



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	DIRECTOR OF WEIGHTS & MEASURES A
Jurisdictional Class:	Competitive
Civil Division:	Weights & Measures
Adoption:	CSM 10/13/93
Revised:	CSM 10/21/98, 06/19/02

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Weights and Measures A is employed in a civil division with 1300 weighing & measuring devices or less & where the Director is the only full-time employee involved in "inspection" &/or "sealing" duties. This class is responsible for administering & enforcing the provisions of Agriculture & Markets Law, Rules & Regulations as they relate to weights & measures & performs other duties as directed by the local governing body which may include services designed to aid & protect customers. The incumbent will take charge of & safely keep the municipal standards as prescribed by statute, & maintain a complete record of work performed. The incumbent will have access to all places of business, buildings or premises to inspect, test & ascertain if weights & measures, weighing & measuring devices & systems & accessories are correct & being used correctly. The Director may supervise part-time or seasonal assistants as assigned. Although employed by the local legislative body, the Director is subject to the direction & supervision of the Commissioner of Agriculture & Markets & his authorized representatives.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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

Using standard weights & measures determines the accuracy of scales, meters, rulers and other devices;

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

Using standard weights, checks for accuracy meat, produce & platform scales;

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

Orders faulty measuring & weighing devices repaired or replaced depending on the condition & reparability of the devices;

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

Examines & 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, fees assessed and billed, violations and ordered repairs as required by regulations;

May supervise & direct the work of part-time or seasonal inspectors;

The Director will perform related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of laws, Rules & Regulations governing Weights & Measures programs;
Good knowledge of practices & procedures used to inspect, test & ascertain if weighing & measuring devices & systems are correct or being used correctly;
Good knowledge of investigative techniques;
Skill in inspecting & testing weighing & measuring devices & systems;
Ability to read & interpret complex written material, state laws & departmental regulations pertaining to consumer protection;
Mechanical aptitude & the ability to understand complex mechanical equipment, its Construction, repair & adjustments;
Ability to quickly & accurately make mathematical calculations;
Ability to write simple reports;
Physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing 50 pounds.

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; 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 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, 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, etc., provided primary focus of the course is manipulation of numbers

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

This class requires extensive travel. Appointees will be required to possess a valid NYS Motor Vehicle Operator's License or otherwise demonstrate a capacity to meet the transportation needs of the class to perform field work responsibilities.