

DEPARTMENT: WEIGHTS & MEASURES
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 11, 2015

DEPUTY DIRECTOR OF WEIGHTS & MEASURES

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for assisting in the enforcement of the provisions of Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures. The work involves testing, weighing and measuring equipment in the County to determine its accuracy in compliance with prescribed standards. The incumbent performs field inspections to prevent fraud and deception on the part of owners of the equipment as well as to discover faulty mechanisms where no willful violations are intended. Inspections are made as part of an organized program or as a result of complaints. The work is performed under the general direction of the Director of Weights and Measures with considerable leeway permitted for independent judgment. The incumbent acts in the place of the Director of Weights and Measures in his/her absence and exercises general supervision over the Weights and Measures Inspector. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises the work of the Weights and Measures Inspector;
2. Visits stores, markets, warehouses, wholesale houses, gas stations and other establishments to test and verify the accuracy of weighing and measuring devices;
3. Uses standard weights and measures to determine the accuracy of scales, meters, rules and other measuring devices;
4. Uses calibrated containers to test fluid measuring devices such as service station gasoline pumps;
5. Collects fuel samples for New York State Fuel Quality Program and any other mandated programs;
6. Uses standard weights to check the accuracy of meat, produce and platform scales;
7. Seals those pumps, metering devices and scales when found to be accurate within the allowable tolerances;
8. Orders faulty measuring and weighing devices repaired or replaced depending on the condition and reparability of the devices;
9. Responds to consumer complaints by investigating or testing as the occasion demands;
10. Examines and checks the contents of pre-packaged foods to determine the accuracy of labeling practices;
11. Makes routine examinations of containers and wrapping for accuracy with respect to marked weight and for illegal markings or deceptive appearance;
12. Makes routine investigations of compliance of short weight or measure;
13. Seals and condemns defective devices and initiates corrective action as required;
14. Removes or orders removed from sale those products not meeting the volume, weight or count as declared on the package label;
15. May be required to testify in court in consumer fraud litigation;
16. Utilizes computerized equipment in the performance of duties;
17. Submits narrative reports of inspections, violations and ordered repairs;
18. Keeps abreast of laws, standards and regulations pertaining to weighing and measuring of commodities offered for public sale;
19. Cares for and maintains County calibration equipment.

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 the laws, standards and regulations pertaining to weighing and measuring of commodities offered for public sale; working knowledge of the metric system of measurements to include conversions; good knowledge of investigative techniques; skill in inspecting and testing weighing and measuring devices and systems; ability to utilize modern computer software and computerized equipment; ability to use testing equipment and to detect inaccuracies in weighing and measuring devices; ability to follow verbal and written instructions; 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; ability to establish and maintain working relationships; ability to supervise the work of others; integrity; sound judgment; tact and courtesy; impartiality; physical condition commensurate with the requirements of the position including the ability to lift and carry object weighing 50 pounds.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; **AND**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree; **OR**
2. Two (2) years of experience in one or a combination of the following:
 - 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.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

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