

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

WEIGHTS/MEASURES INSPECTOR

JOB DESCRIPTION

Employees in this job conduct inspections of weighing and measuring devices in grain elevators, refineries, gravel pits, and stockyards to ensure compliance with established laws and regulations.

There are four classifications in this job.

Position Code Title - Weights Measures Inspector-E

Weights/Measures Inspector 9

This is the intermediate level. The employee, under close supervision, performs a variety of inspection assignments while learning applicable state and federal laws.

Weights/Measures Inspector E10

This is the experienced level. The employee, using considerable independent judgment in making decisions, performs a full range of inspection assignments.

Position Code Title - Weights Measures Inspector-A

Weights/Measures Inspector 11

This is the advanced-level inspector. The employee serves as a senior-level worker with responsibility for performing the most complex inspection activities based on standards identified by the agency and accepted by Civil Service.

Position Code Title - Weights Measures Inspector-S

Weights/Measures Inspector 12

This is the staff specialist level. The employee uses specialized technical knowledge performing highly complex inspections. Staff specialist positions have sole, full-time responsibility for an assigned specialist area that has been recognized through Civil Service approval.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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.

Inspects and tests, using calibrated test weights and measures, commercial and law enforcement weighing devices; commercial liquid measuring devices; packaged commodities, and commercial liquefied petroleum gas measuring devices, to ensure accuracy and compliance with state laws and regulations.

Places the state seal on accurate weighing and measuring devices.

Certifies, condemns and removes from service inaccurate weighing and measuring devices.

Reweighs or remeasures the contents of pre-packaged commodities to verify net weight or measure lab

Provides detailed explanations regarding law, policy, specifications and tolerances to affected parties.

Conducts investigations of consumer and industry complaints, gathers evidence, and prepares reports on alleged and/or confirmed violations of weights and measures laws and regulations involving complex systems and methods of sale.

Investigates complaints of suspected and/or confirmed violations of statutory requirements.

Recommends appropriate enforcement action against owners/operators found in violation of laws, standards, rules and regulations.

Testifies, in court, in cases related to weights and measures laws and regulations.

Explains, both verbally and in writing, weights and measures, laws, and regulations to owners/ operators of measuring and weighing devices and the public.

Conducts educational talks and demonstrations related to weights and measures laws and regulations.

Establishes and maintains cooperative working relationships with State Police personnel, other state department personnel, prosecuting attorneys, local law enforcement agencies, industry personnel and community agencies.

Prepares and/or maintains inspection and investigation reports, files, and written correspondence related to the work.

Distributes reports to other enforcement agencies, prosecutors, and/or other parties.

Participates in annual technical training schools held by the National Bureau of Standards.

Participates in the training of city and/or county weights/measures inspectors.

Performs related work as assigned.

Additional Job Duties

Weights/Measures Inspector 11

Performs on a regular basis weights/measures inspection assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

Participates in the advanced technical training of weights/measures staff and other interested parties.

Weights/Measures Inspector 12

Exercises independent authority and responsibility for an assigned specialty area.

Serves as the recognized expert within a specialty area, and provides technical assistance to other departmental staff.

Develops, oversees, and administers the training, confidential testing, and official certification of service agencies and servicepersons seeking Michigan registration.

Performs field audits on the suitability of commercial work performed by registered service agencies and servicepersons, including the examination of all equipment, standards, and documentation associated with the work.

Assists in the development of state, regional, and national specifications, testing procedures, tolerances, and other technical requirements for legal metrology application.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

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Knowledge of the various types of weighing and measuring devices in common use.

Knowledge of accounting or financial software systems to perform calculations.

Knowledge of applied mathematics.

Knowledge of state weights and measures laws and regulations.

Knowledge of inspection techniques and practices.

Knowledge of the methods of gathering legal evidence.

Knowledge of record keeping and report writing practices.

Knowledge of basic investigative procedures.

Skill in the operation of mechanical testing equipment used in the work.

Ability to observe critically, obtain accurate data, maintain records, and prepare reports.

Ability to read, interpret, and apply laws, rules, and regulations relative to the work.

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

Ability to provide effective testimony in court.

Ability to communicate effectively and authoritatively.

Ability to operate a motor vehicle.

Additional Knowledge, Skills, and Abilities

Weights/Measures Inspector 11

Ability to perform the most complex weights/measures inspector assignments.

Ability to adapt new technology and methods to enhance program effectiveness.

Weights/Measures Inspector 12

Ability to organize and carry out specialty assignments.

Ability to adapt new technology and methods to increase specialty area efficiency and effectiveness.

Working Conditions

Considerable travel by automobile is required.

Jobs are located in an assigned area of the state.

Work is primarily performed outdoors in such areas as grain elevators, refineries, gravel pits, and stockyards.

Employee may be exposed to toxic substances such as pesticides, herbicides, grain, and cement dust, and flammable products such as gasoline and liquefied petroleum gas.

Physical Requirements

Physical effort required includes lifting and carrying heavy equipment and climbing silos and grain elevators.

Ability to lift and carry heavy weights, up to 95 pounds.

Education

Education typically acquired through completion of high school.

Experience

Weights/Measures Inspector 9

Two years of experience in a journey, senior, supervisory or managerial position involving the manufacturing, operation, maintenance, or inspection of electronic or mechanical equipment such as scales, pumps, motor vehicles or motor vehicle parts, or in law or code enforcement.

Weights/Measures Inspector E10

One year of experience equivalent to a Weights/Measures Inspector 9.

Weights/Measures Inspector 11

Two years of experience equivalent to a Weights/Measures Inspector, including one year equivalent to a Weights/Measures Inspector E10.

Weights/Measures Inspector 12

Three years of experience equivalent to a Weights/Measures Inspector, including two years equivalent to a Weights/Measures Inspector E10 or one year equivalent to a Weights/Measures Inspector 11.

Alternate Education and Experience

Weights/Measures Inspector 9

Completion of two years of college with 15 semester (23 term) credits in any combination of industrial or electronic systems technology, computer technology, industrial engineering technology, metrology, mathematics, physics, accounting, finance, or a field related to scientific measurement may be substituted for the experience requirement.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

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

WEIMEAISP

WEIGHTS/MEASURES INSPECTOR

Position Title

Position Code

Pay Schedule

Weights Measures Inspector-E

WEMEISPE

A02-014

Weights Measures Inspector-A

WEMEISPA

A02-020

Weights Measures Inspector-S

WEMISPSS

A02-023

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