

DIRECTOR OF WEIGHTS AND MEASURES II

DISTINGUISHING FEATURES OF THE CLASS: The Director of Weights and Measures II is employed in a civil division with a total of 1,300 up to 3,200 weighing devices. This class is responsible for administering, supervising and enforcing the provisions of Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures and performs other duties as directed by the local governing body which may include services designed to aid and protect consumers. 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, in general performance of his official duties, has access to 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. The Director supervises full-time assistants as assigned. This class differs from Director I in that the incumbent supervises a staff of at least one full-time position involved in "inspection" or "sealing" duties or by the population of the employing civil division. Work is performed under the direction of the County Legislative Body and under the administrative direction of the County Administrator. The Director is subject to the direction and supervision of the Commissioner of Agriculture and Markets, and his authorized representatives. The Director will perform related duties 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;
- 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;
- Performs retail pricing accuracy checks as required by regulation;
- 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 and violations, and orders repairs as required by regulations.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Laws, Rules and Regulations governing Weights and Measures programs; 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; 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; the 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, its construction, repair and adjustments; ability to make quick and accurate mathematical calculations; ability to write reports; physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing 50 pounds.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a New York State registered or regionally accredited two-year college with an Associate's Degree in measurement science, engineering science, electrical technology, mechanical technology, mathematics or closely related technical field and one (1) year paid experience, or its part-time equivalent, involving the direct supervision of employees engaged in activities described in (2) below; or
2. Three (3) years of paid experience, or its part-time equivalent, in the following activities, one of which involved supervision of employees engaged in the same field:
 - (a) field enforcement of weights and measures law; or
 - (b) repair or inspection of weights or measuring devices; or
 - (c) quality control of package weighing and/or measuring; or
 - (d) laboratory related work requiring precision weighing and measuring; or
3. An equivalent combination of training and experience as described in (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: DECEMBER 14, 1995

REVISED: DECEMBER 17, 2015

CIVIL SERVICE CLASSIFICATION: COMPETITIVE