



HOWARD COUNTY GOVERNMENT **Job Posting**

Complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer

WEIGHTS AND MEASURES INSPECTOR

Incumbent serves as Inspector for the City of Kokomo and Howard County, responsible for enforcing laws and local ordinances pertaining to weighing, measuring, and timing devices.

DUTIES

Conducts regular on-site inspections and testing of all weighing, measuring, and timing devices at local businesses that sell commodities or services by weight, measure, volume, or time, including retail motor fuel dispensers, retail scales, and wholesale and industrial metering systems. Schedules inspections as required by law and affixes approval or condemned tags to equipment as appropriate.

Completes detailed reports at inspection visits, including notations of items tested, discrepancies found, action taken, intentions for follow-up verifications, and proprietor's signature. Conducts follow-up inspections as necessary, assuring proper solution of violations and taking additional action as situations demand, including confiscating equipment, closing businesses, or contacting law-enforcement agencies.

Schedules special seasonal or timely inspections to prevent violations when they are most likely to occur, including conducting random evening checks of gas stations, verifying pump and sign price agreement, and monitoring pumps to ensure proper working order.

Makes random checks of pre-packaged goods, weighing packages to verify reported weight, checking tare allowances, and reviewing labels to assure complete and accurate compliance with labeling codes. Resolves discrepancies immediately, providing corrective instruction, issuing citations or warnings, and conducting follow-up visits as necessary.

Responds to complaints and inspection requests from members of the public, evaluating nature of the problem and conducting on-site inspections to verify and/or resolve violations.

Continually monitors City of Kokomo/Howard County for new establishments and additional weighing, measuring, and timing devices, assuring proper registration of equipment, conducting initial inspections, and updating department records.

Completes inspection reports for County Commissioners, submitting statistical data and outlining special problems or cases.

Communicates field inspection information concerning potential health violations to the County Health Department.

Maintains communication with the State Division of Weights & Measures, submitting reports, requesting support, and/or tracking inter-county violations.

Maintains and updates department records, including inspection checklists and calendars, policies and procedures books, signed records of all completed inspections, and special reports. Ensures proper maintenance of all testing and inspecting equipment.

Prepares, submits and maintains Department budget.

Attends meetings/seminars as needed to maintain current knowledge of applicable laws and regulations and to stay abreast of new testing/inspection equipment and proper operating procedures.

Performs related duties as assigned.

I. JOB REQUIREMENTS

High school diploma or GED

Successful completion of both initial and required on-going inspection training programs with certification from Indiana State Weights & Measures Department.

Must be at least 21 years of age.

Thorough knowledge of all federal, state and local rules, regulations and laws concerning the proper use and maintenance of weighing, measuring and timing devices.

Thorough knowledge of accepted principles and practices concerning the inspection and testing of measurement/weighing devices with ability to ensure compliance with legal requirements and effectively apply appropriate inspection and testing procedures.

Knowledge of various scales, sensitivity requirements, ratio (load) tests and ability to properly operate and maintain electronic, computerized and mechanical testing equipment such as weights, provers, scales and timing clocks.

Knowledge of standard filing systems and ability to maintain accurate and complete Department records and files.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare written reports as required.

Ability to maintain department vehicle in good working condition and to travel throughout the City of Kokomo/Howard County to conduct on-site inspections.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Association of Weights and Measures, surrounding county inspectors, business owners and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules including but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to understand, memorize, retain and carry out oral or written instructions and present findings in written or oral form.

Ability to coordinate, place and make determinations and take action based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects and read and interpret detailed prints, sketches, layouts, specifications and maps.

Ability to compute/perform arithmetic operations such as receiving and receipting monies and measuring commodities, metrics and tolerances.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK

Incumbent's duties are broad in scope and involve many variables and considerations. Majority of duties are performed within clear and well defined guidelines that are applied to specific tasks. Incumbent exercises judgment in interpreting precedents and applying codes to varying situations.

III. RESPONSIBILITY

Incumbent ensures proper implementation of state and local codes and ordinances, exercising judgment to ensure accurate testing of equipment to assess violations and to ensure compliance with legal requirements. Unusual situations are discussed with supervisor at incumbent's discretion. Work is reviewed primarily for adherence to instructions/guidelines and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other county departments, Indiana Association of Weights and Measures, surrounding county inspectors, business owners and the public for purposes of exchanging information, ensuring compliance with regulations and resolving complaints.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in various retail establishments and outdoors involving standing/walking for long periods, working near chemicals, fumes and odors, exposure to extreme temperatures and varying weather conditions, lifting/carrying objects weighing in excess of 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, driving, close vision, color perception, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

This job description describes the duties and responsibilities for employment in the position of Weights and Measures. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Submit completed application and resume to:

Howard County Human Resources

220 N Main, Room 220

Kokomo, IN. 46901

OR

debbie.lorenz@howardcountyin.gov