

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Weights & Measures Inspector-Supervisor	Department:	Weights & Measures
Requisition Number:	2019067		
Hours:	7:00 a.m. – 4:00 p.m., may vary	Rate of Pay:	\$47,445.80 Annually
Date Posted Up:	1/15/19	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the Fire Chief's direction, the incumbent supervises and participates in the inspection of all weighing and measuring devices and all commodities offered for sale by weights and measures within the City limits and performs other duties as required by State Division of Weights and Measures. Incumbent serves under the provisions of IC 36-8-3-4 governing the fire and police force.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

OPERATIONS/JUDGEMENT

- Prepares monthly and annual reports for the State and the Fire Chief;
- Maintains records of inspections and reports;
- Enforces state codes governing weights and measures;
- Orders corrections of, condemns, or confiscates faulty devices or commodities;
- Receives, and returns calls regarding inspections and schedules appointments;
- Creates inspection schedule, and assigns working accordingly;
- Understands and applies State and local laws concerning Weights and Measures;
- Tracks and monitors all financial activities for the department;
- Communicates effectively both orally and in writing;
- Deals effectively, efficiently and courteously with the general public in person and by telephone.

DIAGNOSTIC/PREVENTATIVE MAINTENANCE

- Inspects commercial weighing and measuring devices within the City limits;
- Inspects pre-packaged goods sold within the City by weight, measure, count, or marked for weight, measure or count;
- Inspects taxi meters;
- Cleans and cares for test equipment;
- Calibrates machines to ensure they remain in proper working order;

MARGINAL FUNCTIONS

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Weights and Measures Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting with the interviewing and hiring, of employees; training, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License;
- Obtains, tests, and maintains appointment as an Inspector by State Division of Weights and Measures;
- Obtains, and maintains certificate of appointment as Inspector of Weights and Measures through Board of Public Safety;
- Obtains special Police Commission through the Board of Public Safety.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, talk or hear, and smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

Scale certifications up to 500 lb. cap. Weights are lifted in increments of 50 lbs. Able to read scales of all types, scanners and labels (indoors and outdoors).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; explosives; and risk of radiation. The employee is occasionally exposed to wet and/or humid conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate or loud.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.