

Jurisdictional Class: Competitive  
Adopted: January 1, 1991  
Revised: April 23, 2010

**ASSISTANT DIRECTOR OF WEIGHTS AND MEASURES A**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee of this class is responsible for performing field inspection work involving testing, weighing and measuring of equipment and prepackage goods to determine accuracy and compliance with prescribed standards. Work is performed under the general supervision of the Director, with leeway allowed for independently carrying out details of the work according to established policies and procedures. The Director provides assistance and advice in unusual or difficult cases. Work is reviewed through conferences and reports for results obtained. The incumbent does related work as required.

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

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, rules, and other measuring devices;  
Using calibrated containers, tests fluid measuring devices such as service station gasoline pumps;  
Using standard weights, checks accuracy for meat, produce, and platform scales;  
Seals pumps, metering devices and scales when found to be accurate within the allowable tolerances;  
Recommends to the Director faulty measuring and weighing devices to be repaired or replaced depending on the condition and repairability of the devices;  
May be assigned by the Director to respond to consumer complaints, through investigation or testing;  
Examines and checks the contents of prepackaged foods to determine the accuracy of labeling practices;  
Operates a large capacity truck and hoist to inspect vehicle and other large capacity scales;  
Calibrates bulk milk tanks using a volumetric meter or measure to determine a poundage chart;  
Removes, or orders removed, from sale those products not meeting the volume, weights, or count as declared on the package label;  
May be required to testify in court in consumer fraud litigation;  
Submits narrative reports of inspections and violations, and orders repairs as required by regulations;  
Checks the quality of petroleum products by doing chemical screening and collecting samples for laboratory analysis;  
Assists in enforcing and labeling of equipment in retail petroleum outlets;  
Operates large capacity truck and meter truck;  
Performs manual tasks related to motor equipment operation and maintenance.

**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;  
Working knowledge of investigative techniques;  
Skill in inspecting and testing weighing and measuring devices and systems;  
Ability to read and interpret complex written material, state laws, and departmental regulations pertaining to consumer protection;  
Ability to understand complex mechanical equipment and its construction, repair, and adjustments;

## Assistant Director of Weights and Measures A

Ability to make quickly and accurately mathematical calculations;  
Ability to write simple reports;  
Ability to lift and carry objects weighing 50 pounds;  
Mechanical aptitude.

### **MINIMUM QUALIFICATIONS:** Either:

(a) Satisfactory completion of twelve (12) 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) One (1) year 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 packages 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).

\*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 courses 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.

**SPECIAL REQUIREMENT:** Eligibility for an appropriate level New York State Driver's license at time of application. Possession of license at time of appointment.