

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Weights and Measures Inspector

**EXAM NO:** 69609

**SALARY:** \$21.38 per hour - 2018 Hire Rate

**EXAM DATE:** 11/03/18

**ISSUE DATE:** 09/10/18

**THE FINAL DATE TO FILE APPLICATIONS:** 09/25/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/04/18

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Weights and Measures Inspector in the Tompkins County Weights and Measures Department. The eligible list resulting from this open competitive examination, may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

### **MINIMUM QUALIFICATIONS:**

- (a) Possession of an Associate's degree in engineering science, electrical technology, mechanical technology or mathematics; **OR**
- (b) Graduation from high school or possession of an equivalency diploma **AND** two years of experience enforcing Weights and Measures law, performing repair or inspection of weighing or measuring devices, work involving package weighing and control, laboratory work which required precision weighing and measuring, or the use and maintenance, sale or inspection of weighing and measuring devices; **OR**
- (c) Any combination of education, training and experience equal to or greater than those specified in (a) and (b) above.

**NOTE:** Thirty credit hours of study at a regionally accredited or New York state registered college or university in measurement science, engineering science, electrical technology, mechanical technology, or mathematics may be substituted for up to one year of experience in (b) above.

**SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State motor vehicle operator's license at the time of application and maintain such license for the duration of employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is routine inspection work involving responsibility for inspecting and testing scales and measuring devices for compliance with the regulations designed to protect the public against erroneous or misleading weights and measures. The work is performed under the direct supervision of the Director of Weights and Measures, performing field inspection work involving responsibility for testing weighing and measuring equipment in the County to determine their accuracy in compliance with law and with the New York State Department of Agriculture and Markets. Inspections are made as part of an organized program or as a result of complaints. The employee will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Visits stores, markets, warehouses, wholesale houses, gas stations and other establishments to test and verify the accuracy of weighing and measuring devices;
- Uses standard weights and measures to determine the accuracy of scales, meters, rules and other measuring devices such as service station gasoline pumps;
- Uses calibrated containers to test fluid measuring devices such as service station gasoline pumps;
- Seals those pumps, metering devices and scales when found to be accurate within the allowable tolerances;
- Makes routine examinations of containers and wrapping for accuracy with respect to marked weight and for illegal markings or deceptive appearance;
- Makes routine investigations of compliance of short weight or measure;
- Condemns defective devices and initiates corrective action as required;
- May testify in court concerning violations of the law;
- Keeps abreast of laws, standards and regulations pertaining to weighing and measuring devices and commodities offered for public sale;
- Cares for and maintains County calibration equipment.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the methods, procedures and equipment used in testing common weighing and measuring devices;
- Good knowledge of the laws, standards and regulations pertaining to weighing and measuring of commodities offered for public sale;
- Ability to use testing equipment and to detect inaccuracies in weighing and measuring devices;
- Ability to understand and carry out oral and written instructions;
- Ability to establish and maintain effective working relationships made;
- Ability to enforce codes and regulations firmly, tactfully and impartially;
- Ability to make basic mathematical computations;
- Mechanical aptitude;
- Good observation;
- Good judgment; and
- The employee's physical and mental condition shall be commensurate with the demands of the position including the ability to lift and carry objects weighing 80 pounds.

**ESSENTIAL FUNCTIONS - PHYSICAL, MENTAL AND ENVIRONMENTAL:** Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

**Physical:** The employee is routinely required to stand, walk, carry, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. He or she must push or pull, lift, carry and/or hoist overhead as much as 80 pounds of weight. An individual in this role is required to have sufficient visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. He or she is required to speak and communicate

sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must have a level of mechanical aptitude and be able to firmly grasp tools, weights, equipment, and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, and install large and small parts. This is a very physical type of job.

The employee's head, neck, hands, arms, legs and feet must all work together in coordination in order to enable an individual to adequately perform the essential functions of this job. He or she must have the full physical ability to operate and drive a heavy pickup truck, which could have a clutch and standard transmission configuration.

**Environmental:** The employee must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to dust, dirt, grease, gasoline fumes, humidity, excessive heat (occasionally above 100°) and excessive cold (sometimes below 32°).

**Psychological:** The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others and provide excellent customer service.

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**Complete Scope of the examination and Expanded subtest descriptions:**

1. Inspection and interviewing techniques

These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.

2. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. Determining the accuracy of scales

These questions are designed to test a candidate's ability to determine if weighing scales are reading accurately and, if not, the extent of error associated with each scale. The candidate is shown a test load and given the weights of single units in the load and must calculate the total weight of the test load. The candidate is also shown two separate scale readings and must determine if either or both readings are fast or slow and by how much. Knowledge of addition, subtraction, multiplication and division will be necessary. Specific knowledge of weights and scales is not required.

4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

5. Weights and measures

These questions test candidates' knowledge of the various types of weighing and measuring devices and systems commonly used throughout business and industry. They deal with, but are not necessarily limited to, such areas as

- The conversion of weights and measures from the Metric System to the English System and from the English System to the Metric System;
- Types of linear and liquid measuring devices in common use;
- Various types of weighing devices in common use;
- Basic construction and operation of the various types of weighing and measuring devices in common use.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850