

DEPARTMENT: WEIGHTS & MEASURES
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 5, 2013

DIRECTOR OF WEIGHTS AND MEASURES A

DISTINGUISHING FEATURES OF THE CLASS: The Director of Weights and Measures A is employed in a civil division with weighing and measuring devices numbering up to 3200 and where there is more than one full-time employee involved in "inspection" and/or "sealing" duties. This class is responsible for administering, supervising and enforcing the provisions of Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures and performs other duties as directed by the local governing body which may include services designed to aid and protect consumers. The incumbent will take charge of and safely maintain the municipal standards as prescribed by statute, and maintain a complete record of work performed. The Director has access to all places of business, buildings or premises to inspect, test and ascertain if weights and measures, weighing and measuring devices and systems and accessories are correct and being used correctly. The Director exercises direct supervision over the Deputy Director and the Inspector. Although employed by the local legislative body, the Director is subject to the direction and supervision of the Commissioner of Agriculture and Markets, and his authorized representatives. The Director will perform related duties as required.

TYPICAL WORK ACTIVITIES:

1. Trains, schedules and supervises staff in the performance of all departmental activities;
2. Visits stores, markets, warehouses, wholesale houses, gas stations and other establishments to test and verify the accuracy of weighing and measuring devices;
3. Uses standard weights and measures to determine the accuracy of scales, meters, rules and other measuring devices;
4. Uses calibrated containers to test fluid measuring devices such as service station gasoline pumps;
5. Uses standard weights to check the accuracy of meat, produce and platform scales;
6. Seals those pumps, metering devices and scales when found to be accurate within the allowable tolerances;
7. Orders faulty measuring and weighing devices repaired or replaced depending on the condition and reparability of the device;
8. Responds to consumer complaints by investigation or testing as the occasion demands;
9. Examines and checks the contents of pre-packaged foods to determine the accuracy of labeling practices;
10. Makes routine examinations of containers and wrapping for accuracy with respect to marked weight and for illegal markings or deceptive appearance;
11. Makes routine investigations of compliance of short weight or measure;
12. Seals and condemns defective devices and initiates corrective action as required;
13. Removes or orders removed from sale those products not meeting the volume, weight or count as declared on the package label;
14. May be required to testify in court in consumer fraud litigation;
15. Utilizes computerized equipment in the performance of duties;
16. Submits narrative reports of inspections, violations and ordered repairs;
17. Keeps abreast of laws, standards and regulations pertaining to weighing and measuring of commodities offered for public sale;
18. Cares for, maintains and purchases County calibration equipment;
19. Maintains departmental inventory and prepares an annual departmental budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Laws, Rules and Regulations governing Weights and Measures programs; thorough knowledge of practices and procedures used to inspect, test and ascertain if weighing and measuring devices and systems are correct or being used correctly; thorough knowledge of the laws, standards and regulations pertaining to weighing and measuring commodities offered for public sale; thorough knowledge of the metric system of measurements to include conversions; thorough knowledge of investigative techniques; good knowledge of principles and practices of modern administrative techniques and procedures including budget preparation; skill in inspecting and testing weighing and measuring devices and systems; ability to utilize modern computer software and computerized equipment; ability to use testing equipment and to detect inaccuracies in weighing and measuring devices; ability to plan, schedule, train and supervise the work of others; the ability to read and interpret complex written material, state laws and departmental regulations pertaining to customer protection; mechanical aptitude and the ability to understand complex mechanical equipment, its construction, repair and adjustments; ability to quickly and accurately make mathematical calculations; ability to maintain records and write reports; ability to establish and maintain working relationships; integrity; sound judgment; tact and courtesy; impartiality; physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing fifty (50) pounds.

CONTINUED

DIRECTOR OF WEIGHTS AND MEASURES A CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Laws, Rules and Regulations governing Weights and Measures programs; thorough knowledge of practices and procedures used to inspect, test and ascertain if weighing and measuring devices and systems are correct or being used correctly; thorough knowledge of the laws, standards and regulations pertaining to weighing and measuring commodities offered for public sale; thorough knowledge of the metric system of measurements to include conversions; thorough knowledge of investigative techniques; good knowledge of principles and practices of modern administrative techniques and procedures including budget preparation; skill in inspecting and testing weighing and measuring devices and systems; ability to utilize modern computer software and computerized equipment; ability to use testing equipment and to detect inaccuracies in weighing and measuring devices; ability to plan, schedule, train and supervise the work of others; the ability to read and interpret complex written material, state laws and departmental regulations pertaining to customer protection; mechanical aptitude and the ability to understand complex mechanical equipment, its construction, repair and adjustments; ability to quickly and accurately make mathematical calculations; ability to maintain records and write reports; ability to establish and maintain working relationships; integrity; sound judgment; tact and courtesy; impartiality; physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing fifty (50) pounds.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE:

One (1) year of full-time paid experience supervising employees involved in the duties outlined in qualification number two **AND** one (1) of the following:

1. Satisfactory completion of twenty-four (24) semester credit hours in the physical sciences*, engineering sciences, electronics sciences**, mechanical technology and/or mathematics*** from a regionally accredited or New York State registered college or university; **OR**
2. Two (2) years full-time paid experience where the primary functions/responsibilities include any of the following:
 - a. Enforcing weights and measures laws and regulations and inspecting and testing of devices and packaged commodities;
 - b. Inspecting, testing and repairing commercial and/or industrial weighing and/or measuring devices per manufacturer's specifications and tolerances;
 - c. Inspecting and testing both quality and quantity of packaged or manufactured goods using precision scales/balances and other precision measuring equipment, performing data reduction, and assessing compliance of the results with appropriate specifications and tolerances;
 - d. Conducting chemical or physical analyses using precision scales/balances and other precision measuring equipment, performing data reduction, and assessing compliance of results with the appropriate specifications and tolerances.

NOTES:

*Physical sciences include chemistry (inorganic, chemistry, organic chemistry, biochemistry, earth science (meteorology, astronomy, geology), and physics.

**Electronics sciences do not include course work in electricity; electricity is a science that deals with the laws of electricity, while electronics is a branch of physics that deals with the emission, behavior, and effects of electrons (in tubes and transistors) and with electronic devices.

***Mathematics includes course work in accounting, economics, etc., provided the primary focus of the course is manipulation of numbers.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

This class requires extensive travel. Appointees will be required to possess a valid New York State Motor Vehicle Operator's License or otherwise demonstrate a capacity to meet the transportation needs of the class to perform field work responsibilities.