct inspections for pools, spas and other water features if the Contractor has selected the "No" option.
16. To conduct inspections for body art establishments if the Contractor has selected the "No" option.
17. To maintain a record of inspections submitted by the Contractor.
18. To use the Department's database to enter inspection data for reimbursement for inspections.

- a. All inspections must be entered within 30 days of the end of the fourth quarter to receive payment.

B. Plan Reviews

The Contractor agrees:

- 1. To review plan reviews for the following types of establishments within its jurisdiction:
 - a. Retail food establishments
 - b. Wholesale food establishments, not including label and process review
 - c. Public sleeping accommodations
- 2. To review body art plan reviews.
 - Yes, the Contractor agrees to review body art plan reviews within its jurisdiction.**
 - No, the Contractor does not agree to review body art plan reviews within its jurisdiction.**
- 3. To conduct trailer court, campground, work camp, and youth camp plan reviews without the Department.
 - a. The option to review these types of plan reviews without the Department involvement is only available to sanitarians who are contracted with the DEQ per ARM 17.36.116. The Department reserves the right to audit all trailer court, campground, work camp, and youth camp plan review applications and make a final determination prior to issuing a license.

NOTE: If the Contractor selects the “yes” option to review this type of plan review and the sanitarian is not contracted with the DEQ, the Department may terminate this Task Order.

- Yes, the Contractor agrees they have a sanitarian who is contracted with DEQ and agrees to review trailer court, campground, work camp, and youth camp plan reviews within its jurisdiction without the Department.**

Name of sanitarian who will be reviewing: _____

- No, the Contractor does not agree to review trailer court, campground, work camp, and youth camp plan reviews without the Department. They agree to do joint reviews with the Department.**

The Department agrees:

- 4. To conduct wholesale food label and process reviews.
- 5. To conduct trailer court and campground plan reviews in conjunction with the Contractor if the Contractor chooses the “No” option.
- 6. To conduct body art plan reviews if the Contractor chooses the “No” option.
- 7. To conduct plan reviews for pools, spas, and other water features.
 - a. Fees are collected from establishments by the Department for their plan reviews and pre-opening inspections. The pre-opening inspection fee will be released to the Contractor upon completion of the pre-opening inspection, so long as the completed inspection report is received by the Department.
- 8. To provide copies of plan review correspondence to the Contractor, when completed by the Department, for establishments to be inspected by the county sanitarian(s).

C. Other

The Contractor agrees:

- 1. To notify the Department when a sanitarian or the County takes enforcement action that may impact a license.

2. To collect license fees and fill out a license application, complete with an owner signature, for new establishments. The Contractor agrees to mail these together to the Department.
 - a. Any illegible license applications received by the Department will be sent back to the Contractor.
3. To maintain a functioning board of health as required by 50-2-104 of the Montana Code Annotated to be eligible for payment from the Local Board Inspection Fund (LBIF).
4. To participate in peer-to-peer inspector training to assist in training sanitarians who are employed by or contracted with a Montana county, who are outside of their own jurisdiction. The Contractor will provide training to sanitarians in training, or sanitarians beginning to conduct inspections who have limited training. Only DPHHS-standardized or FDA-standardized inspectors may provide the peer-to-peer inspections of retail food establishments. If selecting “yes,” the Contractor is not obligated to provide training and can participate at their discretion, as time and resources allow. Any training must be pre-approved by the Department.
 Yes, the Contractor agrees to participate in peer-to-peer inspector training
 No, the Contractor does not agree to participate in peer-to-peer inspector training

The Department agrees:

5. To provide training, education, technical assistance, and information to Contractor staff.
6. To provide analytical support through Laboratory Services Bureau to county environmental health program staff regarding food safety. In an outbreak or emergency occurs in which the Department cannot provide laboratory support through the Laboratory Services Bureau, it will work closely with relevant regulatory agencies and their laboratories including the CDC, FDA, and USDA.
7. To reimburse the Contractor for expenses paid toward Certified Pool Operator training taken in 2025.
 - a. This is available to the Contractor if the Contractor has opted into conducting inspections of pools, spas, and other water feature establishments for 2025, or plan to do so in 2025.
 - b. To qualify for reimbursement, the Contractor must provide the Department with a copy of the certificate showing proof of passing.
8. To reimburse both parties involved in peer-to-peer training, if the Contractor has selected the “yes” option, as follows:
 - a. If the Contractor is hosting the trainee, the trainee’s County will be reimbursed for lodging, meals, and mileage at the per diem rate listed on the [GSA website](#).
 - b. If the trainee is hosting the Contractor, the Contractor will be reimbursed for lodging, meals, and mileage at the per diem rate listed on the [GSA website](#).
 - c. The Contractor will be reimbursed \$50 per inspection that the trainee participates in, so long as it has been pre-approved by the Department, the completed inspection report(s) is/are received by the Department and an email from the trainee’s county confirming the training was done is received by the Department.

I confirm that the scope of work has been read in full, and I have made selections where needed.

CONTRACTOR

BY: _____
Carbon County Commissioner

Date: _____

ATTACHMENT B

PAYMENT RULES FOR LICENSED ESTABLISHMENTS

The following scenarios describe how in-person inspections will be counted. Any scenarios not covered by these business rules will be evaluated on a case-by-case basis.

Scenario	License Fee(s) paid	Inspection(s) completed	Inspections toward percentage
1	License fee paid	1 or more inspection(s) completed	Counts as 1 inspection
2	License fee paid	0 inspections completed	Counts as 0 inspections
3*	License fee paid	0 inspection completed due to business closing noted on inspection form & change form is submitted	Counts as 1 inspection
4	0 fees paid	Any inspections completed	Counts as 0 inspections
5	2 license fees paid on 1 establishment due to change in ownership	2 inspections performed because of change in ownership	Counts as 2 inspections
6	2 license fees paid on 1 establishment due to change in ownership	1 inspection performed	Counts as 1 inspection
7	License fee paid for pool or spa operated throughout the year	1 full facility and 1 critical point inspection performed	Counts as 1 inspection
8	License fee paid for seasonal pool or spa	1 full facility inspection performed	Counts as 1 inspection

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: Red Lodge Airport Manager

DEPARTMENT: Airport

REPORTS TO: Carbon County Airport Board

SALARY: Clerk Scale

SCHEDULE: Varies

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
- Permanent Seasonal Temporary Grant-Funded Short-Term
- Exempt Non-Exempt

PURPOSE OF THE JOB: The Airport Manager provides management and policy implementation for the Red Lodge Airport.

ESSENTIAL FUNCTIONS:

Implement Airport operations as directed by the Carbon County Joint Airport Board to ensure compliance with existing environmental standards and government regulations. Administer, manage, and supervise contractors involved with the Airport across a wide service area.

Inspect aviation and Airport facilities, including the runway, taxiway, and tie-down areas, and other airport-related facilities ~~including trucks and other equipment, and arrange for corrective maintenance work.~~

~~Snow plowing, with the airport snowplow truck, of ramp and tie down areas and taxiway and runway within 48 hours of the end of snowfall and if ambient temperature is above 0 degrees Fahrenheit.~~

Formatted: Font: (Default) Tahoma

Formatted: Normal, No bullets or numbering

~~Coordinate with airport-based user group(s) to facilitate special events. Establish and maintain communication channels as needed in this regard.~~

Formatted: Normal, Justified

Formatted: Font: (Default) Tahoma

~~Arrange for Notams-File NOTAMS with the FAA and inform the Great Falls Automated Flight Services of regarding runway, taxiway, and general airport conditions based on inspections.~~

Confer with governmental officials, businesses, commercial representatives, and the general public about the development and operation of Airport matters.

Formatted: Font: (Default) Tahoma

CARBON COUNTY MONTANA

JOB DESCRIPTION



Attend regular meetings of the Carbon County Joint Airport Board.

Formatted: Normal, Left, No bullets or numbering

~~Arrange and/or attend meetings and conferences with governmental, civic, and aviation organizations.~~

Formatted: Font: (Default) Tahoma, 12 pt

Maintain good working relationships with pilots, fixed base operators, government agencies, airport organizations, legislators, and community/airport participants.

Formatted: Normal, No bullets or numbering

Must possess excellent communication skills, both orally and in writing, and be able to maintain a professional demeanor in all interactions.

Formatted: Font: (Default) Tahoma

OTHER DUTIES AND RESPONSIBILITIES:

~~Arrange and/or attend meetings and conferences with governmental, civic, and aviation organizations at the direction of the Airport Board members or supervisor.~~

Formatted: Font: (Default) Tahoma

Other duties as assigned.

KNOWLEDGE AND SKILLS:

This job requires knowledge of Federal, State, and local rules and regulations affecting airport operations, current and proposed legislation as it affects airports and air transportation in general, and airport security and safety.

Formatted: Font: (Default) Tahoma

This job requires the ability to organize, manage, and evaluate the operation of an airport facility; interpret and apply local state and federal rules, regulations and ordinances; effectively communicate orally and in writing, and present conclusions before advisory and policy bodies; establish cooperative relationships with the public; establish and maintain effective working relationships with county management personnel, employees, and the public in carrying out sound management policies.

The job requires education and experience equivalent to a combination of training, education and experience that would provide the opportunity to acquire the knowledge and abilities listed. Aviation or related background is highly desirable.

Incumbents are required to undergo a background check as determined by County Policy. Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of Montana to perform the essential job functions of the position.

CARBON COUNTY MONTANA

JOB DESCRIPTION



FISCAL RESPONSIBILITY:

Review monthly airport budget information provided by the County.

In relation to the above essential functions, adhere to the annual airport budget as set by the Airport Board. Prepare and present forms in accordance with Carbon County's Procurement Policy.

EXTENT OF PUBLIC CONTACT:

Extensive contact with the public and other agencies.

WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

- Repetitive Motion: Never Occasionally Frequently Continually
(repeating movements of arms, hands and wrists)
- Talking: Never Occasionally Frequently Continually
(express or exchange ideas verbally)
- Hearing: Never Occasionally Frequently Continually
(perceive sound by ear)
- Seeing: Never Occasionally Frequently Continually
(obtain impressions through the eye)

Activity Level:

- Sedentary
(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)
- Light
(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)
- Medium
(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)
- Heavy
(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)
- Very Heavy
(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

- Formatted: Left, Don't add space between paragraphs of the same style
- Formatted: Font: Bold
- Formatted: Font: (Default) Tahoma
- Formatted: Normal, No bullets or numbering
- Formatted: Justified, Add space between paragraphs of the same style
- Formatted: Font: (Default) Tahoma, 11 pt
- Formatted: Font: Not Bold
- Formatted: Font: (Default) Tahoma

**CARBON COUNTY MONTANA
JOB DESCRIPTION**



Employee Signature

Supervisor Signature

Date

Date

CARBON COUNTY MONTANA JOB DESCRIPTION



FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS:

Formatted: Font: Tahoma