

Job Description

Title: Deputy Sealer of Weights and Measures

Category: Full Time Professional

SUPERVISOR: Sealer of Weights and Measures works under the supervision of the Executive Director

Supervisory Responsibilities: None

Salary Range: \$46,355 to \$56,355

Summary:

The Deputy Sealer of Weights and Measures is responsible for testing all Point of Sale measuring devices used in business to ensure compliance with state and local laws and regulations for the Towns of Billerica, Chelmsford, Dracut, Littleton, Tewksbury and Westford and City of Lowell. This would include but not limited to gasoline dispensers, scales found in stores that are used to determine price, oil trucks, retail cash register scanners, heavy capacity truck scales and handling consumer complaints.

Essential Functions:

- Work under the general supervision of the Director of NMCOG and in accordance with applicable provisions of Massachusetts General Laws.
- Work is conducted primarily in the field, with some office work required to process reports and to coordinate invoicing. Fieldwork involves exposure to inclement weather, required to access gas pumps and oil trucks for sealing.
- Perform routine work of a technical nature requiring exercise of judgement in ensuring compliance with proper standards and the enforcement of pertinent laws and regulations.

Knowledge, Skill and Abilities:

- Knowledge of state laws, rules and regulations governing established standards for weights and measures, scanners and motor fuel licenses.
- Knowledge of the operation of various weighing devices.
- Ability to enforce laws, ordinances and regulations firmly, tactfully and impartially.

Qualifications:

- High school diploma or equivalent.
- Certification by Massachusetts Division of Standards within one year of being appointed.
- Valid driver's license and personal vehicle is required with the ability to haul gasoline and diesel testing equipment as well as weights of various units (up to 400 pounds on a cart) used to test scales.

- Oral and written communication skills.
- Excellent interpersonal skills in dealing with the public.
- Skill in operating equipment required for the position.
- Proficient in Microsoft Access, Excel, and Word.
- The ability to work in multiple communities around the Greater Lowell region.
- Moderate physical effort demanded when conducting inspections. The ability to lift and or carry weights up to and including 50 lbs.

Please send resume and cover letter to Katrina Garavanian at kgaravanian@nmcog.org.