

# Clinton County

Jurisdictional Class: Competitive  
Adopted: February 1, 1990  
Revised: July 27, 2018

## **DIRECTOR OF WEIGHTS AND MEASURES A**

**DISTINGUISHING FEATURES OF THE CLASS:** The Municipal Director of Weights and Measures A is employed in a municipality with up to 3,200 commercial devices. This position is responsible for 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 takes charge of and safely keeps the municipal standards as prescribed by statute, and maintains a complete record of work performed. The incumbent will exercise all the powers of a peace officer and have access to all places of business, buildings, or premises to inspect, test, and ascertain if weights and measures, weighing and measuring devices, systems, and accessories are accurate and being used correctly and that commodities sold are properly labeled and accurately measured. The Director supervises assistants as assigned. The Municipal Director reports to the County Administrator and is also subject to the direction and supervision of the Commissioner of Agriculture and Markets, and his authorized representatives. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Visits stores, markets, warehouses, gas stations, and other establishments to test and verify compliance with provisions of Article 16 of the New York State Agriculture and Markets Law and the associated regulations;

Inspects and samples petroleum products from retail and wholesale purchaser-consumer establishments as directed;

Determines the accuracy of commercial scales, meters, rulers, and other measuring devices using standard weights and measures;

Seals those pumps, metering devices, and scales when found to be correct and accurate within the allowable tolerances;

May order faulty measuring and weighing devices repaired or replaced depending on the condition and repairability of the devices;

Responds to consumer complaints by investigation or testing as the occasion demands;

Examines and checks the contents of prepackaged goods to verify correct labeling and accuracy of net contents;

May order mislabeled, short-weight, or substandard products removed from sale;

May issue civil citations and may settle or compromise such, or refer cases to the municipal attorney for commencement of civil actions or prosecution as criminal acts;

May be required to testify in court proceedings related to civil and criminal litigation;

Trains, schedules, supervises, and directs subordinate employees;

Maintains computerized inspection and records and submits narrative reports of inspections, violations, and ordered repairs as required by regulations;

Prepares and manages the departmental budget;

Performs pricing accuracy inspections at retail establishments under local and state laws.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 measurement systems and units;  
Good knowledge of investigative techniques;  
Working knowledge of principles and practices of modern administrative techniques and procedures including budget preparation;  
Ability to operate a computer to maintain various records and reports;  
Ability to conduct proper inspections and tests of weighing and measuring devices and systems and packaged commodities;  
Ability to plan, schedule, train, and supervise the work of others;  
Ability to read and interpret complex written material, state laws, and departmental regulations pertaining to consumer protection;  
Ability to understand complex mechanical equipment, its construction, repair, and adjustments;  
Ability to quickly and accurately make mathematical calculations;  
Ability to write narrative reports that are clear and concise;  
Ability to manipulate objects weighing 50 pounds.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Satisfactory completion of twenty-four (24) semester credit hours in the physical sciences, engineering sciences, electronics sciences, mechanical technology, and/or mathematics from a regionally accredited or New York State registered college or university; or
- (b) Two (2) years full-time experience where the primary functions/responsibilities include any one of the following:
  - Enforcing weights and measures laws and regulations and inspecting and testing of devices and packages commodities; or
  - Inspecting, testing, and repairing commercial and/or industrial weighing and/or measuring devices per manufacturer's specifications and tolerances; or
  - 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; or
  - 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 within the limits of (a) and (b) above.

Director of Weights and Measures A

**NOTE:**

Physical sciences include chemistry (inorganic chemistry, organic chemistry, biochemistry), earth sciences (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 courses is manipulation of numbers.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at the appropriate level at time of appointment and throughout employment.

Qualifications are jointly established by the Commissioner of Agriculture and Markets and the State Civil Service Commission.