

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
WEIGHTS/MEASURES INSPECTOR

JOB DESCRIPTION

Employees in this job inspect weighing and measuring devices in grain elevators, refineries, gravel pits, and stockyards to ensure compliance with federal and state laws and regulations.

Position Code Title - Weights Measures Inspector-E

Weights/Measures Inspector 9

This is the intermediate level. The employee performs an expanding range of Weights/Measures Inspector assignments in a developing capacity.

Weights/Measures Inspector E10

This is the experienced level. The employee performs a full range of Weights/Measures Inspector assignments and exercises considerable independent judgment in making decisions requiring the interpretation of laws, administrative rules, and state codes in specific situations.

Position Code Title - Weights Measures Inspector-A

Weights/Measures Inspector 11

This is the advanced level. The employee functions as a senior worker performing complex Weights/Measures Inspector assignments.

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 Weights/Measures Inspector assignments. Staff specialist positions have sole, full-time responsibility for an assigned specialist area.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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.

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 labeling.

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 or confirmed violations of weights and measures laws and regulations involving complex systems and methods of sale.

Investigates complaints of suspected 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 or other proceedings 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 to the public.

Conducts educational talks and demonstrations on weights and measures laws and regulations.

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

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

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

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

Assists in training others in work techniques.

Performs related work and other tasks as assigned.

Additional Job Duties

Weights/Measures Inspector 11

Regularly performs the most complex and difficult assignments in the work area.

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

Weights/Measures Inspector 12

Exercises significant authority and responsibility for an assigned specialty area.

Serves as the designated 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 related documentation.

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

NOTE: Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the various types of weighing and measuring devices.
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.
Ability to examine situations, obtain accurate data, maintain records, and prepare reports.
Ability to read, interpret, and apply laws, rules, and regulations.
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 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

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.

The job requires considerable travel.

Physical Requirements

The job duties require an employee to lift and carry heavy equipment and climb silos and grain elevators.

The job duties require an employee to lift and carry heavy weights, up to 50 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 one or a 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.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Possession of a valid driver's license.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

WEIMEAISP

Job Code Description

WEIGHTS/MEASURES INSPECTOR

Position Title

Weights Measures Inspector-E

Weights Measures Inspector-A

Weights Measures Inspector-S

Position Code

WEMEISPE

WEMEISPA

WEMISPSS

Pay Schedule

A02-014

A02-020

A02-023

JZ

04/28/2024