

DIRECTOR OF WEIGHTS AND MEASURES B

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Weights and Measures B is employed in a civil division with weighing and measuring devices numbering between 3201 and 25,000. This class is responsible for directing a program for the purpose of 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 has responsibility to take charge of and safely keep the municipal standards as prescribed by statute, and supervise the maintenance of complete records of work performed by the agency. The Director 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 subordinate assistants and employees as assigned. Although employed by the local municipality, the Director is subject to the direction and supervision of the Commissioner of Agriculture and Markets, and his authorized representatives.

TYPICAL WORK ACTIVITIES:

1. Administers, supervises and enforces the provisions of the Agriculture and Markets Law, Rules and Regulations as they apply to weights and measures;
2. Directs the operation of the agency including the planning, scheduling, training and supervision of personnel;
3. Prepares departmental budget;
4. Inspects and tests weighing and measuring devices for accuracy and proper operation;
5. Inspects and tests gasoline pumps, oil trucks, platform scales, timing and linear devices, milk tanks, etc.;
6. Reports conditions not in compliance with law and issues citations to violators;
7. May hold informal hearings to settle civil citations;
8. Examines and weighs cartons and packages for illegal markings and short measures;
9. Supervises and participates in the receipt and response to consumer complaints making referrals where necessary;
10. Assists Attorney General and local law enforcement officials in consumer fraud cases;
11. Testifies in court concerning violations of the law;
12. Supervises field mechanics in repair and installation of equipment;
13. Performs inspections to ensure compliance with local laws and issues and inspects licenses;
14. Submits narrative reports of inspections, violations and ordered repairs as required by regulations;
15. Attends annual technical training school and other conferences to keep abreast of changes in law or standards of new equipment being used in the trade;
16. Addresses community groups regarding the weights and measures program or consumer affairs;

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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 principles and practices of modern administrative techniques and procedures including budget preparation and administration; good knowledge of investigative techniques; skill in inspecting and testing weighing and measuring devices and systems; ability to plan, schedule, train and supervise the work of others; ability to read and interpret complex material, state laws

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

and departmental regulations pertaining to consumer protection; ability to understand complex mechanical equipment, its construction, repair and adjustments; ability to convey, understand and carry out oral and written instructions; ability to establish and maintain effective working relationships with others; ability to quickly and accurately make and evaluate facts and evidence, draw logical conclusions, and make recommendations; ability to communicate effectively both orally and in writing; mechanical aptitude; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing 50 pounds.

MINIMUM QUALIFICATIONS:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

- EITHER: (A) Graduation from a New York State registered or regionally accredited two-year college with an Associate's degree with satisfactory completion of 24 semester credit hours in the physical sciences, engineering sciences, electronics sciences, mechanical technology and/or mathematics PLUS two years of full-time field investigation experience requiring the evaluation of information and/or evidence to determine and make recommendations in regards to legal compliance;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two years of full-time experience supervising personnel responsible for enforcing weights and measures laws and regulations, and inspecting and testing devices and packaged commodities;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience inspecting and testing devices and packaged commodities, and enforcing weights and measures laws and regulations.
- OR: (D) An equivalent combination of education, training and experience among the limits of (A), (B) and (C) above.

NOTES:

1. Physical sciences include chemistry (inorganic chemistry, organic chemistry, biochemistry), earth science (meteorology, astronomy, geology) and physics.
2. 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.
3. Mathematics includes course work in accounting, economics, etc., provided the primary focus of the course is manipulation of numbers.
4. Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements: 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.
5. Experience in (B) or (C) can be substituted for experience in (A) on a year for year basis.

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NOTES:

6. 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 REQUIREMENTS:

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.

Agreed to by NYS Municipal Services Division and Agriculture and Market Law pursuant to Section 179(17).

CE5102

ADOPTED: (Sealer of Weights and Measures)

REVISED: 10/16/74 (Sealer of Weights and Measures)

09/08/78 (Sealer of Weights and Measures)

07/19/82

11/13/85 (Director of Weights and Measures III)

04/13/90

05/24/94

01/01/99 (Director of Weights and Measures III/Consumer Affairs)

08/07/13 (Title change to Weights and Measures B)