

DIRECTOR OF WEIGHTS AND MEASURES

DISTINGUISHING FEATURES OF THE CLASS: The work involves testing the accuracy of weighing and measuring equipment. Duties are performed under the general direction of the County Legislature in accordance with a routine prescribed by State law. General supervision may be exercised over a Deputy Director of Weights and Measures. A Director of Weights and Measures performs work as required.

TYPICAL WORK ACTIVITIES:

- Visits stores, markets, warehouses, wholesale houses, gas stations, and other establishments in order to ascertain the accuracy of weighing and measuring devices;
- Checks all weighing and measuring devices for accuracy;
- Inspects and tests gasoline pumps and platform scales;
- Requires conditions not in compliance with law to be corrected;
- Examines and re-weighs cartons and packages for illegal markings, short measure, and deceptive appearance;
- Receives and investigates complaints;
- Negotiates civil compromises in cases where violations are found;
- Testifies in court concerning violations of the law;
- Attends required training and conferences;
- Prepares a variety of reports associated with the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the laws and standards pertaining to weights and measures established by New York State; good knowledge of the construction and operation of weighing and measuring devices; working knowledge of the rules of legal evidence; ability to record findings; ability to write periodic reports; ability to be firm yet courteous to the public; ability to follow oral and written directions; ability to make arithmetic computations; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Satisfactory completion of 24 semester credit hours in the physical sciences*, engineering sciences, electronics sciences**, mechanical technology and/or mathematics*** at a 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 by the limits of A) and B).

NOTE: Your credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If credit hours were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

*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 primary focus of the course is manipulation of numbers.

Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements on the following basis: 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.

NOTE: The minimum qualifications for this position are mandated under Section 179 (17) of New York State Agriculture and Markets Law.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Appointees will be required to possess a valid New York State Motor Vehicle Operator's License.

CATTARAUGUS COUNTY CIVIL SERVICE

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