

**JOB POSTING**  
**ASSISTANT INSPECTOR-WEIGHTS AND MEASURES**

**POSITION:** Assistant Inspector  
**DEPARTMENT:** Weights and Measures  
**WORK SCHEDULE:** 7:00 a.m. – 3:00 p.m., M-F

Incumbent serves as Assistant Inspector for Weights and Measures under the direction of the Weights and Measures Inspector, responsible for inspecting weighing and measuring devices used for the sale of goods, inspecting and maintaining County hazardous materials sites and programs, and enforcing the standards established for both areas by the State.

**ESSENTIAL FUNCTIONS**

Conducts periodic on-site inspections and testing of weighing, measuring, and timing devices of businesses that sell commodities or services by weight, measure, volume, or time, including gas stations, grocery stores, hardware stores, school cafeterias, and grain elevators. Affixes approval seals to equipment as appropriate. Conducts follow-up inspections as desired, ensuring proper resolution of violations and taking additional action as situations demand, including removing items in violation from shelves, confiscating equipment, or closing businesses.

Performs representative sample checks of pre-packaged goods, including weighing packages to verify reported weight and tare allowances, and reviewing labels to assure complete and accurate compliance with labeling codes.

Monitors new establishments and/or additions of weighing and measuring devices to established businesses, ensuring proper registration, initial inspections, and updating of Department records to ensure proper monitoring.

Responds to complaints and inspection requests from members of the public, evaluating problems and conducting inspections when necessary to verify violations.

Assists the State with octane testing, including collecting samples, picking target stations, and answering complaints.

Attends meetings, seminars, and training sessions to review changes in applicable laws and regulations, and to receive training for new testing or inspection equipment and techniques. Prepares and gives public presentations as requested.

Performs related duties as assigned.

**REQUIREMENTS:**

High school diploma or GED and possession of state certification as Weights and Measures Inspector.

Must be at least 18 years of age.

Ability to meet all employer and Department hiring requirements, including passage of a written exam.

Thorough knowledge of all federal, state, and local rules and regulations governing the use and maintenance of weighing and measuring devices, and the ability to properly enforce these laws.

Thorough knowledge of the appropriate use and maintenance of a variety of electronic, manual, or computerized measuring and testing devices, and ability to perform appropriate inspection and testing duties, including arithmetic calculations.

Knowledge of and the ability to prepare and maintain numerous reports, logs, and documentation.

Knowledge of Standard English grammar, spelling, and punctuation, and ability to properly operate a variety of standard office equipment, including computer, calculator, fax machine, copier, and telephone.

Ability to operate standard department equipment, including hammer, gauges, and test tank.

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

Ability to provide public access to or 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 effectively communicate orally and in writing with co-workers, other County departments, state personnel, business owners, and members the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

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

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to occasionally work extended hours and travel out of town for training conferences, sometimes overnight.

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

Salary: up to \$48,836.00

**Interested Candidates should provide a resume and completed County Application to the following: Greg Nelson, Weights & Measures Director at [gnelson@co.johnson.in.us](mailto:gnelson@co.johnson.in.us)**