

## WEIGHTS AND MEASURES REGIONAL SUPERVISOR

### KIND OF WORK

Responsible for supervision of Weights and Measures Investigators 1 and 2 in a specified region of the state.

### NATURE AND PURPOSE

The employee in this class is responsible for supervising all Weights and Measures Inspectors 1 and 2 in the assigned region. This supervision involves scheduling inspectors, review work reports, performance reviews, assessing training needs, taking disciplinary actions, setting objectives, developing inspection procedures, preparing court cases, setting performance standards, reviewing expense reports, assessing equipment needs and testing all devices within the region within the assigned time period.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Sets objectives, priorities and master scheduling plans for the assigned region.

Evaluate daily inspector work reports.

Conduct field inspections on a random sample of subordinates work to determine quality of the subordinates work.

Develop standardized testing procedures.

Review summary work reports to determine what adjustments are needed to meet performance objectives.

Evaluate individual employee performance and assess training needs.

To conduct placing in service examinations.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Complete familiarity with National Bureau of Standards rules and regulations and Minnesota state laws and Public service Commission rules and regulations.

Weights and Measures Regional Supervisor

Class Specification

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Thorough knowledge of all testing and calibrating procedures used for inspecting, light duty scales, heavy duty scales motor truck scales, railroad track scales, livestock scales, grain hopper scales, volumetric provers, truck tank meters, dock meters, liquid petroleum gas meters, linear measures, check weighing, etc.

Ability to:

Plan, organize and direct the personnel involved in conducting Weights and Measures device inspections and calibration for a specific region.

Prepare evidence for court proceedings and testify in court cases.

Develop training programs and testing procedures for all types of weights and measures devices.

Communicate with subordinates, consumers and regulated clientele.

Est.: 5/77

Rev.:

Ckd.: 12/92

T.C.:

Former Title(s):