

POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA

POSITION: Inspector
DIVISION: Weights & Measures

DEPARTMENT: Health
WORK SCHEDULE: As scheduled

Incumbent serves as Weights and Measures Inspector for Whitley County Health Department, responsible for enforcing laws and local ordinances pertaining to weighing, measuring, and timing devices.

DUTIES:

- Enforces local ordinances and issues citations and fines for violations, receiving and receipting monies collected for violations and maintaining appropriate documentation.
- Conducts on-site inspections and testing of all weighing, measuring, and timing devices at Whitley County business that sell commodities or services by weight, measure, volume, or time, including retail motor fuel dispensers, retail scales, and wholesale and industrial metering systems.
- Schedules inspections as required by law and affixes approval or condemned tags to equipment as required.
- Completes reports at inspection visits including notations of items tested, discrepancies, action taken, and proprietor's signature.
- Conducts follow up inspections as required including confiscating equipment, closing businesses, or contacting law enforcement agencies.
- Schedules and performs seasonal inspections including conducting random evening gas station checks, verifying pump and sign price agreement, and monitoring pumps.
- Makes random checks of pre-packaged goods, weighing packages, verifying reported weight, checking tare allowances, reviewing labels to assure compliance with labeling codes, resolving discrepancies, providing corrective instruction issuing citations or warnings, and conducting follow up visits as necessary.
- Responds to complaints and inspection requests from members of public, evaluating nature of problem and conducting on site inspections to verify and resolve violations as assigned.
- Weights & Measures/Inspector PT Monitors County for new establishments and additional weighing, measuring, and timing devices, assuring proper registration of equipment, conducting initial inspection, and updating records.
- Completes and submits reports including statistical data and special problems or cases. Communicates field inspection information concerning potential health violations as required.
- Maintains communication with State Division of Weights & Measures, submitting reports, requesting support and tracking inter-county violations as required.
- Maintains and updates department records, checklists, calendars, policies and procedures, records of completed inspections, and special reports.
- Ensures proper maintenance of all testing and inspecting equipment.
- Attends meetings/seminars to maintain current knowledge of applicable laws and regulations as required.
- Occasionally works extended hours and evenings, travels out of town for conferences/meetings sometimes overnight, and responds to emergencies on a 24 hour basis as needed.
- Performs related duties as assigned.

JOB REQUIREMENTS:

- High school diploma or GED.
- Must be at least 21 years of age.

- Ability to meet all departmental hiring requirements, including completing state training and obtaining certificate of completion.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports as required.
- Ability to compute/perform arithmetic operations, such as measuring commodities, receiving and receipting monies, metrics and tolerances.
- Ability to compile, collate, or classify data, analyze, evaluate, diagnose, coordinate, make decisions, and take action based on data analysis.
- Ability to occasionally work extended hours and evenings, travel out of town for conferences and/or meetings, sometimes overnight, and respond to emergencies on a 24-hour basis.
- Possession of a valid driver's license and demonstrate safe driving record