

Hendricks County Job Description

Title: Inspector
Department: Weights & Measures

FLSA Status: Non-Exempt
Pay Band: OSS 3

Purpose of Position: Inspects scales and measuring devices throughout the county and ensures measurement accuracy.

Essential Functions:

- Performs physical inspections of scales and measuring devices located in businesses throughout the county.
- Inspects and tests scales/measuring devices for proper calibration.
- Inspects and verifies the accuracy of packages that claim a net weight.
- Prepares pertinent forms indicating the inspection results and submits a copy to the business or establishment.
- Prepares seal of approval for businesses/establishments meeting inspection approval.
- Sites violations and follows-up with businesses/establishments to ensure corrective action was taken.
- Prepares claims, maintenance of financial books and records to be audited by the state.
- Prepares and maintains timecards for Weights & Measures.
- Submits bi-weekly timecards for Weights & Measures to payroll department.
- Prepares claims for Weights and Measures invoices, updates the budget line-item balances, and submits claims to the Auditor's Office.
- Prepares and submits monthly and annual reports to the State of Indiana.
- Attend annual training classes to obtain required certification.
- Administers and maintains the operations of the Weights & Measures Department.
- Receive and respond to work related e-mails.

Non-Essential Functions:

- Performs other duties as assigned.

Education & Qualification Requirements:

- High school diploma or GED.
- Basic mathematical skills.
- Ability to lift up to 50 pounds.
- Ability to obtain and maintain an Indiana Driver's License.
- Ability to effectively and tactfully deal with other people.
- Ability to communicate well, both verbally and in writing.
- Ability to obtain and maintain required certification from the State of Indiana.

Responsibility:

Incumbent works independently using regulations and ordinances as a guide to perform duties. Some judgment is required when recommending corrective actions. Errors in work are usually discovered by occasional checks, and errors can cause substantial inconvenience to businesses.

Working Relationships:

Working relationships are with the State of Indiana, county employees and businesses throughout the county for the purpose of communicating factual information and ensuring compliance with regulations.

Working Conditions & Physical Demands:

The majority of work is performed outdoors with exposure to inclement weather.

I have read and understand this job description, and its relationship to the position I occupy.

Signature

Date

Printed Name