

Geauga County Auditor's Office

CAUV/ Weights & Measures Inspector

Job description

Qualifications

Summary: Under general supervision, is responsible for weighing and measuring inspection work of considerable difficulty; and performs related work as required and functions as directly related to real property assessment; including Current Agricultural Use Value (CAUV)

Distinguishing Features: An employee in this class performs varied assignments in the sampling and testing of petroleum products; or inspection of weighing and measuring devices in the following areas: commercially used large capacity scales, bulk fuel meters, propane meters, petroleum terminal metering systems, small capacity scales, and price verification systems.

Responsibilities

Inspecting Equipment, Structures, or Material:

- Visually inspects device(s) to determine suitability for its intended use.
- Inspects commodities for accuracy of net weight measure, count and labeling at establishments such as grocery stores and agricultural establishments to ensure that they are in compliance with State/Federal regulations.
- Inspects price verification systems to ensure agreement between posted price of commodities and the prices charged to the consumer.

Organizing, Planning, and Prioritizing Work:

- Contacts establishments to be inspected and schedules inspection date, time, potential additional personnel, and equipment.
- Organizes weekly workload by determining most efficient work plan based on number of inspections, locations, length of inspection time, establishment's history, environmental factors.

Updating and Using Relevant Knowledge:

- Keeps current protocol manuals (e.g., inspection, sample, meter) convenient and be familiar with the contents.
- Places updates in protocol manuals as received.
- Attends scheduled trainings (e.g., safety, device updates) and staff meetings.

Documenting/Recording Information:

- Accurately and completely documents the results of inspections using appropriate forms.
- Maintains daily, weekly, and bi-monthly activity logs to document work activities (e.g., time and mileage accountability, inspection activity codes, location).

Making Decisions and Solving Problems:

- Identifies and communicates to client the non-compliance issue and possible ways to resolve the issue.
- Determines if client's equipment is compatible with State's testing equipment and meets safety requirements.

Establishing and Maintaining Interpersonal Relationships:

- Develops and maintains positive relationships with retailers by interacting in a professional, customer-focused manner through repetitive contact.
- Establishes and maintains effective working relationships with peers and management by fostering cooperation, sharing of ideas, and open/honest communication.

Knowledge:

- Clerical
- Customer and Personal Service
- Mathematics
- Mechanical
- Physics

Job Type: Full-time

Expected hours: 40 per week

Benefits:

- Dental insurance
- Health insurance
- Life insurance

Experience level:

- 1 year

Schedule:

- Monday to Friday 8 am -4:30 pm

Work setting:

- In-person

If interested please email to Pam McMahan at pmcmahan@gcauditor.com or send a resume to my attention at the Geauga County Auditor's Office 231 Main Street Ste 1A, Chardon, OH 44024.