



SCHUYLER COUNTY CIVIL SERVICE

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening
**DIRECTOR OF WEIGHTS AND
MEASURES A TRAINEE**
Weights and Measures
(Serving Chemung, Schuyler, and Yates Counties)

LAST DATE TO FILE: Applications accepted until 4:00pm on November 28, 2023

SALARY: \$52,551 - \$72,257 (Trainee salary range) dependent on experience.
\$57,806 - \$79,482 (Director salary range) dependent on experience.

Excellent benefit package which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. Information on Management benefits can be found at the link below:

<http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Weights and Measures Department for a Director of Weights and Measures A Trainee who, if successful, will be appointed the Director of Weights and Measures A upon the March 2024 retirement of the current Director. This position covers a three county area (Schuyler, Chemung, and Yates). **The person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position of Director of Weights and Measures A.**

HOW TO APPLY: Interested applicants must submit a Civil Service application to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 by the nember 28, 2023 deadline. **Faxed and emailed applications are accepted.**

RESIDENCY REQUIREMENT: Candidates for the Director of Weights and Measures A position must be **legal residents of Schuyler, Yates, or Chemung County** for at least one month immediately preceding the date of application. Trainee candidates have no residency requirements initially but **MUST meet the residency requirement for Director by March 1, 2024.**

JOB DESCRIPTION: This position involves the responsibility of training with the Director of Weights and Measures A to learn all aspects of the position and the various tasks involved in administering and enforcing the provisions of Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures. Incumbent in the position will also perform other duties as directed by the Director of Weights and Measures and the local governing body which may include services designed to aid and protect consumers.

TYPICAL WORK ACTIVITIES:

Visits stores, markets, warehouses, wholesale houses, gas stations and other establishments to assist in testing and verifying the accuracy of weighing and measuring devices;

Assist the Director in using standard weights and measures determines the accuracy of scales, meters, rulers and other measuring devices;

Assist the Director in using calibrated containers, tests fluid measuring devices such as service station gasoline pumps;

Assist the Director with inspecting and sampling petroleum products from retail and wholesale purchaser-consumer establishments as directed by the Commissioner;

Assist the Director in inspecting and calibrating dairy farm bulk milk tanks using standard calibrated measuring devices or metering systems;

Assist the Director in ordering that mislabeled, short-weight, or substandard products be removed from sale;

Assist the Director in using standard weights, checks for accuracy of meat, produce and platform scales;

Assist the Director in sealing those devices found to be correct and accurate within the allowable tolerances;

Assist the Director in ordreing faulty devices repaired or replaced;

May responds to consumer complaints by investigation or testing as the occasion demands on behalf of the Director;

Assist the Director in examining and checking the contents of prepackaged foods to determine the accuracy of labeling practices;

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

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;

Work with the Director to submit narrative reports of inspections, violations and ordered repairs as required by regulations.

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; or
- (B) Two years 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 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).

*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.

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 fieldwork responsibilities. Candidates must be a resident of Schuyler County at the time of appointment.

**Residency of Municipal Director shall follow guidelines as established in the NYS Weights & Measures Law – Article 16 Section 180 of the Agriculture and Markets Law.

Issue Date: November 1, 2023