

## DIRECTOR OF WEIGHTS AND MEASURES A

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Weights and Measures A is employed in a civil division with a population of between 75,000 and 150,000 and in smaller agencies where there is more than one full-time employee involved in “inspection” and/ or Asealing” duties. 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 exercises all the powers of a peace officer and 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. Although employed by the local legislative body, 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:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

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 weight, checks for accuracy of meat, produce and platform scales;

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 repairability 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.

**FULL PERFORMANCE KNOWLEDGES, 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; 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 mathematical calculations quickly and accurately ; ability to write reports; physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing fifty (50) pounds.

**MINIMUM QUALIFICATIONS**: Either:

- A. Satisfactory completion of twenty-four (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 (2) 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 coursework 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 coursework in accounting, economics, etc., provided primary focus of the course is manipulation of numbers.

Note: Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements on the following basis: 8-15 hours per week is 1/4 time; 16-23 hours per week is 2 time; 24-31 hours per week is 3/4 time; 32+ hours per week is full-time.

ULSTER COUNTY  
2700 DIR W&M  
Classification: Competitive  
NUMGT

Adopted: April 4, 1978  
Revised: October 7, 1980  
Revised: September 16, 1998  
(Pursuant to Section 179(17) of Agriculture and Markets Law)