

County Council of Howard County, Maryland

2018 Legislative Session

Legislative day # 12

RESOLUTION NO. 127 - 2018

Introduced by: Chairperson at the request of the County Executive

A RESOLUTION confirming the appointment of Matthew Burns to the Personnel Board.

Introduced and read first time on September 4, 2018.

By order Jessica Feldmark
Jessica Feldmark, Administrator to the County Council

Read for a second time and a public hearing held on September 17, 2018.

By order Jessica Feldmark
Jessica Feldmark, Administrator to the County Council

This Resolution was read the third time and was Adopted , Adopted with amendments , Failed , Withdrawn by the County Council on October 1, 2018.

Certified by Jessica Feldmark
Jessica Feldmark, Administrator to the County Council

NOTE: [[text in brackets]] indicates deletions from existing language; TEXT IN SMALL CAPITALS indicates additions to existing language. Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.

Matthew Burns

PROFESSIONAL PROFILE

Driven and organized team-oriented professional with sales experience and focused on staff development and growth. Trustworthy and dedicated to the current job assigned, with a continuous goal to provide the customer with the best possible experience. Also looking to grow and improve with new experiences and responsibilities.

WORK EXPERIENCE

Utility Worker III

December 2017 – Present

Howard County Government, Department of Public Works/Utilities

- Demonstrate good writing skills in the ability to provide detailed, concise and understandable inspection reports.
- Organize multiple files and records in such a manner as to be able to retrieve archived information in a reasonable time frame.
- Takes control of situations when a supervisor or Utility 4 isn't around and makes sure that the job is completed safely and in a timely manner.
- Sets up work zone traffic control.
- Performs initial and follow-up inspection/coordination to ensure that required maintenance is performed.
- Insures accuracy of information regarding type, location, function, and condition of facilities in Hanson and GIS.
- Works and repairs several different brands of fire hydrants.
- Knows the components and procedure of fire hydrant repairs.

Utility Worker II

June 2017 – December 2017

Howard County Government, Department of Public Works/Utilities

- Knowledge with reading and understanding 100 blueprints and contracts.
- Uses a hand held computer/mental detector to locate property water and sewer clean outs.
- Has assisted in regrading an area around a meter pit, water stand pipe, man hole and fire hydrant.
- Has operated 10 ton, 5 ton and 1 ton dump trucks for daily job requirements including but not limited to: hauling stone/ concrete, top soil, black top, salt and plowing snow.

Utility Worker II

October 2015 – June 2017

Howard County Government, Department of Public Works/Highways

- Can operate more complex motor equipment, hand tools, and power tools; may direct and instruct other employees in the safe use of motor equipment, hand tools, power tools, and related work (i.e. loader, roller, skid loader and chipper).
- Can perform all types of semiskilled manual tasks such as: painting, raking and shoveling stone, mixing cement, flagging traffic, mulching and seeding, operating jack hammer, and laying brick in highway related maintenance tasks.
- Can operate a snow plow and salt spreader Can safely sets up work zone traffic control for highway maintenance crews.

Landscape Specialist**June 2013 – October 2015***Columbia Association, Community Building and Sustainability Department*

- Responsible for planting and maintaining a variety of annuals, perennials, trees and shrubs
- Accountable for ensuring all irrigation systems are properly working
- Able to operate a skid loader (with a variety of attachments), articulator, back hoe, mini excavator, and rotational tiller

Land Maintenance Worker**July 2011 – June 2013***Columbia Association, Open Space Department*

- Responsible for the up keep of property owned by the Columbia Association
- Assisted in monthly inspections of maintenance equipment to ensure safety standards were maintained

Operations Supervisor**August 2010 – April 2011***Brunswick Corporation, Normandy Location*

- Responsible for cash handing procedures, including payment receipts, deposits and payment delinquencies follow ups
- Overlooked lane utilization to account for all parties, leagues, rentals, and open play
- Ensured staff were providing the best customer service possible
- Assisted in scheduling and managing twenty employees

General Manager of the Columbia Swim Center**September 2007 – June 2010***Columbia Association, Aquatics Department*

- Tracked and processed multiple purchase orders, vendor payments and project costs
- Responsible for the receipt, tracking, deposits, and control of payments
- Processed payroll for up to 350 team members bi-weekly for the entire Aquatics Department
- Scheduled and supervised fifty part-time team members

VOLUNTEER SERVICE**AmeriCorp****September 2005 - February 2006***National Civilian Community Corp (NCCC)*

- Responded to two natural disasters (Hurricane Katrina and Hurricane Rita)
- Completed work based on project needs, including community outreach, development of emergency plans, tutoring students, cleaning up streams
- Worked with a team to complete all projects and tasks