

## DIRECTOR OF WEIGHTS AND MEASURES

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for administering, supervising and enforcing the provisions of New York State Agriculture and Markets Law, and all applicable rules and regulations relative to weights and measures. Additional duties are performed as directed by the County Executive and the local governing body, including providing consumer protection and aid services. The Director exercises all the powers of a peace officer and has access to all places of business, buildings or premises to inspect, test and ascertain accuracy of weights and measures, weighing and measuring devices, systems and accessories, and ensure accordance with all applicable laws, rules and standards. Work is performed under general direction of the County Executive, and is subject to direction and supervision of the New York State Commissioner of Agriculture and Markets. Supervision is provided to assistants and office staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Trains, schedules and supervises employees and generally participates in the following 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 meat, produce and platform scales for accuracy; Seals 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;
- Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### When assigned Consumer Affairs responsibilities:

- Receives, reviews and investigates consumer complaints concerning the quantity or quality of goods and services provided;
- Conducts independent investigation of suspected violations in the sale of commodities and rendering of services;
- Checks shops and stores for availability of items as advertised in the various media;
- Reads and keeps abreast of publications, articles and news items pertaining to consumer protection;
- Maintains records of inspections and investigations and makes appropriate oral and written reports;

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Notifies the public of pertinent consumer information through the media channels;

May conduct or assist in research studies appropriate for the protection, education and information of the consumer;

Liaison with the business community;

Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, rules and regulations governing weights and measures; good knowledge of practices and procedures used to inspect, test and assess weighing and measuring devices and systems; good knowledge of investigative techniques; skill in inspecting and testing weighing and measuring devices and systems; working knowledge of principles and practices of modern administrative techniques and procedures including budget preparation; ability to plan, schedule, train and supervise the work of others; 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 equipment construction, repair and adjustments; ability to make quick and accurate mathematical calculations; ability to write reports; physical ability to lift/carry objects weighing up to 50 lbs.

MINIMUM QUALIFICATIONS: Either

- a) Completion of twenty-four (24) credit hours in the physical sciences, engineering sciences, electronics sciences, mechanical technology and/or mathematics; or
- b) Two (2) years full time experience where primary functions/responsibilities included enforcing weights and measures laws and regulations and inspecting and testing of devices and packaged commodities, inspecting, testing and repairing commercial and/or industrial weighing and/or measuring devices per manufacturer's specifications and tolerances, 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, and/or 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).

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.

SCIENCES SPECIFICATIONS:

1. Physical sciences include chemistry (inorganic chemistry, organic chemistry, biochemistry), earth science (meteorology, astronomy, geology) and physics.
2. Electronics sciences include areas of physics dealing with emission, behavior and effects of electrons (in tubes and transistors) and with electronic devices. Electronics sciences do not include course work in electricity, or laws of electricity.
3. Mathematics includes course work in accounting, economics, and any related subject, provided primary focus of the course is manipulation of numbers.