

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Auditor's Office

Unit: Weights and Measures

Name:

Position Title: Weights & Measures Inspector

Dept./Div.: Weights and Measures

Civil Service Status: Unclassified

Reports To: Chief Deputy Auditor

Employment Status: Full-time

Pay:

FLSA Status: Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Two-year associate college degree or equivalent, (2) years combined training and work experience or equivalent. Previous experience preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License with an acceptable driving record Must have insurance policy that meets the minimum requirements outlined in the Sandusky County Personnel policy. Complete all necessary Ohio Department of Agriculture (ODA) certifications.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, calculator, telephone, office copier, scale calibration equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of ORC 4167.

Working in a public sector office environment and interacting with the public during inspections. Ability to lift at least 50 lbs.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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POSITION DESCRIPTION

Agency: Auditor's Office **Unit:** Weights and Measures
Name: **Position Title:** Weights and Measures Inspector
Supervisor's Title: Chief Deputy Auditor

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS: **JOB DUTIES:**

ESSENTIAL FUNCTIONS OF THE POSITION:

- Tests and inspects retail motor fuel dispensers, retail scales, and net contents of packages for accuracy. Conducts price verification inspections.
- Regularly conduct on-site verification of various weights and measures devices throughout Sandusky County. These site visits will include (but are not limited to):
 - Scales of all types
 - Gas Pumps and other liquid measuring devices
 - Liquid flow meters of all types including vehicle tank meters, L.P. gas, anhydrous ammonia, milk, water, agri-chemical, and various other mass flow meters
 - Linear measures and fabric measuring devices
 - Timing devices of all types
 - Package checking of net contents
 - Price verification (e.g. shelf price vs. checkout price)
- Reviews, records, updates, and files reports, including the annual reports to Ohio Department of Agriculture.
- Maintains a schedule for inspections.
- In coordination with the Ohio Department of Agriculture, tests and inspects animal scales, livestock scales, truck scales, net contents of packages, bulk rack meters, and other tests as needed.
- Answers inquiries from the public, staff, and stakeholders. Orders supply and prepare expense reports
- Attends training and conferences for continuing education. Completes at least 8 hours of training annually.
- Updates County fleet list with Commissioner's office and verifies accuracy with County Departments.
- Maintains Capital Asset Accounting cost record for Sandusky County.
- Submits changes to Industrial Appraisal Company for yearly update.
- Tracks all Sandusky County property assets valued greater than \$5000.
- Responds to inquiries from Sandusky County's insurance company about County assets.
- Acts as contact person for Asset Questions from State Auditor.
- Monitor all County Department asset changes including items sold on GovDeals.

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Name:		Position Title:	Weights and Measures Inspector
Supervisor's Title:	Chief Deputy Auditor		

Supervises: N/A

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Agency policies and procedures; weights and calibration of scales.

Skill in: Data entry; computer operations

Ability to: Carry out detailed but basic written or oral instructions; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships; prepare accurate documentation; compile and prepare reports; prepare routine correspondence; arrange items in numerical or alphabetical order; answer routine telephone inquiries.

Figure and apply tolerances when testing commercial devices.