

Director of Weights and Measures Tompkins County

Department: Weights and Measures Department

Classification: Competitive

Labor Grade: Management Grade 84

Approved: 01/69

Revised: 2/78;12/80;1/88;3/88;6/91; 01/94;1/08;06/10; 10/16; 6/23

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a N.Y.S. registered or regionally accredited two year college with an Associate's degree AND 6 months of full time paid (or the equivalent part time and/or volunteer) experience in one or more of the following: field enforcement of weights and measures law, OR repair or inspection of weights or measuring devices, OR package weighing and control, OR laboratory related work requiring precision weighing and measuring or work related to using similar kinds of mechanical, electrical or digital equipment; OR

(b) Graduation from high school or possession of a high school equivalency diploma AND (3) three years of full-time paid (or the equivalent part-time and/or volunteer) experience in one of the following: field enforcement of weights and measures law; or repair or inspection of weights or measuring devices; or package weighing and control; or laboratory related work requiring precision weighing and measuring; or work related to using similar kinds of mechanical, electrical or digital equipment;

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

This class requires extensive travel. Appointees will be required to possess a valid N.Y.S. motor vehicle operator's license at the time of application and maintain such license for the duration of employment, in order to meet the transportation requirements necessary to perform fieldwork responsibilities.

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for administering and enforcing the provisions of 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 in accordance with State laws, rules and regulations. The work is performed under direction of the Highway Director with technical advice from the State Department of Agriculture and Markets. The Director of Weights and Measures will supervise Weights and Measures Inspectors. The incumbent will perform all related duties 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;
- Using standard weights and measures determines the accuracy of scales, meters, rules and other measuring devices;
- Using calibrated containers tests fluid measuring devices such as service station gasoline pumps;
- Using standard weights, checks for accuracy: 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 reparability, 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 the 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 part-time or seasonal inspectors;
- Ability to handle weights.

KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the Laws, Rules and Regulations governing a 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 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; The work requires considerable physical effort such as prolonged periods of standing, walking, bending, climbing and frequent lifting of heavy weights;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Originally Created 01/1969

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