

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

METROLOGIST MANAGER

JOB DESCRIPTION

Employees in this job supervise, coordinate, and direct the work of professional subordinates in a complex work area. The employee, under general supervision, works within general methods and procedures, and exercises considerable independent judgment in adapting and applying the appropriate guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of the state programs for the regulation of weights and measures and motor fuels quality, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Metrologist Manager-2

Metrologist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Metrologist Manager-3

Metrologist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Metrologist Manager-4

Metrologist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, coordinates, schedules, and administers the state weights and measures and motor fuels quality program to assure accuracy and compliance with state laws and regulations.

Serves as an advisor to department staff and to business and industry on weights and measures and motor fuels quality problems.

Updates laws, regulations, and policies dealing with weights and measures and motor fuels quality.

Directs the development of uniform testing and inspection procedures for enforcement.

Oversees the operation of the weights and measures laboratory.

Oversees the accreditation process of the state weights and measures laboratory.

Oversees the more technically difficult inspections.

Assists in the development of evidence for court cases.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles of metrology.

Thorough knowledge of motor fuels quality and weights and measures inspection methods and techniques.

Thorough knowledge of state laws pertaining to motor fuels, quality, weights, and measures.

Thorough knowledge of the various types of weighing and measuring devices and systems in commercial use.

Thorough knowledge of legal evidence and enforcement procedures relative to the work.

Some knowledge of applied physics, chemistry, mathematics and computer programs/systems.

Some knowledge of training and supervisory techniques.

Some knowledge of employee and personnel policies and procedures.

Some knowledge of equal employment opportunity policies and procedures.

Some knowledge of labor relations.

Ability to instruct, direct, and evaluate employees.

Ability to plan statewide motor fuels quality and weights and measures inspection and enforcement programs.

Ability to pass metrologist certification tests and/or other courses and modules conducted by the state, the National Institute of Standards and Technology or other training sources.

Ability to detect irregularities in the operation of weighing and measuring devices and systems.

Ability to make determinations on the more complex enforcement actions.

Ability to work effectively with industry personnel, other agencies and local jurisdictions.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to train others in the work.

Ability to communicate effectively with others and speak before groups.

Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in the physical sciences, mathematics, industrial technology, computer science, engineering, or a field related to scientific measurement.

Experience

Metrologist Manager 13

Four years of professional experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training equivalent to a Metrologist, including two years equivalent to a Metrologist P11 or one year equivalent to a Metrologist 12.

Metrologist Manager 14

Five years of professional experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training equivalent to a Metrologist, including three years equivalent to a Metrologist P11, two years of equivalent to a Metrologist 12, or one year equivalent to a Metrology Specialist 13 or Metrologist Manager 13.

Metrologist Manager 15

Six years of professional experience involving the application of knowledge of weights and measures inspections techniques and devices and/or motor fuels quality programs, in such areas as enforcement, laboratory work, or training equivalent to a Metrologist, including three years equivalent to a Metrologist 12, two years equivalent to a Metrologist Manager 13 or Metrology Specialist 13, or one year equivalent to a Metrologist Manager 14 or Metrology Specialist 14.

Alternate Education and Experience

Metrologist Manager 13 - 15

Possession of an associate's degree in industrial technology, industrial engineering, metrology, mathematics, physics or a field related to scientific measurement and four years of experience as a Weights and Measures Inspector E10 may be substituted for the education requirement.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

METROLMGR

METROLOGIST MANAGER

Position Title

Position Code

Pay Schedule

Metrologist Manager-2

METRMGR2

NERE-107

Metrologist Manager-3

METRMGR3

NERE-108

Metrologist Manager-4

METRMGR4

NERE-109

JZ

09/09/2018