

Minimum Requirements- Unless otherwise specifically noted, minimum requirements include an equivalent combination of the education and experience listed in the area of the Occupational Class Family. The Human Resources Administrator determines **EDUCATIONAL AND EXPERIENCE** equivalency **AND SUFFICIENCY**.

Preferred Qualifications- Specific education and experience preferences may vary according to the position assignments.

Licenses and Certificates- Depending upon position assignments, one or more of the listed licenses or certificates, or it's equivalent, issued or recognized by the State of Maryland, may be required.

\*- An asterisk after the Code Number indicates that there are bargaining unit positions which are designated for conversion to this title. These positions shall remain in the current title until changed by negotiated agreement or until a negotiated agreement is no longer in effect.

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW  
CLASS FAMILY 1-1. EXECUTIVE ADMINISTRATION &, MANAGEMENT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1119	CHIEF ADMINISTRATIVE OFFICER	Performs executive level administrative work under executive direction, managing daily government operations. Work includes directing major County activities and government services and performing other administrative duties as assigned by the County Executive; and acting as County Executive as required.	As specified by HC Charter	As specified by HC Charter	N/A	E

**OCCUPATIONAL GROUP 1. ADMINISTRATION, MANAGEMENT, & LAW  
CLASS FAMILY 1-3 ADMINISTRATIVE SERVICES &, MANAGEMENT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1307	ADMINISTRATIVE MANAGER	Performs senior administrative work, which may include supervision, under general supervision from an administrative or technical superior. Work includes directing and coordinating significant departmental administrative programs, preparing and monitoring complex budgets and performing management studies to effect efficiency and cost-effective operations.	Bachelor Degree	6 Years	N/A	E
1306	ASSISTANT ADMINISTRATOR	Performs advanced administrative work, which may include supervisory responsibilities, under supervision from an administrative superior. As directed, assists in the overall management of the human resources program and directly supervises one or more major functional activities such as benefits and records administration, classification and pay, or recruitment and selection.	Bachelor Degree	5 Years	N/A	E
1305	SENIOR ADMINISTRATIVE ANALYST	Performs advanced professional level administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes the analysis and coordination of complex administrative matters; researching, reviewing, and analyzing legislative, budget, personnel, purchasing and policy issues; and supervising one or more major functional office programs or activities.	Bachelor Degree	4 Years	[[N/A]] CERTIFICATION AS A PUBLIC PURCHASING OFFICER OR PROFESSIONAL PUBLIC BUYER	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
1403 *	OFFICE ASSISTANT II	Performs administrative support work under general supervision from an administrative or technical superior. Work may include organizing, storing and maintaining records and books; processing mail; transcribing data using data entry and verifying equipment; and a variety of clerical and manual tasks, such as carrying mail, messages, documents, and other materials; preparing materials for mailing; and operating automotive equipment.	High School Diploma or GED	1 Year	Class C Driver's License MILES/NCIC Authoriza- tion	N
1401	OFFICE ASSISTANT I	Performs entry level administrative support work under general supervision from a technical or administrative superior. Work includes performing basic data entry typing and related clerical tasks and routine public service functions.	High School Diploma, [[or]] GED OR HIGH SCHOOL CERTIFICATE	0 Year		N

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY  
CLASS FAMILY 2-5 FIRE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2519	CHIEF, FIRE & RESCUE SERVICES	Performs executive level fire and rescue operations work under executive direction. Work includes directing the general operation of the Department of Fire and Rescue Services, advising the County Executive and County Council on related issues, and developing the departmental and related capital budget program.	Bachelor Degree	10 Years	N/A	E
2518	MEDICAL DIRECTOR	Provides oversight and consultative services to emergency medical service (EMS) operations of the Department of Fire and Rescue services. Conducts audits, reviews protocols, develops training, evaluates certifications, may participate in pre-hospital care, and ensures county compliance with COMAR and MIEMSS.	Doctorate Degree	5 years of Board Certified experience in emergency medicine	Licensed by the State of Maryland to practice medicine	E
2517	DEPUTY CHIEF	Performs advanced administrative fire and rescue operations work under executive level direction. Work includes managing assigned groups of departmental personnel as established by the Chief of Fire and Rescue Services and acting as the Chief during absences. Work also includes assisting the Chief of Fire and Rescue Services in establishing departmental policies, goals, objectives, and budgets.	Bachelor Degree	8 Years	Class C [[Maryland]] Driver's License	E

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2515	ASSISTANT CHIEF	Performs mid-management and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes responsibility for the efficient operation of a major bureau within the Department of Fire and Rescue Services and assisting in formulating and implementing departmental goals and objectives. Work also includes monetary responsibility for preparation and monitoring of bureau budgets.	High School Diploma or GED and 90 college credits EFF. FY 2017 BACHELORS DEGREE (NO EXP. EQUIVALENCY)	Serve satisfactorily for 1 year at the level of a Howard County Fire Captain EFF. FY 2017 SERVE SATISFACTORILY FOR 7 YEARS AT THE LEVEL OF A HCDFRS FIRE CAPTAIN OR BATTALION CHIEF	General Order #100.04 [[License and Certification Maintenance.]] POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	E
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	High School Diploma or GED and 60 college credits EFF. FY 2017 90 COLLEGE CREDITS (NO EXP. EQUIVALENCY)	Serve satisfactorily for 1 year as a HCDFRS Fire Captain EFF. FY 2017 SERVE SATISFACTORILY FOR 3 YEARS AS A HCDFRS FIRE CAPTAIN	General Order #100.04 [[License and Certification Maintenance.]] POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	E

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2511	FIRE CAPTAIN	Performs supervisory and advanced level fire and rescue operations work, at the first line supervisory level, under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment. May participate in other department programs such as training or inspections.	High School Diploma or GED and 30 college credits EFF.11/1/2016 ASSOCIATES DEGREE OR ACTIVE STUDENT WITH 75 CREDITS (NO EXP. EQUIVALENCY)	Served satisfactorily for 1 year as Firefighter  Lieutenant EFF.11/1/2016  SERVED SATISFACTORILY FOR 2 YEARS AS A HCDFRS  FIRE FIGHTER  LIEUTENANT	[[General Order 100.04 License and Certification Maintenance.]] General Order #100.04 [[License and Certification Maintenance.]]  POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	E
2507 *	FIRE FIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include occasional supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher ranking officer. Work also includes skilled tasks in response to fire, rescue and medical emergencies.	High School Diploma or GED and 15 college credits EFF.11/1/2016 45 COLLEGE CREDITS (NO EXP. EQUIVALENCY)	4 Years of service in The HCDFRS at the rank of FF Trainee or above EFF.11/1/2016  SERVED SATISFACTORILY FOR 4 YEARS AS A HCDFRS  FIRE FIGHTER	[[General Order 100.04 License and Certification Maintenance.]] General Order #100.04 [[License and Certification Maintenance.]]  POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES	E/N

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No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2506	MASTER FIREFIGHTER/HVO	Performs advanced technical level fire and rescue operations work at the Master Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED  And meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	[[General Order 100.04 License and Certification Maintenance.]] General Order #100.04 [[License and Certification Maintenance.]]  <b>POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES</b>	E/N
2505 *	MASTER FIRE FIGHTER	Performs advanced technical level fire and rescue operations work, under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED  and meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	[[General Order 100.04 License and Certification Maintenance.]] General Order #100.04 [[License and Certification Maintenance.]]  <b>POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES</b>	N
2504	FIRE FIGHTER/HVO	Performs intermediate technical level fire and rescue operations work at the Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED  And meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	[[General Order 100.04 License and Certification Maintenance.]] General Order #100.04 [[License and Certification Maintenance.]]  <b>POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES</b>	N

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2503 *	FIRE FIGHTER	Performs intermediate technical level fire and rescue operations work under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED  and meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	[[General Order 100.04 License and Certification Maintenance.]] General Order #100.04 [[License and Certification Maintenance.]]  <b>POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES</b>	N
2501 *	FIREFIGHTER RECRUIT	Performs probationary level fire and rescue operations work under close supervision from a technical superior. Work includes learning basic fire fighting, emergency vehicle driving, and rescue and emergency medical techniques and methods. Work also includes acting as a member of a fire fighting crew, ambulance or rescue team; and operating fire, rescue or emergency medical equipment as directed. <b>CONTINUED EMPLOYMENT IS CONTINGENT UPON THE INCUMBENT BEING RECLASSIFIED AS FIREFIGHTER.</b>	High School Diploma or GED  Graduated from fire academy approved by the Howard County Chief of Fire and Rescue Services	Minimum Age of 18 Years	[[General Order 100.04 License and Certification Maintenance.]] General Order #100.04 [[License and Certification Maintenance.]]  <b>POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES</b>	N
2500 *	FIREFIGHTER TRAINEE	Performs entry level and probationary fire and rescue services work. An employee in this class attends training academy and trains to perform fire and rescue operations.  <b>THIS IS A TRAINING CLASSIFICATION AND CONTINUED EMPLOYMENT IS CONTINGENT UPON THE INCUMBENT BEING RECLASSIFIED AS FIREFIGHTER RECRUIT.</b>	High School Diploma or GED	Minimum Age of 18 Years	[[General Order 100.04 License and Certification Maintenance.]] General Order #100.04 [[License and Certification Maintenance.]]  <b>POSITION REQUIREMENTS – LICENSES, CERTIFICATIONS, EXPERIENCE AND EDUCATION PREREQUISITES</b>	N



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5201	HUMAN SERVICES AIDE	Performs entry level human services work under regular supervision from a technical superior. Work includes assisting a center director in the daily operation of a daytime program in a group setting.	High School Diploma, [[or]] GED OR HIGH SCHOOL CERTIFICATE	0 yrs.	N/A	N
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## PARKS MAINTENANCE WORKER

3011

H5

### GENERAL DEFINITION

This is semi-skilled manual work in the maintenance of park lands and related facilities and structures. Work involves the use of a variety of tools and equipment and the application of basic horticultural and landscaping principles.

Work is performed with general supervision from a crew leader. An employee in this class works with others to accomplish an assigned part of Park operations in grounds maintenance, sports field preparation, construction, or park-site management. Assignments are stable in nature and are carried out in accordance with instructions and established routines. Work may include considerable public contact.

### TYPICAL EXAMPLES OF WORK

Operates a variety of equipment such as; riding mowers, tractors, weed-eaters, and chain saws to plant, water, spray, cultivate, fertilize and cut park lands and athletic facilities.

**MAY OPERATE MOTOR VEHICLES WITH TRAILERS THAT EXCEED 10,000 POUNDS GVWR, OR WITH COMBINATION GVWR EXCEEDING 26,000 POUNDS.**

Assists in the installation of recreation apparatus such as signs, fences, bleachers, goal posts and back stops.

Assists in the construction and maintenance of park facilities and related structures such as retaining walls, sidewalks, steps, picnic tables, grills and pathways.

Performs a variety of semi-skilled plumbing, carpentry, painting and electrical work in the maintenance of park buildings.

Assists in the layout, construction and dressing of athletic fields.

Clears brush, debris, and trees and feeds chipper.

Lays sod; trims weeds, mulches, aerifies, limes, and otherwise prepares turf. Uses chain saw and tools to remove tree limbs and trees.

Performs routine maintenance on power equipment including lubrication, cleaning and sharpening.

Loads and unloads fertilizer, mulch, etc., and drives standard shift trucks to haul materials to job site.

Assists in pesticide and fertilizer application.

Shovels snow and spreads salt.

May be required to deal directly with the public at a park site.

May direct the work of lower level employees.

May be assigned to a small park site and oversee the daily maintenance activities required at that location.

Performs other duties as assigned or required.

## PARKS MAINTENANCE WORKER

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### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

Knowledge of the methods, techniques and standard practices of landscaping, resource management and park management.

Knowledge of the use and application of agricultural chemicals and fertilizers.

Knowledge of basic horticultural practices, i.e. - pruning, weeding, plant identification.

Skill in the operation of hand and power tools.

Ability to understand and follow oral and written instructions.

Ability to perform heavy labor for prolonged periods of time, often under adverse weather conditions.

Ability to compute weights and fees and to maintain records and prepare reports.

Ability to maintain effective relationships with the public.

### **MINIMUM EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to completion of the 10th grade plus 1 year of experience in landscaping, park maintenance, or a related field; or, completion of course work in horticulture or park/resource management plus 1 year of general laboring experience.

### **REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS**

Possession of a valid Maryland Class C driver's license. This license must be valid as long as the individual is employed in this class.

Possession of a valid class "B" OR CLASS "A" Commercial Driver's License may be required depending upon job assignment, and must be obtained within department time frames and maintained during tenure of employment.

### **WORKING CONDITIONS**

Subject to hazards of working at construction sites and around heavy equipment; exposure to pesticides, fertilizers and adverse weather conditions.

Class Established: July 1985

Revised: April 2012

## PARKS MAINTENANCE SPECIALIST

3012

H7

### GENERAL DEFINITION

This is specialized park maintenance which typically involves skilled manual work at the crew leader level in the maintenance of park lands, government properties and related facilities and structures. Work involves operating equipment and vehicles and the use of a variety of tools and the application of regulated horticultural and landscaping practices. Work includes performing skilled grounds maintenance tasks and directing subordinate crew members or outside contractors as assigned by the supervisor. Operates dump trucks, tractors with attachments, small motor grader and other medium duty construction equipment in the completion of parks and grounds maintenance.

Work is performed with general supervision from a technical superior. Assignments are stable in nature and are carried out in accordance with accepted laboring and equipment operation standards and applicable regulations. An employee in this class provides park security services or operates equipment and oversees others to accomplish an assigned part of park or grounds operations in grounds maintenance, sports field preparation, construction or park-site management. Work may include considerable public contact.

### TYPICAL EXAMPLES OF WORK

Directs a crew performing park maintenance activities such as grounds and turf maintenance, sports field preparation, and construction; assigns tasks, reviews work in progress, paces work according to schedule, and ensures application of required work standards.

With approval, may schedule and oversee the work of outside contractors performing grounds maintenance work, requisitioning materials and equipment or verifying such purchases and delivery by others.

Operates vehicles and equipment such as dump trucks, gang reel mower, tractors, motor grader, back-hoe, front end loader, blowers, chain saws, hand power tools and all other Bureau equipment. **MAY OPERATE MOTOR VEHICLES WITH TRAILERS THAT EXCEED 10,000 POUNDS GVWR, OR WITH COMBINATION GVWR EXCEEDING 26,000 POUNDS.**

Inspects and performs minor routine maintenance on equipment and tools.

Operates forklift to load and unload heavy materials; manually loads and unloads other materials.

Performs semi-skilled plumbing, electrical, painting and carpentry work in the maintenance of park lands and facilities.

Performs skilled landscaping and horticultural tasks necessary for park or other government grounds maintenance; prepares soils; selects fertilizers and determines amount to apply, maintains ornamental plantings, measures pesticides and uses pesticide application equipment.

Demonstrates equipment operation and appropriate landscaping, horticultural or park operations techniques.

Performs minor repairs to watering systems and equipment used in maintaining

## PARKS MAINTENANCE SPECIALIST

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park or government grounds.

Uses instruments to determine slope and grade and ensures sports fields and diamonds are lined and prepared according to official standards.

Constructs and installs a variety of recreation apparatus.

May be assigned to a Park site of intermediate acreage and activities and oversee all daily park maintenance required at that location.

May operate more complex equipment on occasion.

May be required to deal directly with the public at a work site.

Performs other duties as assigned or required.

### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

Considerable knowledge of park and grounds maintenance procedures and practices.

Considerable knowledge of park and facility usage regulations.

Considerable knowledge of the use and application of agricultural chemicals and fertilizers.

Considerable knowledge of basic horticultural practices, i.e. seeding, transplanting, pruning, weeding, plant identification.

Knowledge of the principles and practices of motor equipment operation.

Knowledge of reading blueprints and contract maps.

Some knowledge of the component parts of motor equipment and hand and power tools and their functions.

Working knowledge of basic watering operations.

Working knowledge of basic parks maintenance and construction.

Working knowledge of County geography.

Skill in the safe and efficient operation of motorized equipment such as dump truck, crew truck, back hoe, tractors and other equipment of similar complexity.

Ability to fill out daily work orders and maintain records.

Ability to communicate with the public in resolving routine inquiries and complaints .

Ability to act calmly and decisively in non-routine situations.

Ability to operate two-way radios and administer first aid.

Ability to direct the activities of a work crew or crews.

Ability to learn requirements and procedures for responsive action to inquiries and complaints during non-working hours.

Ability to learn the operation of mechanical equipment such as forklifts, back hoes, graders, front end loaders, and other heavy construction equipment.

Ability to establish and maintain effective working relationships with associates and the public.

### **MINIMUM EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to completion of the 12th

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grade plus 2 years of experience in landscaping, park maintenance, or a related field; or, completion of an associate's degree program in horticulture or park/resource management plus some experience requiring the use of hand tools and motor equipment.

### **REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS**

Possession of a valid Maryland Class C driver's license. This license must be valid as long as the individual is employed in this class.

Possession of a valid class "B" OR CLASS "A" Commercial Driver's License may be required depending upon job assignment, and must be obtained within department time frames and maintained during tenure of employment.

Possession of a Maryland Professional Pesticide Applicator's Certificate, if required by work assignment.

### **WORKING CONDITIONS**

Subject to hazards of working at construction sites and around heavy equipment; exposure to pesticides, fertilizers and weather conditions.

Class Established: July 1985  
Revised: July 1994  
Revised: July 1995  
Revised: July 1999  
Revised: July 2007  
Revised: April 2012

## PARKS MAINTENANCE LEADER

3013

H8

### GENERAL DEFINITION

This is technical park and facility maintenance work at the senior crew leader level. Work includes assisting a parks supervisor with the overall management of a division within the parks bureau and major responsibility for one or more operational programs within the division. Work involves the application of horticultural and landscaping principles and practices, equipment operation, and overseeing full and part-time staff.

Work is performed with general supervision from a technical supervisor. Assignments are stable in nature and are carried out in accordance with accepted laboring and equipment operation standards and applicable regulations. An employee in this class works with others to accomplish sportsfield preparation, facility maintenance, parkland construction, landscaping and grounds maintenance, and other construction and maintenance programs.

Work includes responsibility for some budget input regarding assigned programs and general recordkeeping duties. Work may include considerable public contact.

### TYPICAL EXAMPLES OF WORK

Oversees assigned aspects of bureau-wide park maintenance programs; directs subordinate crew leaders or crew members in sportsfield preparation, parkland construction projects, janitorial and building maintenance, landscaping, and special projects.

Participates with supervisor in managing a division; completes time sheets, requisitions, and progress reports; provides input into budget preparation and employee; assists in program planning, estimating materials, and scheduling work; and substitutes for the supervisor during absences.

Operates vehicles and equipment such as gang reel mower, tractors, motor grader, back-hoe, front end loader, dump trucks, and all other bureau vehicles and equipment. **MAY OPERATE MOTOR VEHICLES WITH TRAILERS THAT EXCEED 10,000 POUNDS GVWR, OR WITH COMBINATION GVWR EXCEEDING 26,000 POUNDS.**

Performs routine maintenance on equipment and tools.

Performs skilled landscaping, building maintenance, construction, and sportsfield preparation tasks as appropriate for the unit to which assigned.

Demonstrates methods, techniques, and operations to subordinate crew members.

May be required to deal directly with the public at a park site.

Performs other duties as assigned or required.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of grounds and facilities maintenance as related to recreation and parks.

## PARKS MAINTENANCE LEADER

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Considerable knowledge of the tools, equipment, materials and supplies used in parks construction and maintenance work.

Considerable knowledge of horticultural principles and practices and the application of agricultural chemicals and fertilizers.

Knowledge of the principles and practices of motor equipment operation.

Knowledge of preventive maintenance and routine care of tools and motor and mechanical equipment.

Ability to direct the activities of a work crew or crews.

Ability to maintain records and reports.

Ability to estimate materials, supplies, tools, equipment and man hours needed to complete assigned tasks.

Ability to communicate both orally and in writing.

Ability to establish and maintain effective working relationships with associates and the public.

### **MINIMUM EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to an associate's degree in park or resource management or a closely related field plus 1 year of experience in park operations or, 4 years of increasingly responsible work in park operations, of which at least 1 year has been at the crew leader level.

### **REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS**

Possession of a valid Maryland class C driver's license required.

Possession of a valid class "B" or CLASS "A" Commercial Driver's License may be required depending upon job assignment, and must be obtained within department time frames and maintained during tenure of employment.

Possession of a Maryland Professional Pesticide Applicator's Certificate, if required by work assignment.

### **WORKING CONDITIONS**

Subject to hazards of working at construction sites and around heavy equipment; exposure to pesticides, fertilizers and adverse weather conditions.

Class Established: July 1985

Revised: July 1987

Revised: July 1995

Revised: April 2012



## UTILITY WORKER IV

9624 H7

### GENERAL DEFINITION

This is skilled work at the crew leader level involving the driving of heavy trucks and the operating of heavy motor and construction equipment, complex mechanical equipment, and hand and power tools. Work includes manipulating a variety of complex controls simultaneously or non-simultaneously with the operation of the basic vehicle, providing routine and preventive maintenance to equipment, performing skilled laboring tasks when not operating motor equipment, and directing the activities of a crew of laboring and/or motor equipment personnel performing routine tasks.

Work is performed with general supervision from a supervisor or senior crew leader. Assignments are stable in nature and are carried out in accordance with accepted laboring and equipment operation standards and applicable regulations. An employee in this class may operate equipment and manual and power tools, and works with others on road, water and sewer, and other construction and maintenance activities.

The work includes proper operation and maintenance of equipment. Contacts with the public are routine and include answering inquiries or responding to complaints.

### TYPICAL EXAMPLES OF WORK

Operates back hoe in digging ditches and installing water, sewer, and drainage pipe; drives a tractor-trailer and hauls equipment to job site; operates forklift to load and unload heavy materials; manually loads and unloads other materials; operates compressors, trenchers, tamping machines and other such equipment, as needed by work assignment.

**MAY OPERATE MOTOR VEHICLES WITH TRAILERS THAT EXCEED 10,000 POUNDS GVWR, OR WITH COMBINATION GVWR EXCEEDING 26,000 POUNDS.**

Performs skilled construction and maintenance work as needed by unit to which assigned.

Directs a crew assigned by the supervisor to such jobs as excavation, sewer clean out, TV inspection and grouting, road resurfacing, water meter installations and meter reading, laying pipe, tree maintenance, and a variety of other operations.

Directs a crew in performing routine inspections and maintenance on water and sewer pumping stations, water tanks and other water and sewer facilities.

Interprets elementary control wiring diagrams for water and sewer pumping stations, tanks, etc. to identify causes of facility malfunctions.

Reads blueprints and contract maps, operates M-scope when needed to accomplish portions of a construction or maintenance project; demonstrates methods and techniques of such tasks and of general laboring and motor equipment operation activities; trains subordinate crew members in equipment operations, in trades practices, and in care and use of tools and materials.

## UTILITY WORKER IV

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Observes instruments while vehicle is in operation; takes routine corrective action if malfunction is noted; inspects vehicles for loose parts, damaged or worn tires and other items affecting safe equipment operation; performs routine and preventive maintenance as established by unit.

Performs work assigned from work orders; completes job sheets, time sheets, and installation cards.

Performs on-call services on a 24-hour basis.

Performs other duties as assigned or required.

### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

Considerable knowledge of principles, practices, methods, techniques, hazards and safety rules and regulations of laboring and motor equipment operations and activities as they relate to heavy construction and maintenance work for water and sewer facilities and meter installations and repairs.

Considerable knowledge of the geography of the County.

Knowledge of tools, equipment, materials, and supplies used in heavy construction and maintenance work.

Knowledge of the functions, operation, and routine care and maintenance of a variety of wheeled and tracked motor equipment both on and off the highway, mechanical equipment, manual and power tools.

Skill in the safe and efficient operation of heavy and/or complex motor equipment and tools.

Skill in the efficient use of and care for manual and power tools.

Ability to service wheeled and tracked motor equipment.

Ability to read blueprints and contract maps.

Ability to understand and follow oral and written instructions, directions, and traffic signals.

Ability to maintain records and complete reports of activities.

Ability to perform heavy labor for prolonged periods of time, often under adverse weather conditions.

Ability to establish and maintain effective working relationships with associates.

Ability to direct the activities of a laboring or motor equipment operation crew.

Ability to perform on-call services on a 24-hour basis.

### **MINIMUM EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to completion of the tenth school grade and three years of progressively responsible general laboring work, some of which has included crew leader responsibility or the operation of large dump trucks or other motor equipment of the same complexity.

## UTILITY WORKER IV

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### **REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS**

Possession of a valid class "B" OR CLASS "A" Commercial Driver's License may be required depending upon job assignment, and must be obtained within department time frames and maintained during tenure of employment.

May be required to obtain a Tree Expert license issued by the State of Maryland, Department of Natural Resources, if required by work assignment.

### **WORKING CONDITIONS**

Subject to hazards of working at construction sites, around heavy equipment and on or near heavily trafficked highways; exposure to adverse weather conditions.

Class Established: July 1980

Revised: July 1981

Revised: July 1983

Revised: July 1985

Revised: July 1992