



Hancock County Auditor's Office

Job Title:	Inspector /Compliance Officer-Weights and Measures	Full/Part time:	Full time
Immediate Supervisor:	Auditor	Salary:	Range \$15-\$19/hour
Normal Working Hours:	M-F: 7:30 – 3:30 35 hrs/week	Travel Required:	Frequent travel to businesses within the County testing compliance or to mandatory trainings throughout the state.

Job Description

Role and Responsibilities

- Inspects all devices used in weights and measures within Hancock County; assures accurate and correct net weight and totals on all vehicle scales, livestock scales, grain related scales, hopper scales, small, medium and large capacity scales, UPC scanners, retail motor fuel dispensers, bulk fuels
- Inspect random and standard packaged commodities for price computation, weight, measure, count, packaging and labeling; enforces and interprets code and law enforcement regulations.
- Submits written reports to designated departments concerning maintenance of equipment and work performance; maintains records.
- Assists state inspectors by testing and certifying, large capacity scales, bulk fuel trucks and bulk rack meters.
- Inspects new and uncertified equipment used for retail sales.
- Investigates and resolves all consumer complaints regarding weights and measures or other designated issues.
- Establishes schedule; responsible for keeping correct standards; responsible for the maintenance and repair of vehicle; attends meetings as required; keeps current with changes in the field. Performs other related duties as required.
- Required to receive training and certification from The National Institute of Standards and Technology and The Ohio Department of Agriculture, Division of Weights and Measures. Must annually complete continuing education to maintain certification.
- Works with Registered Service Companies: inspecting, testing and sealing commercial and non-commercial Weights and Measures devices.
- Perform random field inspections for Real Estate and Tax Issues when necessary.
- Must perform good judgement and show responsibility when making the decision to seal, reject, or condemn a device or product
- Assists with Dog tag licenses and other duties as assigned

Qualifications and Education Requirements

Qualifications: Completion of 12th grade plus experience dealing with the public and performing advanced mathematical functions. *Completion of National Conference of Weights and Measures and National Institute of Standards and Technology courses 1 thru 24 and The Ohio Department of Agriculture Division of Weights and Measures within a period of time prescribed by the Director of the Ohio Department of Agriculture. MUST HAVE A VALID OHIO DRIVER'S LICENSE and acceptable driver's record. Ability to lift 50 lbs for extended periods of time. Must annually complete continuing education and maintain certification

Preferred Skills

Knowledge of business mathematics; physical science and mechanics related to construction and operation of weights and measures devices. Ability to understand and interpret State of Ohio weights and measures legislation and Federal regulations; calculate analytical problems; apply laws and regulations to practical problems; maintain records and prepare written reports; perform related office duties; work alone without close supervision. Ability to work in sometimes-unpleasant circumstances. Ability to establish and maintain an effective working relationship with co-workers, associates, government officials, businesses, and the general public. Skill in effective oral and written communication. Skill in the use of scale and measurement equipment.



Hancock County Auditor's Office

test equipment, etc. quantity control, weigh master methods and petroleum products, electric measuring devices and compressed gases; and weights and measures inspection and enforcement procedures.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Auditor Rauschenberg	Date/Time:	2/6/2017

Inherently Hazardous or Physically Demanding Working Conditions: must take care in the proper handling of gasoline, diesel fuel and any other potentially volatile substances.

Percentages of Duties:

Fuels and Meters – 40%

Scales – 35%

Register Service Company – 8%

Scanning / Package Checking – 6%

Dog Tag Licenses – 6%

ODA Inspections – 5%

**may be acquired after hire*