

**MUNICIPAL DIRECTOR OF WEIGHTS AND
MEASURES A/SAFETY COORDINATOR**

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DISTINGUISHING FEATURES OF THE CLASS: 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 as well as services that may coordinate occupational, health and building construction safety programs and activities for the County Government. The position also has the responsibility of taking charge of and safely keeping the municipal standards as prescribed by statutes, and maintain a complete record of work performed. 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 may supervise full-time, part-time or seasonal staff involved in “inspection” or “sealing” duties or clerical assistance. Although employed by the local legislative body, the Director is subject to the direction and supervision of the Commissioner of Agriculture and Markets, and his/her authorized representatives. The Director will perform related duties as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Trains, schedules and supervises any employees or staff assigned to the Weights and Measures

Office;

Visits stores, markets, warehouses, wholesale houses, 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, rulers and other measuring devices;

Using calibrated containers, tests fluid measuring devices such as service station gasoline pumps;

Using standard weights, checks for accuracy of meat, produce and platform scales;

Seals those 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 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 pre-packaged foods to determine the accuracy of labeling practices;

Removes, or orders removed from sale, those products not meeting the volume, weight or count as declared on the package label;

May be required to testify in court in consumer fraud litigation;

Coordinates the County Safety Program and keeps records associated therewith;

May perform inspections to insure compliance by County Departments with PESH (Department of Public Employees Safety Health) and OSHA (Occupational Safety Health Administration) regulations and documents deficiencies;

Submits narrative reports of inspections, violations and ordered repairs as required by regulations and ensures that corrections/deficiencies are made;

Utilizes computer applications or other automated systems, such as word processing, spreadsheets, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of Laws, Rules and Regulations governing Weights and Measures programs; good knowledge of statutory and regulatory requirements relating to occupational safety, health and workplace safety; 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 investigative techniques; good knowledge of toxic substances; skill in inspecting and testing weighing and measuring devices and systems; working knowledge of principles and practices of modern administrative techniques and procedures, including budget preparation; 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; mechanical aptitude and the ability to understand complex mechanical equipment, its construction, repair and adjustments; ability to quickly and accurately make mathematical calculations; ability to identify safety problems and make suggestions to solve same; ability to write reports; ability to assess OSHA/PESH requirements and recommend appropriate actions for compliance; ability to operate a personal computer and common office software programs; ability to lift and carry objects weighing fifty (50) pounds.

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 or New York State registered college or university and one year experience in an environmental or occupational health and safety related field; or
- (B) Two (2) years full time experience where the primary functions/responsibilities include any one of the following and one (1) year experience in an environmental or occupational health and safety related field:
- 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 within the limits of (A) and (B).

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.

* 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.

NOTE: Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements on the following basis: 8-15 hours per week is 1/4 time; 16-23 hours per week is 1/2 time; 24-31 hours per week is 3/4 time; 32+ hours per week is full-time.

NOTE: Your degree or credits 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 your degree or credits were awarded by an educational institution outside of 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 Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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