

2407	CORPORAL DEPUTY SHERIFF	Performs supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes participating in and supervising subordinate officers engaged in serving civil and criminal papers; maintaining courtroom security; and maintaining security of and transporting prisoners.	High School Diploma or GED	4Years satisfactory service as a Howard County Deputy Sheriff	Class C Maryland Driver's License Satisfactory completion of the supervisory course of the Maryland Police Training Commission or equivalent course within a year of appointment	N
2406	DEPUTY FIRST CLASS	Performs advanced technical level sheriff operations work under general supervision from a technical superior. Work includes serving civil and criminal papers; maintaining court room security; and maintaining security of and transporting prisoners. Movement to this classification is through proficiency advancement.	High School Diploma or GED	3 Years satisfactory service as a Howard County Deputy Sheriff	Class C Maryland Driver's License	N

2411	LIEUTENANT DEPUTY SHERIFF	Performs senior supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes serving as a first line administrator; directing personnel, and directing an administrative operation within the department.	Associate Degree and 30 college level credits	6 Years	Class C Maryland Driver's License  Must maintain current status as a certified Police Officer  <del>Graduation from the supervisory</del> Satisfactory completion of the Administrator course of the Maryland Police Training Commission or equivalent course within a year of appointment
2409	SERGEANT DEPUTY SHERIFF	Performs intermediate supervisory and advanced level sheriff operations work under general supervision from an administrative or technical superior. Work includes public safety, law enforcement, court servicing work; and supervising subordinate personnel and may include functional control over a program, group of deputies or an area such as the District Court.	High School Diploma or GED and 15 college credits	3- 5 Years	Class C Maryland Driver's License  Satisfactory completion of the Administrator course of the Maryland Police Training Commission or equivalent course within a year of appointment

**GENERAL DEFINITION**

This is beginning level and semi-skilled work in an apprenticeship program during which an employee develops the knowledge, skills and abilities required to become a journey level Electrician, Plumber or HVAC tradesperson. Employees in this class participate in a formal, state approved apprenticeship program and receive frequent written and verbal instruction through on-the-job training and attendance of formal classes.

Initially, work is frequently checked during progress and upon completion and performed under very close supervision of a journey level tradesperson. As the employees' knowledge of and skill in their specific trade increases, the employees are expected to perform semi-skilled and skilled work with a view towards becoming a journey level tradesperson.

**TYPICAL EXAMPLES OF WORK**

Performs semi-skilled trades work (Electrician, Plumber or HVAC).

Performs semi-skilled trades work under close supervision (e.g. reads blueprints, repairs electrical motors, installs wiring, replaces leaking pipes, fixes clogged drains, balances air/water flows, welds pipe, tests electrical circuits use of proprietary computer software to diagnose HVAC operations.

Receives on-the-job instruction and training from a journey level tradesperson and/or supervisor to accomplish a variety of tasks and to develop and acquire skills of the chosen trade.

Attends formal and informal shop classes to learn the skills, tools, and knowledge of the trade; to have explained and discuss regulations and procedures relative to applicable local and State codes; and to create an awareness of safety rules and practices.

Uses mathematics to learn how to plan and lay out work.

Performs bench and shop work within capabilities and skills, using hand and power tools of the appropriate trade.

Cleans, sharpens and repairs hand and power tools of the appropriate trade.

Performs related duties as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

Ability to learn standard practices, methods, tools, instruments and equipment in a specific trade.

Ability to learn all phases of shop mathematics needed in performing trade work.

Ability to learn applicable trade and building codes.

Ability to learn to read blueprints, schematics, wiring diagrams and other specifications.

Ability to learn how to diagnose electrical, mechanical and plumbing defects/problems/issues.

Ability to climb and work from scaffolds, ladders and catwalks.

Ability to establish and maintain effective working relationships with co-workers and supervisors.

Ability to lift at least 50 pounds.

Ability to maintain satisfactory grades in classroom training and to pass written aptitude tests of classroom training.

Ability to understand and act on oral and written instructions in English.

**MINIMUM EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to completion of the 12<sup>th</sup> grade.

**REQUIRED LICENSES, CERTIFICATIONS AND REGISTRATIONS**

Class C Maryland Driver's License or equivalent issued by state of residence.

**WORKING CONDITIONS**

May be exposed to hazardous conditions; extreme heat, fire fumes, asbestos, burns and oil and gas fumes.

Exposure to plumbing odors and dirt and hazards of the trade.

Exposure to electrical shock; works on power related problems in all types of weather.

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.	<p><del>Bachelor Degree</del> (No Exp. Equivalency)</p> <p>One hundred five (105) semester-based credits (or 158 quarter-based credits towards a degree program at an accredited post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility</p> <p>No experience equivalency</p> <p>Effective 09/01/2021</p> <p>Bachelor's Degree</p> <p>No experience equivalency</p>	<p><del>7 years at the level of a HCDFRS Fire Captain and/or at the level of a HCDFRS Battalion Chief</del> Five (5) years credible service classified as a HCDFRS Fire Captain and/or HCDFRS Battalion Chief</p> <p>OR</p> <p>Four (4) years credible service classified as a HCDFRS Fire Captain and/or HCDFRS Battalion Chief</p> <p>AND</p> <p>Master's degree</p>	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites
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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.	<p><del>Ninety (90) semester-based credits (or 135 quarter-based credits) towards a degree program at an accredited post-secondary institution</del></p> <p>Seventy-five (75) semester-based credits (or 113 quarter-based credits) towards a degree program at an accredited post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility</p> <p>No experience equivalency</p> <p>Effective 09/01/2021</p> <p>Ninety (90) semester-based credits (or 135 quarter-based credits) towards a degree program at an accredited post-secondary institution</p> <p>No experience equivalency</p>	<p><del>3 years credible service classified as a HCDFRS Fire Captain</del></p> <p>Two (2) years credible service classified as a HCDFRS Fire Captain</p> <p>OR</p> <p>One (1) year credible service classified as a HCDFRS Fire Captain</p> <p>AND</p> <p>Master's degree</p>	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites
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2511	FIRE CAPTAIN	<p>Performs supervisory and advanced level fire and rescue operations work, <del>at the first line supervisory level,</del> 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.</p>	<p><del>Associate's Degree or active student with 75 college credits (or 115 quarter-based credits)</del>  <del>(No Exp. Equivalency)</del>  Forty-five (45) semester-based credits (or 68 quarter-based credits) and at least three (3) college credits (or 5 quarter based credits) or achieved by successful course completion at an accredited post-secondary institution in the previous 12 months from list eligibility</p> <p>No experience equivalency</p> <p>Effective 09/01/2021  An Associate's Degree</p> <p>OR</p> <p>Seventy-five (75) semester-based credits (or 113 quarter-based credits) towards a degree program at an accredited post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility</p> <p>No experience equivalency</p>	<p>Two (2) years credible service classified as a HCDFRS Firefighter Lieutenant</p> <p>OR</p> <p>One (1) year credible service classified as a HCDFRS Firefighter Lieutenant</p> <p>AND</p> <p>Bachelor's Degree</p>	<p>General Order #100.04</p> <p>Position Requirements  - Licenses, Certifications, Experience and Education Prerequisites</p>
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2507 *	FIRE FIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include <del>occasional</del> 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.	<del>45 semester-based credits (67 quarter-based credits)</del> <del>(No Exp. Equivalency)</del> <b>Thirty (30) semester-based credits (or 45 quarter-based credits) and at least three (3) semester-based college credits (or 5 quarter-based credits achieved by successful course completion at an accredited post-secondary institution in the previous 12 months from list eligibility</b>  <b>No experience equivalency</b>  <b>Effective 09/01/2021</b> <b>Forty-five (45) semester-based credits (or 67 quarter-based credits)</b>  <b>No experience equivalency</b>	Four (4) years credible service classified as a HCDFRS Firefighter  OR  <b>Three (3) years credible service classified as a HCDFRS Firefighter which includes three (3) years credible service as a Departmentally-authorized Operational Paramedic</b>	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites
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