

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Officials & Administrators
Revised: 11/03/16

DEPUTY DIRECTOR OF WEIGHTS & MEASURES B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to assist a Director of Weights & Measures B in a civil division with weighing and measuring devices numbering between 3201 to 25,000. An incumbent is responsible to aid in administering, supervising and enforcing the provisions of weights and measures laws and regulations. The work is performed under the supervision of the Director of Weights & Measures B with leeway allowed for exercise of independent judgment in performing assigned tasks. Supervision may be exercised over the work of subordinate clerical employees in the agency. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Weights & Measures B with training, scheduling and supervising employees engaged in visiting stores, markets, warehouses, etc., to verify the accuracy of weighing and measuring devices;
Investigates complaints of consumer fraud and unfair weighing practices and records information for legal or administrative purposes;
Checks commercial advertising, shops and stores for availability of items advertised in the media to determine truth in advertising;
Calibrate and certify bulk milk tanks, gasoline and fuel oil meters;
Assists the Director in ordering removal from sale items not meeting volume, weight or count as declared on the packaging;
Reviews consumer complaints involved with quality, quantity and dating of packages and determines accuracy of weighing practices;
Provides testimony in court actions relative to improper or illegal weights and measures uncovered by the department;
Assists the Director in ordering faulty weighing and measuring devices repaired or replaced;
Obtains information relative to investigations into unfair or illegal weights and measures practices and compiles records of inspection;
Prepares a variety of records and reports relative to weights and measures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Working knowledge of laws, rules and regulations governing weights and measures programs; working 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; working knowledge of principles and practices of modern administrative techniques and procedures including budget preparation. The ability to read and interpret written material, State laws and departmental regulations pertaining to weight, measures and consumer protection; mechanical aptitude and the ability to understand mechanical weighing equipment, its construction, repair and adjustments; ability to write reports; physical condition commensurate with the demands of the position including the ability to lift and carry objects weighing 50 pounds.

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MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications at time of application.

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; **OR**
- B) Two (2) years full time experience where the primary functions/responsibilities including 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 weighing or measuring devices and/or industrial weighing 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 reductions, 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.

* 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 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.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

This class requires extensive travel. Appointee will be required to possess a valid New York State motor vehicle operator's license at time of appointment. This license must be maintained throughout appointment.

Adopted: 10/01/93
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