

**ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION**

TITLE: DIRECTOR OF WEIGHTS & MEASURES **GRADE:** 14

TITLE ABBREVIATION: DIR OF WGHTS & MSR **TITLE NO.:** 6282

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** AD

DEPARTMENT: CONSUMER AFFAIRS

SUPERVISOR'S TITLE: COMMISSIONER OF CONSUMER AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: The work involves administering Orange County's Weights and Measures program and enforcing the provisions of Article 16 of the New York State Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures. Inspection work, involving testing, weighing and use of measuring devices is conducted. Work is performed under the general supervision of the Commissioner of Consumer Affairs. General supervision is exercised over the Inspectors of Weights & Measures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers, supervises, and enforces the provisions of the Agriculture and Markets Law, Rules and Regulations as they apply to weights and measures;

Files complaints for prosecution of violations of weights and measures laws and ordinances and prepares and presents evidence in court;

Plans inspections, instructs, and supervises inspectors in procedures to be used in the carrying out of various assignments under the Orange County Weights and Measures program;

Visits stores, markets, warehouses, 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;

Collects, analyzes and interprets data on compliance of device, commodity and petroleum products;

Seals 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 condition and reparability of the devices;

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Prepares annual report to the New York State Commissioner of Agriculture & Markets as prescribed by law;

Maintains official records according to New York State Agriculture & Markets Law and Orange County policy;

Collects all monies received for inspections and penalties for violations of applicable laws;

Attends educational seminars provided by State and Federal authorities to keep informed on new packaging and labeling laws and new equipment being used by the trade;

Submits narrative reports of inspections, violations and ordered repairs as required by regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of laws, rules and regulations governing Weights and Measures programs; thorough 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; ability to plan, train, and supervise the work of others; ability to establish and maintain effective relationships with others including the public, business community, and community groups; ability to prepare clear, accurate, written and oral reports; resourcefulness; initiative; tact; physical condition appropriate to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Satisfactory completion of 24 semester credit hours in the physical sciences*, engineering sciences, electronics sciences**, mechanical technology and/or mathematics*** from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two years full-time field investigation and/or evidence to determine and make recommendations in regards to legal compliance, one year of which shall have included supervising the work of others; OR
- (B) One year full-time experience supervising personnel responsible for enforcing weights and measures laws and regulations, and inspecting and testing devices and packaged commodities; OR
- (C) Three years full-time experience inspecting and testing devices and packaged commodities, enforcing weights and measures laws and regulations, one year of which shall have included supervising the work of others.

*Physical sciences include chemistry (inorganic chemistry, organic chemistry, biochemistry), earth science (meteorology, astronomy, geology) and physics.

**Electronics sciences do not include course work 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 course work in accounting, economics, etc., provided the primary focus of the course is manipulation of numbers.

NOTE:

- 1) Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements: 8-15 hours per week is $\frac{1}{4}$ time; 16-23 hours per week is $\frac{1}{2}$ time; 24-31 hours per week is $\frac{3}{4}$ time; 32+ hours per week is full time.
- 2) Experience in (B) or (C) can be substituted for experience in (A) on a year for year basis.
- 3) Experience in (C) can be substituted for experience in (B) on the basis of one year of (C) experience = four months of (B) experience; experience in (B) can be substituted for the experience in (C) on the basis of four months of (B) experience = one year of (C) experience.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.