

Introduced 10.3.2022
Public Hearing 10.17.2022
Council Action 10.31.2022
Executive Action 11.09.2022
Effective Date 01.09.2023

County Council of Howard County, Maryland

2022 Legislative Session

Legislative Day No. 14

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.

Introduced and read first time Oct 3, 2022. Ordered posted and hearing scheduled.
By order Michelle Harrod
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
Michelle Harrod, Administrator

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

By order Michelle Harrod
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 1 day of Nov, 2022 at 4:00 a.m./p.m.

By order Michelle Harrod
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive November 9, 2022

Calvin Ball
Calvin Ball, County Executive

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.

1 **WHEREAS**, Section 706 of the Howard County Charter and Section 1.201 of the
2 Howard County Code provide for the adoption of and amendment to the Classification Plan for
3 Howard County, which describes the qualifications, duties, and general requirements for each
4 class of positions within County government; and
5

6 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
7 amendments thereto, are adopted by the County Council as attachments to the Council Bill
8 through which the County Council exercises its legislative action on the Classification Plan; and
9

10 **WHEREAS**, changes proposed to the Classification Plan include the addition of the
11 position of Journey-Skilled Trades, as shown in the attached Exhibit A.
12

13 **NOW, THEREFORE,**
14

15 ***Section 1. Be It Enacted** by the County Council of Howard County, Maryland that the*
16 *Classification Plan of Howard County is hereby amended to add the position of Journey-Skilled*
17 *Trades, as shown in the attached Exhibit A to this Bill.*
18

19 ***Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland,*
20 *that this Act shall take effect 61 days after its enactment.*

JOURNEY-SKILLED TRADES

9524

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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





Howard County

Internal Memorandum

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
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