

## **DIRECTOR OF WEIGHTS AND MEASURES- CLASS A**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent is employed in a civil division with 3,200 weighing and measuring devices or less and where there may be one or more full time employees involved in "inspection" and/or "sealing" duties. This class is responsible for administering 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 has responsibility for taking charge of and safely keeping the municipal standards as prescribed by statute, and maintenance of complete records of work performed. The incumbent will have access to all places of business, buildings or premises to inspect, test, and ascertain if weighing and measuring devices and systems and accessories are in good working order and being used correctly. The Director may supervise subordinate assistants and employees as assigned. Although employed by the Yates County Legislature, the Director is subject to the direction and supervision of the New York State Commissioner of Agriculture and Markets, and authorized representatives. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only):

Visits stores, markets, warehouses, wholesale houses, gas stations and other establishments to test and verify the accuracy of weighing and measuring devices;  
Using standard weights and measures determines the accuracy of scales, meters, rulers and other measuring devices;  
Using calibrated containers, tests fluid measuring devices such as service station gasoline pumps and dispensers;  
Using standard weights, checks for accuracy of meat, produce and platform scales;  
Seals those pumps, dispensers, 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 repair ability of the devices;  
Responds to consumer complaints by investigation or testing as the occasion demands;  
Examines and checks the contents of pre-packaged foods to determine the accuracy of labeling practices;  
Removes, or orders to be removed from sale those products not meeting the volume, weight, or count as declared on the package label;  
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 full-time, part-time or seasonal inspectors;  
Prepares departmental budget;  
Meets with, and prepares reports upon the request of the Legislative body, as necessary.

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

Thorough knowledge of Laws, Rules and Regulations governing Weights and Measures programs;  
Good knowledge of practices and procedures used to inspect, test and ascertain the accuracy and reliability of weighing and measuring devices and systems;  
Good knowledge of principles and practices of modern administrative techniques and procedures including budget preparation and administration;  
Good knowledge of investigative techniques;  
Ability to read and interpret complex written material, state laws and departmental regulations pertaining to consumer protection;  
Ability to test equipment and to detect inaccuracies in weighing and measuring devices;  
Ability to understand complex mechanical equipment, its construction, repair and adjustments;  
Ability to understand and interpret complex oral instructions and/or written directions;  
Ability to communicate effectively both orally and in writing;  
Ability to write clear and concise narrative reports;

Ability to deal effectively with the public;  
Ability to quickly and accurately make mathematical calculations;  
Ability to organize and maintain accurate records and files;  
Ability to perform in a reasonable manner the essential functions of the position, including the ability to lift and carry objects weighing 50 pounds.

**MINIMUM QUALIFICATIONS:**

Graduation from high school; or possession of a high school equivalency diploma; AND EITHER

(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 one accredited by the New York State Board of Regents to grant degrees; OR

(B) Two (2) years full-time (or verifiable equivalent part-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 appropriate specifications and tolerances;

(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, and biochemistry), earth science (meteorology, astronomy, and 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 primary focus of the course is manipulation of numbers.

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

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;

Jurisdiction Class:	Competitive
Civil Division:	County
Adopted by YCSCC:	7/7/81
Revised:	9/7/88, 1/5/94, 10/7/98
Revised PO:	10/3/14

