

Introduced _____

Public Hearing _____

Council Action _____

Executive Action _____

Effective Date _____

County Council Of Howard County, Maryland

2016 Legislative Session

Legislative Day No. 5

Bill No. 25 -2016

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

AN ACT amending the Classification Plan for Howard County; amending certain class descriptions; providing for the application of this Act; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time _____, 2016. Ordered posted and hearing scheduled.

By order _____
Jessica Feldmark, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on _____, 2016.

By order _____
Jessica Feldmark, Administrator

This Bill was read the third time on _____, 2016 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ___ day of _____, 2016 at ___ a.m./p.m.

By order _____
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive _____, 2016

Allan H. Kittleman, 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**, this amendment to the Classification Plan:

- 7 1. Amends the classification description for the position of Director of Citizen
8 Services, Human Services Manager II, Human Services Manager I, Human
9 Services Supervisor and Human Services Specialist III due to recent changes
10 adopted by the passage of Council Bill No. 12-2016; and
- 11 2. Amends the definition, minimum education and experience and required licenses
12 for the position of Motor Equipment Mechanic II.

13
14 **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any
15 amendments thereto, are adopted by the County Council as attachments to the Council Bill
16 through which the County Council exercises its legislative action on the Classification Plan.
17

18 **NOW, THEREFORE,**

19
20 *Section 1. Be It Enacted by the County Council of Howard County, Maryland that it adopts*
21 *amendments to the Classification Plan of Howard County, as attached to this Bill.*
22

23 *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,*
24 *that this Act shall apply beginning with the first pay date after July 1, 2016.*
25

26 *Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland,*
27 *that this Act shall become effective 61 days after its enactment.*

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./ Cert.	FLSA
5218	DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT	Performs executive housing and community development work under executive direction. Directs the activities of the Department of Housing and Community Development. Plans and monitors programs and activities. Establishes policy and procedures and oversees budgets and grants.	Bachelor Degree	8 yrs.	N/A	E
5217	DIRECTOR OF [[CITIZENS SERVICES]] COMMUNITY RESOURCES AND SERVICES	Performs executive level human services work under executive direction. Work includes directing the general operation of the Department of [[Citizen Services]] COMMUNITY RESOURCES AND SERVICES, advising the County Executive and County Council on related issues, and developing and monitoring the related capital budget and grants program.	Bachelor Degree	8 yrs.	N/A	E
5215	HUMAN SERVICES MANAGER II	Performs advanced administrative human services work under executive level direction. Work includes administrative work directing the activities of the Office of Human Rights or the Office On Aging AND INDEPENDENCE, or assisting the Director in supervising the activities of the Department of [[Citizens Services]] COMMUNITY RESOURCES AND SERVICES or the Department of Housing and Community Development. Work includes planning, organization, coordination, and direction of human services or housing programs, and preparing and administering budgets and grants.	Bachelor Degree	5yrs.	N/A	E

5213	HUMAN SERVICES MANAGER I	Performs management and advanced level human services work under executive level direction. Work includes directing the activities of an office or agency providing human services in such areas as consumer PROTECTION[[affairs or]], workforce development, CHILDREN AND FAMILIES, OR COMMUNITY PARTNERSHIPS. Work includes establishing and implementing programs and procedures; planning, preparing and monitoring budgets; supervising and training staff; and maintaining liaison with outside agencies.	Bachelor Degree	5 yrs.	N/A	E
5212	HUMAN SERVICES SUPERVISOR	Performs advanced professional level human services work, which may include supervisory responsibility, under general supervision from a senior manager. Work typically includes supervision of a Division within the Department of [[Citizens Services]] COMMUNITY RESOURCES AND SERVICES providing a major grouping of citizen services involving multiple sites, such as senior centers, or providing guided access to a broad array of supportive social and health services and resources for target populations. Work may also include negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies in support of programs.	Bachelor Degree	4 yrs.	N/A	E
5211	HUMAN SERVICES SPECIALIST III	Performs advanced professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work typically includes administrative support of a Division within the Department of [[Citizens Services]] COMMUNITY RESOURCES AND SERVICES; supervision over a major phase of citizen services delivery for the department; and planning, implementing, and evaluating program policies and procedures. Work also includes negotiating and administering grants; preparing budgets; designing instruments for use in data gathering; and contacts with public, health, and social service agencies.	Bachelor Degree	3 yrs.	N/A	E

MOTOR EQUIPMENT MECHANIC II

9582

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GENERAL DEFINITION

This is skilled, [[automotive mechanic]] **AUTOMOTIVE/EQUIPMENT MECHANICAL** trades work at the master mechanic level. Work includes training and assisting less skilled workers and performing major **EQUIPMENT/VEHICLE** [[automotive equipment]] repairs.

Work is performed with general supervision from an administrative superior.

Assignments are stable in nature and are carried out in accordance with accepted trades standards and applicable regulations. An employee in this class performs highly complex **EQUIPMENT/VEHICLE** [[automotive equipment]] repairs to provide efficient automotive operations.

Contacts with others are on a routine basis, including contacts with outside vendors, engineers, and various County employees.

TYPICAL EXAMPLES OF WORK

Performs extensive diagnostic testing of malfunctioning equipment; troubleshoots, disassembles, repairs, rebuilds or replaces such parts as engines, transmissions, drive-trains, electrical and hydraulic systems, rear-ends, electronic and computer controls, port throttle body fuel injection, and other complex components.

May assign repair work to other shop personnel; inspects finished maintenance and repair jobs to ensure quality of work.

May set up preventive maintenance schedule for assigned vehicles and assist in determining repair priorities.

Performs repairs on heavy automotive equipment including trucks, grade-allers, bulldozers, and other wheeled and tracked vehicles, and their related mechanical and hydraulic accessories.

Performs welding and burning jobs as assigned.

Keeps records of work accomplished by unit, materials and supplies used, time and labor costs, and similar work activities.

Performs engine overhauls on large and small motors.

Checks and repairs electrical systems.

Installs clutches and performs complete brake jobs.

Installs and repairs electrical emergency warning devices.

Installs snow removal equipment on trucks and related equipment.

Road tests vehicles and performs complete safety inspections.

Coordinates the work of others in the shop; trains personnel assigned to the shop.

Receives materials and supplies and verifies shipments.

Performs other duties as assigned or required.

MOTOR EQUIPMENT MECHANIC II

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the state of the art methods, materials, tools, and practices of the automotive equipment mechanic trade.

Thorough knowledge of the hazards and safety precautions of the work.

Knowledge of time and labor necessary to accomplish automotive equipment repairs.

Knowledge of engine theory and operation (gasoline, diesel, air, hydraulic, and water).

Knowledge of diagnostic testing of automotive, hydraulic, hydrostatic and electrical, electronic and computer control systems.

Knowledge of the time and labor necessary to accomplish automotive equipment repairs.

Skill in locating and determining the cause of automotive equipment malfunctions.

Skill in effecting repairs of malfunctioning equipment.

Skill in the use and care of tools employed in the automotive mechanic trade. Ability to use cutting torch and handle minor welding jobs.

Ability to plan and schedule time, materials, and labor to accomplish

maintenance and repairs of automotive equipment.

Ability to plan, assign, and review the work of tradesmen engaged in effecting automotive equipment repairs.

Ability to prepare routine reports.

Ability to communicate effectively and to read and interpret automotive maintenance manuals furnished by the manufacturer.

Ability to read testing equipment.

Ability to completely rebuild motors, rears, brakes, electrical systems, etc. Ability to act as crew leader when

necessary.

MINIMUM EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to completion of the twelfth school grade and satisfactory completion of an apprenticeship in [[automotive mechanics]] **EQUIPMENT/VEHICLE MAINTENANCE** and two years of experience at the **EQUIVALENT** level of Motor Equipment Mechanic I or [[six]] **FOUR** years of experience in the [[automotive mechanical]] **EQUIPMENT/VEHICLE MECHANICAL** trade, at least two of which must have been at the **EQUIVALENT** level of Motor Equipment Mechanic I.

REQUIRED LICENSES, CERTIFICATES AND/OR REGISTRATIONS

RESIDENCE. CLASS C MARYLAND DRIVER'S LICENSE OR EQUIVALENT ISSUED BY STATE OF

Eligibility for a Maryland Class B driver's license. [[May require possession of such licensure during tenure of employment as a Motor Equipment Mechanic II, if required, by work assignment.]] **POSSESSION OF A VALID CLASS B DRIVER'S LICENSE MAY BE REQUIRED DEPENDING UPON JOB ASSIGNMENT AND MUST BE OBTAINED WITHIN DEPARTMENT TIME FRAMES AND MAINTAINED DURING TENURE OF EMPLOYMENT.**

Depending upon work assignment, may require [[proficiency]] **CERTIFICATION** in welding **AREAS SUCH AS STICK, TIG, MIG, AND FLUX** as demonstrated by the successful passage of tests as appropriate.

May be required to obtain State certification as an emissions technician or other such certification or license required to maintain and repair County owned vehicles.

WORKING CONDITIONS

Exposure to the elements, burns from cutting torch, fumes from gas and welding, and electrical shocks.

Class. Established: July 1980
Revised: July 1983
Revised: July 1985
Revised: July 1989
Revised: July 1990
Revised: April 2016