County Council of Howard County, Maryland

2022 Legislative Session

Bill No. 70-2022

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County to add the position of Journey-Skilled Trades; and generally relating to amendments to the Howard County Classification Plan.


By order Michelle Harrod, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to the Charter, the Bill was read for a second time at a public hearing on Oct 17, 2022.

By order Michelle Harrod, Administrator

This Bill was read the third time on Oct 31, 2022 and Passed. Passed with amendments. Failed

By order Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 1 day of Nov, 2022 at 4 p.m.

By order Calvin Ball, County Executive

Approved/Vetoed by the County Executive November 9, 2022

NOTE: [text in brackets] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.
WHEREAS, Section 706 of the Howard County Charter and Section 1.201 of the Howard County Code provide for the adoption of and amendment to the Classification Plan for Howard County, which describes the qualifications, duties, and general requirements for each class of positions within County government; and

WHEREAS, under Section 1.201(c) of the County Code, the Classification Plan, and any amendments thereto, are adopted by the County Council as attachments to the Council Bill through which the County Council exercises its legislative action on the Classification Plan; and

WHEREAS, changes proposed to the Classification Plan include the addition of the position of Journey-Skilled Trades, as shown in the attached Exhibit A.

NOW, THEREFORE,

Section 1. Be It Enacted by the County Council of Howard County, Maryland that the Classification Plan of Howard County is hereby amended to add the position of Journey-Skilled Trades, as shown in the attached Exhibit A to this Bill.

Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland, that this Act shall take effect 61 days after its enactment.
GENERAL DEFINITION
This is skilled trade work at the Journey level. Works includes the installation, repair and maintenance of electrical, plumbing or HVAC-R systems under direction from a technical or administrative supervisor.
Assignments are stable in nature and are carried out in accordance with accepted trades standards and applicable regulations.
Contacts with others are on a routine basis, including contacts with various County personnel.

TYPICAL EXAMPLES OF WORK
Receives work orders for electrical, plumbing or HVAC-R; reads and interprets building plans, blueprints, wiring diagrams, sketches and schematic drawings to perform routine skilled trades work.

Uses a variety of manual and power tools to perform simple projects or assist on major projects to include installation, maintenance and repair.

Troubleshoots electrical circuits and equipment by using appropriate testing devices to locate malfunctions and make repair. Locates and marks buried electrical lines using various tracing devices.

Maintains plumbing systems including sewers, drains, vents, and fixtures in proper sanitary condition; maintains potable water supply systems and winterizes water systems to prevent freezing.

Troubleshoots HVAC-R systems by using appropriate testing devices to locate malfunctions and make repairs. Installs and modifies distribution systems such as sheet metal ducts and other types of conduits.

Prepares and maintains records of material used, work schedule and tasks completed on each project including hazmat refrigerant and other required paperwork.
May operate a bucket truck if required by assignment.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES
Knowledge of the theory and principles of electrical, plumbing or HVAC-R skilled trades at the journey level
Knowledge of occupational hazards associated with the trade and the safety precautions to be followed
Knowledge of testing equipment and methods
Knowledge of all phases of shop mathematics needed to perform skilled trade work
Skill in the use of power and hand tools of the specialized trade
Skill in operating maintenance and construction equipment
Ability to read blueprints, schematics, wiring diagrams and other specifications
Ability to trace, diagnose, repair and maintain systems
Ability to work from scaffolding and high structures
Ability to work in confined spaces
Ability to review the work of apprentices
Ability to lift 50 pounds

MINIMUM EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to completion of the 12th grade
Completion of an approved apprentice program

REQUIRED LICENSES, CERTIFICATES, AND/OR REGISTRATIONS
Class C Maryland driver’s license or equivalent issued by state of residence
Possession of applicable journey license by the State of Maryland

WORKING CONDITIONS
May be exposed to hazardous conditions, extreme heat, fire fumes, asbestos, burns and oil and gas fumes
Exposure to plumbing odors, dirt and hazards of the trade
Exposure to electric shocks; works on power related problems in all types of weather
Subject: Council Testimony and Fiscal Impact Statement

To: Lonnie R. Robbins  
Chief Administrative Officer

Through: Anju A. Bennett  
Human Resources Administrator

From: Stacey Simmons  
Chief, Classification and Pay

Date: September 22, 2022

The Administration is seeking Council approval for a bill amending the classification plan for certain class descriptions and certain educational and experience requirements.

As the Apprenticeship program continues to progress, the classification of Journey-Skilled Trades has been created and added to the Classification Plan. Upon successful completion of the apprenticeship program and obtaining a journey license, participants in the program will move non-competitively to the Journey-Skilled Trades classification.

The changes to the classification plan do not have fiscal impact.

cc: Jennifer Sager
BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on Nov 9, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on ____________, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on ____________, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on ____________, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on ____________, 2022.

Michelle Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on ____________, 2022.

Michelle Harrod, Administrator to the County Council