

**DEPARTMENT:** WEIGHTS & MEASURES  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** SEPTEMBER 21, 2015

**WEIGHTS AND MEASURES INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** 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 supervision of the Deputy Municipal Director of Weights and Measures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of Laws, Rules and Regulations governing Weights and Measures programs; working knowledge of practices and procedures used to inspect, test and ascertain if weighing and measuring devices and systems are correct or being used correctly; working 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; working 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 maintain records and write reports; ability to establish and maintain working relationships; 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:

**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.