



City of Pittsfield

Job Description

Position Title:	Inspector of Weights & Measures	Grade Level:	05/80
Department:	Department of Inspections	Union/Non-Union:	S&P Union
Reports to:	Building Commissioner	Date Prepared:	2/4/2019

Job purpose

Under supervision of the Building Commissioner, the Inspector of Weights & Measures tests and certifies the weighing and measuring devices used commercially in the City of Pittsfield; and enforces the City Code, MGL Chapter 98, and the Consumer Merchant Protection Act. Inspects packaged and bulk materials for conformance with applicable standards; enforces various labeling and licensing laws & regulations concerning the quantity of packaged and peddled materials. Keeps preserves and maintains all municipal standards including field standards in compliance with applicable state laws; performs tasks and submits reports as required under state and local laws and ordinance.

Duties and responsibilities

1. Tests standard liquid, dry and linear measures, avoirdupois, apothecary, and metric weights used in commercial applications; tests automatic measuring devices, surveyors tapes, clinical thermometers, meters used for the sale of motor fuels, automotive lubricating oils, fuel oils used for heating or cooking purposes. Tests odometers, heavy capacity, vehicle, track, crane and hopper scales. These and all other commercial weighing and measuring devices used in commercial applications shall be compared against the legal standards of mass, volume and length to insure that they are accurate and honest and are not being used fraudulently.
2. Re-weighs and/or re-measures various materials such coal, construction and road building material, wood & petroleum products including fuel oils which may be in transit, and any other packaged commodity such as food, drugs or farm products to ensure accuracy of the marked or delivered quantity.
3. Tests automatic measuring devices to ensure compliance with all applicable state standards.
4. Prepares reports of findings of all inspections, seeks compliance for violation of the state laws relating thereto and appears as prosecution witness when violators are brought to trial.
5. Inspects various weighing and measuring devices to ensure they meet the requirements in National Institute of Standards Technology (NIST), Handbook 44, regarding construction and applicable use.
6. Investigates complaints regarding short weight or measure and takes appropriate action based on the results of his findings.
7. Enforces the State Unit Pricing Laws & Regulations.
8. Deposits with City Treasurer monthly all fees collected.
9. Maintains adequate records of all official tests, re-measurement and investigations.
10. Performs other duties as assigned.

Qualifications

1. High school diploma or equivalent. Within one year of appointment, must be certified by the Commonwealth as a Sealer of Weights and Measures.
2. Valid Massachusetts driver's license
3. Considerable knowledge of City ordinances, state laws, rules & regulations, governing established standards for the administration of weights and measures requirements.

4. Working knowledge of the proper methods, procedures and techniques of inspecting, testing and verifying the accuracy of commercial weighing and measuring devices prior to granting official approval for commercial use.
5. Working knowledge of the principles of the methods of construction, design and operation of all types of commercial weighing and measuring devices under the jurisdiction of the Department.
6. Ability to advise both private and public personnel in the legal requirements of weights and measure laws, rules and regulations and to obtain and retain the cooperation of such personnel.
7. Ability to write clear, concise reports; Proficiency in Microsoft Office, including Word, Excel, and Outlook.
8. Ability to deal effectively with others; requires strong communication skills to work effectively with a diverse population.
9. Knowledge of proper safety precautions to use when working with all types of volatile materials.

Working conditions

Works under limited supervision using standardized practices and/or methods. Work performance is primarily indoors in assigned buildings. May require some work outdoors, during all seasons and weather conditions; including responding to inclement weather conditions.

Physical requirements

Ability to routinely lift and carry 50 lbs. a distance of twenty five feet.
 Involves occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling.
 Requires significant fine finger dexterity.

Direct reports

None.

Approved:	<i>Michael J. Taylor</i>
Date approved:	02/2019
Reviewed:	02/2019