



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	22	E	1.413

Under close supervision, the Weights and Measures Assistant perform unskilled tasks associated with the inspection and certification of all commercial weighing and measuring devices and sampling gasoline and diesel fuel quality in order to protect the economic interests of consumers and merchants in the State.

Assist staff with duties involving inspection and certification of small and large capacity scales and meters; check equipment for wear, malfunctioning or other related problems.

Assist staff in performing metrology calibrations; moving weights; recording inspection information; prepare and maintain files, records and reports.

Assist staff in performing petroleum inspections; obtain samples for laboratory analysis; test fuel dispensers.

Assist staff in preventive and minor maintenance of equipment; maintain records of equipment servicing.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continued employment.
- * Travel across the State is required more than 50% of the time.
- * Safety footwear is required for this position at the expense of the incumbent.

INFORMATIONAL NOTES:

- * Some positions in this series must operate large class C trucks and pull trailers carrying CE equipment and materials. Incumbents in these positions must possess a Nevada Commercial Driver's License at the time of employment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.
- * This position frequently works around various offensive odors such as diesel, kerosene, AVGAS and JET A, LPG and bovine/ovine/porcine/murine/hircine manure.
- * This position routinely lifts and places 50lb weights up to a maximum of 550lbs (eleven 50lb weights, one at a time).

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general work experience. (*See Special Requirements and Informational Notes*)

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic math and measuring techniques; recordkeeping methods. **Ability to:** read and oral and written directions; maintain routine records; perform preventive and minor maintenance on equipment; perform physical labor requiring moderate physical strength.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: weight categories and conversions; basic safety procedures used when working with hazardous chemicals, flammable liquids and handling mass weights; basic equipment maintenance principles. **Ability to:** prepare routine reports; communicate effectively with the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.413

ESTABLISHED: 12/2/15UC