

## ASSOCIATE INSPECTOR OF WEIGHTS AND MEASURES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position assists in the implementation and enforcement of the Westchester County Consumer Protection Code, Article 16 of the New York State Agriculture and Markets Law and other Consumer Protection related rules and regulations, supervises the functions of a particular departmental division relating to Consumer Protection and/or Weights and Measures, conducts special projects as required by the Director-Office of Consumer Protection, and provides technical oversight to Senior Inspectors of Weights and Measures who oversee the other departmental divisions. Responsibilities include ensuring adherence and conformity to the Westchester County Consumer Protection Code and the New York State Agriculture and Markets Law. An incumbent, as a Peace Officer, has the power to enter any premises stipulated by law and to issue summonses for violations of Consumer Protection regulations. This level is distinguished from the Senior Inspector of Weights and Measures in that the incumbent provides technical oversight to the Senior Inspectors and has a range of responsibilities over all divisions of the department. Supervision is exercised over Inspection, clerical and volunteer staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides technical oversight and leadership to all divisions of the Office of Consumer Protection;

Assists the Director and Assistant Director in the development of policy, its implementation and the resulting modifications to the operations of the Office of Consumer Protection;

Performs a variety of duties related to staffing, budget development and office administration in the oversight of all divisions of the Office of Consumer Protection;

Trains and offers guidance to Sr. Inspectors of Weights and Measures regarding technical issues related to inspections and investigations;

Supervises and trains Inspectors of Weights and Measures and Trainees on matters pertaining to office procedure and the conducting of field investigations and inspections;

Leads and participates in developing new programs and conducting special projects as required by the Director-Office of Consumer Protection;

Prepares reports on departmental issues, outlining issues as they relate to the enforcement and administration of regulations and laws;

Distributes and assigns work to inspection staff and clerical workers;

Monitors employee work performance and offers guidance when needed;

Consults with and makes recommendations on problems relating to employee work performance;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

Oversees and participates in the development and implementation of departmental projects such as informational databases, Internet websites and other special activities, as directed;

Oversees, advises and/or participates in investigations, inspections, programs and projects which require the input of senior personnel;

Prepares monthly and/or interim reports on agency activities;

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

Acts as intermediary between Inspectors and clerical staff and management by directing divisional efforts and making recommendations for change as it may relate to operational goals or employee performance;

Drives and operates the Mobile Fuel Oil Testing Unit (vehicle in excess of 18,000 lbs.), requiring class a CDL B driver's license.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the provisions of the County Consumer Code and the New York State Agriculture and Markets Law; thorough knowledge of the principles and methods of field investigations; thorough knowledge of the provisions and means for enforcement of the county Consumer Protection Code and the County Gasoline Price Sign Law; good knowledge of the principles and practices involved in the operation of a County Consumer Protection Agency; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to enforce laws, rules and regulations firmly, tactfully and impartially; ability to plan, assign and direct subordinate personnel; ability to report findings and prepare detailed reports; ability to evaluate investigative reports of subordinate personnel; ability to prepare statistical reports; ability to communicate effectively, both orally and in writing; good judgment; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of experience where the primary function of the position was as a Senior Inspector of Weights and Measures or equivalent work in a comparable title.

SPECIAL REQUIREMENTS:

1. Minimum Age: 21
2. Possession of a New York State Class B Commercial Driver's License with endorsement "X".

SPECIAL NOTE: Pursuant to New York State Public Officers Law, candidates at time of appointment, must:

1. Be a citizen of the United States.
2. Be a resident of New York State. (Residency must be maintained throughout employment).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.