

# Weights and Measures Inspector Tompkins County

**Department:** Weights and Measures Department

**Classification:** Competitive

**Labor Grade:** White Collar Grade 10

**Approved:** Bd. Res. #327, 12/19/95

**Revised:** 11/16

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Possession of an Associate's degree in engineering science, electrical technology, mechanical technology or mathematics; **OR**

(b) Graduation from high school or possession of an equivalency diploma **AND** two years of experience enforcing Weights and Measures law, performing repair or inspection of weighing or measuring devices, work involving package weighing and control, laboratory work which required precision weighing and measuring, or the use and maintenance, sale or inspection of weighing and measuring devices; **OR**

(c) Any combination of education, training and experience equal to or greater than those specified in (a) and (b) above.

**NOTE:** Thirty credit hours of study at a regionally accredited or New York state registered college or university in measurement science, engineering science, electrical technology, mechanical technology, or mathematics may be substituted for up to one year of experience in (b) above.

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

## **SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State motor vehicle operator's license at the time of application and maintain such license for the duration of employment.

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

This is routine inspection work involving responsibility for inspecting and testing scales and measuring devices for compliance with the regulations designed to protect the public against erroneous or misleading weights and measures. The work is performed under the direct supervision of the Director of Weights and Measures, performing field inspection work involving responsibility for testing weighing and measuring equipment in the County to determine their accuracy in compliance with law and with the New York State Department of Agriculture and Markets. Inspections are made as part of an organized program or as a result of complaints. The employee 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;
- Uses standard weights and measures to determine the accuracy of scales, meters, rules and other measuring devices such as service station gasoline pumps;
- 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;
- Makes routine examinations of containers and wrapping for accuracy with respect to marked weight and for illegal markings or deceptive appearance;
- Makes routine investigations of compliance of short weight or measure;
- Condemns defective devices and initiates corrective action as required;
- May testify in court concerning violations of the law;
- Keeps abreast of laws, standards and regulations pertaining to weighing and measuring devices and commodities offered for public sale;
- Cares for and maintains County calibration equipment.

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

- Good knowledge of the methods, procedures and equipment used in testing common weighing and measuring devices;
- Good knowledge of the laws, standards and regulations pertaining to weighing and measuring of commodities offered for public sale;
- Ability to use testing equipment and to detect inaccuracies in weighing and measuring devices;
- Ability to understand and carry out oral and written instructions;
- Ability to establish and maintain effective working relationships made;
- Ability to enforce codes and regulations firmly, tactfully and impartially;
- Ability to make basic mathematical computations;
- Mechanical aptitude;
- Good observation;
- Good judgment; and
- The employee's physical and mental condition shall be commensurate with the demands of the position including the ability to lift and carry objects weighing 80 pounds.

**ESSENTIAL FUNCTIONS - PHYSICAL, MENTAL AND ENVIRONMENTAL:** Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

**Physical:** The employee is routinely required to stand, walk, carry, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. He or she must push or pull, lift, carry and/or hoist overhead as much as 80 pounds of weight. An individual in this role is required to have sufficient visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. He or she is required to speak and communicate sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must have a level of mechanical aptitude and be able to firmly grasp tools, weights, equipment, and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, and install large and small parts. This is a very physical type of job.

The employee's head, neck, hands, arms, legs and feet must all work together in coordination in order to enable an individual to adequately perform the essential functions of this job. He or she must have the full physical ability to operate and drive a heavy pickup truck, which could have a clutch and standard transmission configuration.

**Environmental:** The employee must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to dust, dirt, grease, gasoline fumes, humidity, excessive heat (occasionally above 100°) and excessive cold (sometimes below 32°).

**Psychological:** The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others and provide excellent customer service.

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