

**CLASS TITLE: SUPERVISING METROLOGIST**

**Class Code: 02203800**  
**Pay Grade: 30A**  
**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, organizing, conducting, and reviewing the work of the metrology section; to be responsible for the enforcement of state laws pertaining to weights and measures and to provide technical instructions to city and town sealers; to ensure compliance with the "National Bureau of Standards" (NBS) for both the state certified laboratory and the metrologists; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior in the Division of Professional Regulation with wide latitude in the exercise of independent judgement; work is reviewed for conformity with departmental policies in interpretation of existing laws and the sealer of weights and measures directives.

**SUPERVISION EXERCISED:** Plans, organizes, directs and reviews the work of a staff assigned to weights and measures investigation and enforcement.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, organizing, conducting, and reviewing the work of the metrology section.

To be responsible for the enforcement of state laws applicable to weights and measures and conformance with the N.B.S. laboratory and metrologists certification, and to assist municipalities in achieving full compliance with the laws and certification.

To certify test weights and standards used by municipalities to assure that they are in compliance with the requirements of state law and N.B.S. laboratory and metrologists certification; to maintain accurate records of such certifications.

To make tests of weights and measures used by businesses that have been previously certified by municipal sealers of weights and measures to assure that they are in conformance with state law and N.B.S. laboratory certification; and as required, to forward a written report to the appropriate sealer of weights and measures.

To investigate short weight/short measure complaints and report findings to the responsible state/municipal officials.

To insure that the proper printed capacities of tank vehicles are correct and printed on vehicles transporting fuels such as gasoline, fuel, oil, and other volatile inflammable liquids over public highways in accordance with law.

To be responsible for calibrating and sealing all farm milk holding tanks used in a measure.

To protect purchases against deceptive practices or misrepresentation as to quantity/dollar value of commodity purchased.

To insure that the consumer and businesses are advised of proper labeling on all commodities offered for sale.

To insure that coal and coke laws/regulations are enforced.

To annually insure that a projected budget be prepared for review along with an annual report of the weights and measures department.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the use of weighing and measuring devices in use in business enterprises; a thorough knowledge of the provisions of state law relating to the testing of the standards of weights, measures and balances used by city or town sealers of weights and measures; a thorough knowledge of the provisions of the state and federal laws relating to the testing and sealing, or the inspecting of, weights and measures used in business enterprises; a thorough knowledge of the laws and standards pertaining to labeling and packaging of merchandise; the ability to plan, organize and review the work of a subordinate staff; the ability to meet and deal effectively with the public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation with an Associate's Degree in Engineering or graduation in the Physical Sciences from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a supervisory capacity involving the determination of the accuracy of weighing and measuring devices.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment, must hold accreditation status as a metrologist from the National Bureau of Standards and must maintain such accreditation as a condition of employment.

Class Revised: August 28, 1988

Editorial Review: 3/15/03