

WEIGHTS & MEASURES INSPECTION SUPERVISOR**NATURE OF WORK IN THIS CLASS:**

This is supervisory weights and measures inspection work.

Employee in this class plans, develops, directs and implements the inspection of weights and measures devices and equipment and the enforcement of weights and measures laws and regulations in the Territory.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed.)

Plans, develops and implements the weights and measures program of the Department of Revenue & Taxation.

Plans and supervises the work of subordinate inspectors; sets priorities and prepares schedules for completion of work; evaluates work performance of subordinates.

Gives advice, counsel and instruction to program staff on work and administrative matters.

Hears and resolves complaints from subordinates, referring the more serious matters not resolved to higher level supervisors.

Effects minor disciplinary measures such as warnings and reprimands, recommending adverse action in more serious cases.

Identifies developmental and training needs of employees; conducts training or recommends training to be provided.

Gives technical advice on matters pertaining to maintenance tolerance and acceptance, tolerance for various weighing and measuring devices and the calibration requirements pursuant to established laws, regulations, the National Bureau of Standards Codes and other program guidelines.

Supervises the investigations of alleged violations of applicable statutes and regulations or of complaints received concerning the regulatory enforcement of the Weights and Measures Act; responds to complaints and initiates appropriate action where violations are found.

Conducts conferences with the owners of weighing devices concerning infractions of the weights and measures laws, regulations and standards codes and the compliance enforcement requirements.

Evaluates the program and recommends/implements changes needed in work operation, laws or regulations to meet program objectives and enhance program effectiveness.

Keeps current on trends and developments in weights and measures functions, techniques and requirements.

Maintains records and prepares reports.

May testify in court or administrative proceedings concerning findings of investigation.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of management.

Knowledge of weights and measures inspection techniques.

Knowledge of the construction and operations of scales and weighing and measuring devices and standards.

Knowledge of the National Bureau of Standards Codes and regulations governing scales, weights and measures.

Knowledge of mathematics used in weights and measures inspection and enforcement work.

Knowledge of common business practices and recordkeeping.

Ability to plan and direct weights and measures programs and functional activities.

Ability to enforce regulations firmly, tactfully and impartially.

Ability to interpret and apply pertinent legal and regulatory weights and measures enforcement provisions to the findings of inspections and investigations.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

Skill in weights and measures inspection methods and techniques.

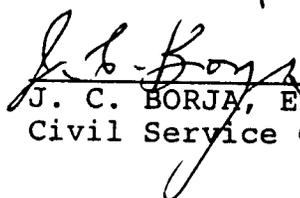
MINIMUM EXPERIENCE AND TRAINING:

a) Three years of experience in weights and measures inspection work and graduation with a Bachelor's degree; or

- b) Three years of experience in weights and measures inspection work, successful completion of weights and measure inspection training with registration as a certified weights and measures inspector and graduation from high school; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 36



J. C. BORJA, Executive Director,
Civil Service Commission