

SENIOR INSPECTOR OF WEIGHTS AND MEASURES

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for enforcing New York State Agriculture and Market Law relative to weights and measures. Duties include ensuring adherence and conformity to the Consumer Protection Code and Putnam County's Home Improvement Contractor registration program. Incumbents are empowered to issue summonses for violations of Consumer Protection regulations. The senior level is distinguished from Inspector of Weights and Measures in that it requires greater experience and knowledge in the field. Work is performed under general supervision. Supervision may be exercised over clerical and volunteer staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Advises and/or participates in investigations, inspections, programs and projects which require the input of Senior staff;

Inspects, tests and ascertains the accuracy of all weighing and measuring devices, including fuel pumps, scales and fuel truck meters;

Issue violations and warnings to retailers for violation of Agriculture and Markets Law and County Local Law;

Follow-up on violations by conducting hearings or appearances in court;

Seals or condemns all inspected devices, as may be required;

Takes samples of Petroleum Products (octane testing);

Investigates consumer related complaints to ascertain the nature of complaint and determining correct course of action;

Reviews applications for Home Improvement Contractor Registration;

Makes necessary phone contact regarding requirements of Home Improvement Contractor registration;

Conducts periodic inspections of all major food stores for accuracy of scanning devices;

Conducts period inspections of all major food stores for compliance with local law regarding item pricing;

Prepares reports relating to inspections, tests, etc.;

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.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the provisions of the Consumer Protection Laws and the New York State Agriculture and Markets Law; good knowledge of the principles and practices involved in the operation of a County Consumer Affairs/Weights and Measures Office; good knowledge of the principles and methods

of field investigation; ability to enforce laws, rules and regulations firmly, tactfully and impartially; ability to report findings and prepare detailed reports; ability to evaluate investigative reports of subordinate personnel; ability to prepare statistical reports; ability to communicate effectively, both orally and in writing; good judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree in engineering science, electrical technology, mechanical technology, mathematics or related technical field and two (2) years experience in either field enforcement of Weights & Measures law, repair or inspection of weights or measuring devices, package weighing and control, or laboratory or related work requiring precision weighing and measuring; or
- b) Graduation from high school or possession of a comparable diploma and four (4) years experience in either field enforcement of Weights & Measures law, repair or inspection of weights or measuring devices, package weighing and control, or laboratory or related work requiring precision weighing and measuring; or
- c) An equivalent combination of training and experience as described in a) and b) above.

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.

SPECIAL REQUIREMENT:

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