

## WEIGHTS AND MEASURES INSPECTOR 1-3

### CLASS DESCRIPTION

#### General Responsibilities:

This is specialized work involving the inspection, testing and certification of weights and measures equipment and devices. Work involves the annual licensing and inspection of new and/or existing devices for compliance with applicable National, State and local codes and City Ordinances, the enforcement of proper labeling and tare weights on consumer packaging, and the verification of pricing accuracy with regards to posted pricing and store scanners.

This classification series is structured to provide for career progression from the Weights and Measures Inspector 1 to Weights and Measures Inspector 2 based upon incumbents passing required certifications in inspection as outlined in the Necessary Special Qualifications section of this class specification, and increased employee expertise and responsibility, independence of action, and experience in and knowledge of City systems and processes associated with the work. Progression to the Weights and Measures Inspector 3 level is based on additional experience and certifications as outlined in the Necessary Special Qualifications section of this class specification.

#### *Weights and Measures Inspector 1:*

This is entry-level field inspection and enforcement work. Work is initially performed under the close supervision of the Housing Inspection Supervisor and guidance of the Weights and Measures Inspector 3, but employees are expected to work with increasing independence as they gain familiarity with applicable codes, standards, inspection practices and methods of testing weights and measures devices.

#### *Weights and Measures Inspector 2*

This is intermediate level inspection and enforcement work of the weights and measures series characterized by a working knowledge of codes, standards, inspection practices and methods of testing weights and measures devices. Work is performed independently under the limited supervision of the Housing Inspection Supervisor and guidance of the Weights and Measures Inspector 3, and employees are expected to exercise judgment and discretion in carrying out assigned work.

#### *Weights and Measures Inspector 3*

This is advanced level responsible inspection and oversight work involving the coordination of the Weights and Measures program. The work is characterized by the depth of experience and exercise of technical and professional judgment. Employees in this class are responsible for training, organizing, prioritizing and reviewing the work of lower level staff. Work is performed independently under the general supervision of the Housing Inspection Supervisor and employees are expected to exercise judgment and discretion in carrying out assigned work.

## Examples of Duties and Responsibilities:

### *Weights and Measures Inspector 1*

Test retail motor fuel dispensers and other stationary liquid dispensers. Test vehicle tank meters and other mechanical and electronic liquid measuring devices.

Test digital computing scales and prescription balances. Test weights used with prescription scales and other scales. Test graduate and linear measures. Inspect and test other mechanical and electronic scales.

Test coin-operated timing devices such as clothes dryers, car washes, and parking meters. Inspect business for appropriate statement of rates and responsibility. Test distance-measuring devices such as a Taximeter.

Test new measurement devices and test unusual applications of existing devices. Develop procedures using national standards and input from other weights and measures officials. License all new commercial devices in the City as they come into use.

Investigate consumer complaints and take action to resolve the complaint. Collect evidence and write reports.

Inform business owners/managers and/or device operators of applicable laws, specifications and tolerances. Inform them of outcome of inspection and test, and of action required to correct devices not meeting specifications or tolerances. Remove from use any incorrect device either through the use of red tags or confiscation. Prepare written notices and citations.

Enforce labeling and method of sale requirements. Reject those packages in violation of regulations and order them to be relabeled or removed from sale. Write correction orders on noted violations. Research business records, violation history and code interpretations. Establish time parameters for compliance. Perform follow-up inspections to ensure that corrections have been made. Compile evidence and data to proceed with court action if necessary.

Maintain inspection records. Review productivity reports for accuracy. Update files with information from daily inspections to include measuring devices that were inspected, approved or rejected; new business and devices to be inspected; and closed businesses and discontinued devices to be deleted from inspection records.

Take requests for inspections. Answer general information questions about weighing and measuring devices. Communicate with State on referrals and mutual concerns.

Perform related work as required.

### *Weights and Measures Inspector 2*

All the work of a Weights and Measures Inspector 1 but with a higher degree of skill and expertise and under limited supervision.

### *Weights and Measures Inspector 3*

All the work of a Weights and Measures Inspector 1 and 2, and

Perform field inspections and of all new devices put into service to determine and achieve compliance. Test unusual applications of existing devices. Develop procedures using national standards and input from other weights and measures officials. License all new devices. Investigate and take action to resolve consumer complaints.

Work with the public, business owners/operators and service companies in order to provide code information and facilitate code compliance.

Oversee billing for service process.

Prepare weekly and daily work schedules for businesses and measuring devices to be reinspected and tested.

Coordinate and assign daily work of lower level inspectors and hourly employees. Establish priorities and coordinate special projects. Provide training and guidance and ensure that Inspectors 1&2 obtain certifications required such as NIST Handbook 44.

Compile and submit annual report to the State of Wisconsin DATCP. Act as City Sealer as required.

Monitor proposed legislation, review State policies and maintain liaison with the State relative to the interests of the city's membership and report recommendations to the annual caucus.

Perform related work as required.

### QUALIFICATIONS

#### Knowledge, Skills and Abilities:

#### *Weights and Measures Inspector 1*

Knowledge of the laws, ordinances, and regulations pertaining to weights and measures inspections and consumer protection. Knowledge of weighing and measuring devices and the methods and equipment used in testing them. Knowledge of common business practices relative to weights and measures and methods of inspection and investigation. Ability to learn, explain and apply local, State and Federal codes and standards. Ability to operate applicable testing devices and to conduct tests and inspections with accuracy. Ability to make complex mathematical computations. Ability to identify violations of applicable standards. Ability to prepare and present concise and accurate reports. Ability to enforce applicable laws and ordinances. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability and physical strength necessary to conduct field inspections including some heavy lifting of samples and testing equipment. Ability to maintain adequate attendance.

*Weights and Measures Inspector 2*

All of the above, but substituting as follows:

Working knowledge of the laws, ordinances, and regulations pertaining to weights and measures inspections and consumer protection. Working knowledge of weighing and measuring devices and the methods and equipment used in testing them. Working knowledge of common business practices relative to weights and measures and methods of inspection and investigation.

*Weights and Measures Inspector 3*

All of the above but substituting/adding as follows:

Thorough knowledge of the laws, ordinances, and regulations pertaining to weights and measures inspections and consumer protection. Thorough knowledge of weighing and measuring devices and methods and equipment used in testing them. Thorough knowledge of common business practices relative to weights and measures and methods of inspection and investigation. Ability to check and verify audit trails. Ability to assign, prioritize and review the work of other inspectors.

Training and Experience:

Generally, positions in this classification will require:

*Weights and Measures Inspector 1*

Two years of related experience in the maintenance, inspection, testing and adjustment of weighing and measuring devices. Such experience would normally be gained after graduation from high school. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Weights and Measures Inspector 2*

Two years related experience in the maintenance, inspection, testing and adjustment of weighing and measuring devices equivalent to that gained as a Weights and Measures Inspector 1 with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Weights and Measures Inspector 3*

Two years of related experience in the maintenance, inspection, testing and adjustment of weighing and measuring devices equivalent to that gained as a Weights and Measures Inspector 2 with the City of Madison. Such experience would normally be gained after graduation from high school or equivalent. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

*All Positions*

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

*Weights and Measures Inspector 2*

Certification (or equivalent) upon appointment of completed modules or national certification testing in at least 4 of the following areas:

1. Introduction to Handbook 44
2. Retail Computing Scales – Electronic
3. Retail Computing Scales – Mechanical
4. Medium Capacity Scales
5. Retail Motor Fuel Devices (LMDs)
6. Vehicle Tank Meters
7. Price Verification
8. NTEP/Handbook 44
9. Checking the Net Contents of Packaged Goods
10. Packaging and Labeling

Certain specific required certifications may be identified in order to advance to a W/M Inspector 2.

*Weights and Measures Inspector 3*

Certification (or equivalent) upon appointment of completed modules or national certification testing in at least 8 of the following areas:

1. Introduction to Handbook 44
2. Retail Computing Scales – Electronic
3. Retail Computing Scales – Mechanical
4. Medium Capacity Scales
5. Retail Motor Fuel Devices (LMDs)
6. Vehicle Tank Meters
7. Price Verification
8. NTEP/Handbook 44
9. Checking the Net Contents of Packaged Goods
10. Packaging and Labeling

Certain specific required certifications may be identified in order to advance to a W/M Inspector 3.

Physical Requirements (all positions):

Employees in this classification must have the ability to lift up to 50 pounds in order to examine samples and equipment. Employees must also possess the physical agility and

strength necessary to climb, stoop and access various spaces in order to conduct inspections. Employees will be expected to work in inclement weather.

| <b>Department/Division</b> | <b>Classification</b> | <b>Comp. Group</b> | <b>Range</b> |
|----------------------------|-----------------------|--------------------|--------------|
| DPCED/Building Inspection  | W/M Inspector 1       | 16                 | 13           |
| DPCED/Building Inspection  | W/M Inspector 2       | 16                 | 16           |
| DPCED/Building Inspection  | W/M Inspector 3       | 16                 | 18           |

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date