

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV35880</b>
<b>Job Class Code:</b>	<b>400</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>11/20/97</b>	<b>Effective Date:</b>	<b>11/20/97</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Weights and Measures Series

**JOB CODE TITLE:** WEIGHTS AND MEASURES INSPECTOR

**HRIS TITLE:** WEIGHTS AND MEASURES INSPR

**CHARACTERISTICS OF THE CLASS:** Works under close supervision during training. Works under general direction of an inspection supervisor when working from home. Has the authority to conduct inspections in assigned territory; take enforcement action needed to stop sale, hold or remove commodities or devices from use; recommend civil action; and meet with regulated public, general public, other enforcement personnel, tribal leaders and state and Federal officials. This is a training class. Under close supervision during formal training and limited supervision at other times and when training is concluded, learns to perform State inspections of businesses, within an assigned territory, utilizing commercial weighing devices, commodity packaging and labeling, scanning devices, gasoline volume, motor fuel quality and vapor recovery systems, dispensing devices; calibrates and operates measuring devices; takes enforcement actions; provides general and technical information; and recommends civil action for repetitive non-compliance or for major infractions of law or rules. Work product consists of voluntary compliance of the regulated public; completed inspections; reports prepared and submitted; training successfully completed; enforceable compliance decisions and actions; and improved relations with businesses and public. Responsible for within assigned territory, performing inspections in a timely, accurate, safe and courteous manner; preparing accurate and timely reports; detecting inaccurate and improper devices and/or packaged products and recommending actions; and maintaining assigned equipment in an operational condition.

**EXAMPLES OF DUTIES:** As integrated into work routine, or in time set aside for training and study, will acquire knowledge and skills needed for advancement to journey level. Attends periodic workshops or training sessions to improve knowledge and skills. Reads and studies federal, state, local, tribal and agency laws, rules, regulations, policies, and procedures to acquire knowledge of the agency's role and function; utilizes knowledge gained to establish examination program within assigned territory; performs proper examinations, takes enforcement actions, educates business personnel, and recommends legal actions learns to examine, and once proficient, conducts independent examination of commercial weighing devices in all sizes and determines that they are accurate in accordance with established technical requirements. Learns to examine, and once proficient, conducts independent examination of vapor recovery systems and commercial volume measuring devices to determine their compliance with technical regulations. Learns to conduct compliance investigations relating to packaged goods and scanning devices. Learns to record and interpret data to determine compliance. Learns to write reports in a prescribed format. Learns software programs used for recording and researching data. Learns legal proceeding procedures, proper collection of data, and case documentation to support legal actions. Learns assigned territory so that a compliance program can be developed for inspection of commercial devices, packaged goods, scanning equipment, vapor recovery systems and commercial volume measuring devices. Meets with business owners, managers, and employees to educate them on appropriate practices and policies. Communicates agency policies and practices to the public, trade show participants, and other interested parties relating to general information or responses to complaints. Exposed to methods of calibration of field standards of mass, volume and length of use of precision

balances, burets, and pipets, and length benches. Learns and once proficient, issues enforcement actions, including stop use, hold, warning, unlicensed device and removal orders. Drives assigned vehicle to various statewide locations. Learns to independently work from an assigned home base. Performs related work as required.

**WORK CONDITIONS:** Statewide travel as required with overnight stays away from home base; work can encounter extremes of heat and cold and potentially hazardous conditions using hydraulically operated scales tester and exposure to combustible fuels. Work requires ability to lift and carry heavy (maximum 100 pounds) objects.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** federal, state, local, tribal and agency laws, rules, regulations and policies governing the installation and accuracy of commercial measuring, metering, and weighing devices; labeling and accuracy of contents of packaged products; regulations relating to vapor recovery systems and air quality standards; volumetric examination requirements for motor fuel; dispensing devices; and motor fuel quality standards; inspection technical methods, procedures and standards, administrative, regulatory policies and procedures relating to program non-compliance; regulatory legal process, collection of data/ evidence, and report/case documentation; National Institute of Standards and Technology (NIST), American Society for Testing and Materials (ASTM), and California Air Resource Board (CARB) requirements.

**Skill/Ability to:** operating equipment, testing or otherwise determining accuracy and compliance of devices, labeling standards, vapor recovery systems, motor fuel quality and measurement; applying the techniques and methods to determine accuracy of weighing, measuring and metering devices and labeling and quantities of packaged products; applying Federal, State and agency laws, rules, regulations and policies governing the installation and accuracy of weighing, measuring and metering devices; use of personal computer as related to job assignment; applying proper techniques, methods and safety practices in lifting and carrying heavy objects or operating special vehicles used in testing large scales; oral and written communication techniques; interpersonal relationships.

**SPECIAL SELECTION FACTORS:** A current and valid Arizona driver's license will be required at appointment. A Commercial Driver's License (CDL) will be required for positions riving large scale, cattle scale or propane vehicles. A medical/physical evaluation is required prior to appointment. Two years of work experience in the set-up, repair or use of weighing devices, e.g., scales, pumps, meters, or electronic calibration instruments or in work involving the installation or repair of vapor recovery systems. College level courses, from an accredited college, university or technical school, with emphasis in mechanical or electrical engineering, or weights and measurement technology, may substitute for one year of experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted