

## DIRECTOR OF WEIGHTS AND MEASURES A

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for administering and enforcing the provisions of the Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures. The incumbent will take charge of and safely keep the municipal standards as prescribed by statute, and maintain a complete record of work performed. The Director will periodically visit 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 work is performed under administrative direction of the County Comptroller with technical advice from the State Department of Agriculture and Markets. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Visits stores, markets, warehouses, wholesale houses, gas stations and other establishments to test and verify the accuracy of weighing and measuring devices;

Uses standard weights and measures to determine the accuracy of scales, meters, rules and other measuring devices;

Uses calibrated containers, tests fluid measuring devices such as service station gasoline pumps;

Uses standard weights, checks the accuracy of meat, produce, and platform scales;

Seals those pumps, metering devices and scales when found to be accurate within the allowable tolerances;

Orders faulty measuring and weighing devices repaired or replaced depending on the condition and repairability of the devices;

Responds to consumer complaints by investigation or testing as the occasion demands;

Examines and checks the net contents of pre-packaged foods to determine accuracy and labeling practices;

Removes, or orders removed from sale, those products not meeting the volume, weight or count as declared on the package label;

May exercise the power of civil compromise when appropriate to settle and correct problems;

May be required to testify in court in consumer fraud litigation;

Submits narrative reports of inspections, violations and ordered repairs as required by regulations;

May supervise and direct the work of inspectors.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the Laws, Rules and Regulations governing Weights and Measures program;

Good knowledge of practices and procedures used to inspect, test and ascertain if weighing and measuring devices and systems are correct or being used correctly;

Good knowledge of investigative techniques;

Skill in inspecting and testing weighing and measuring devices and systems;

Ability to lift 50 pound weights;

Ability to supervise and direct the work of others;

Ability to read and interpret complex written material, state laws and departmental regulations pertaining to consumer protection;

Mechanical aptitude and the ability to understand complex mechanical and electrical/digital equipment, its construction, repair and adjustments;

Ability to make mathematical calculations involving fractions and percentages quickly and accurately;

Ability to write simple reports;

Physical condition commensurate with the demands of the position position.

**MINIMUM QUALIFICATIONS:**

- A) Satisfactory completion of 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
- B) Two years full-time experience where the primary functions/responsibilities include any one of the following:
1. Enforcing weights and measures laws and regulations and inspecting and testing of devices and packaged commodities;
  2. Inspecting, testing and repairing commercial and/or industrial weighing and/or measuring devices per manufacturer's specifications and tolerances;
  3. 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 the appropriate specifications and tolerances; OR

4. 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; OR

C) An equivalent combination of training and experience as defined within the limits of (A) and (B).

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

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

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

**NOTE:** Verifiable part-time experience may be prorated toward meeting full-time experience requirements on the following basis: 8-15 hrs per week is 1/4 time; 16-23 hrs per week is 1/2 time; 24-31 hrs per week is 3/4 time; 32+ hrs per week is full time.

**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 fieldwork responsibilities.

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Competitive