

DIRECTOR OF WEIGHTS AND MEASURES B

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering, supervising and enforcing the provisions of Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures and performing other duties as directed by the local governing body which may include services designed to aid and protect consumers. The incumbent has responsibility to take charge of and safely keep the municipal standards as prescribed by statute, and supervises the maintenance of complete records of work performed by the agency. 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 accurate and being used correctly. Under the supervision of the Director of Central Services or the Coordinator of Consumer Affairs Coordinator, the Director supervises subordinate assistants and employees as assigned. Although employed by the local legislative body, the Director is subject to the direction and supervision of the New York State Commissioner of Agriculture and Markets, and his/her authorized representatives. 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 to test fluid measuring devices such as service station gasoline pumps;

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 reparability 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 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

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

Good knowledge of principles and practices of modern administrative techniques and procedures including budget preparation and administration;
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 test equipment and to detect inaccuracies in weighing and measuring devices;
Ability to read and interpret complex written material, State laws and departmental regulations pertaining to consumer protection;
Ability to understand complex mechanical equipment, its construction, repair and adjustments;
Ability to make basic mathematical calculations;
Ability to write narrative reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: 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, AND two years full-time field investigation experience requiring the evaluation of information and/or evidence to determine and make recommendations in regards to legal compliance; OR
- B) One year full-time experience supervising personnel responsible for enforcing weights and measures laws and regulations, and inspecting and testing devices and packaged commodities; OR
- C) Three years full-time experience inspecting and testing devices and packaged commodities, enforcing weights and measures laws and regulations.

*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.

NOTE:

- 1) Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements: 8-15 hours per week is $\frac{1}{4}$ time; 16-23 hours per week is $\frac{1}{2}$ time; 24-31 hours per week is $\frac{3}{4}$ time; 32+ hours per week is full time.
- 2) Experience in B) or C) can be substituted for experience in A) on a year for year basis.
- 3) Experience in C) can be substituted for experience in B) on the basis of one year of C) experience = four months of B) experience; experience in B) can be substituted for the experience in C) on the basis of four months of B) experience = one year of C) experience.

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.