



**City of Holyoke  
Building Department  
Full-Time Sealer of Weights & Measures  
JOB POSTING – November 3, 2022 - November 17, 2022**

**Position Purpose:**

Technical inspection works in enforcing provisions of state statutes, local bylaws, rules and regulations relating to the accuracy of weighing, measuring, testing, counting of merchandise, or measuring devices involved with public sales; performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- In accordance with state statute and local ordinances, inspects the accuracy of weighing, measuring, testing, counting of merchandise, sealing and/or condemning any weighing or measuring device involved with public sales.
- Inspects, calibrates, tests, seals or condemns oil and gasoline transportation and metering equipment of terminals, service stations and industries.
- Checks vendors for licenses.
- Annually reports to the appropriate regulatory agencies all tests, seals, and condemnations, with an inventory of the standards and working apparatus in the possession of the City.
- Performs random inspections of supermarkets for outdated products and short-weights of produce.
- Collects and accounts for all sealing fees.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school education; two years' experience in weights and measures; or any equivalent combination of education and experience. MA driver's license.

**Knowledge, Ability, and Skill:**

Thorough knowledge of Massachusetts General Laws, Chapter 98-101. Ability to enforce statutes impartially; ability to maintain complete and accurate inspection records and reports.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort required when performing functions under typical office conditions; light effort required periodically in the field. Ability to drive a motor vehicle.

**Supervision:**

*Supervision Scope:* Performs skilled inspection and review work in accordance with standard practices.

*Supervision Received:* Works under the general direction of the Mayor.

*Supervision Given:* None.

**Job Environment:**

- Some work is performed under typical office conditions; some work is performed in the field.
- Makes frequent contact with the general public.
- Operates an automobile; operates office equipment including computer.
- Errors could result in improper distribution of goods and materials and could have direct financial or legal repercussions.

**Hours:** Full-time, 35 hours per week (Monday-Friday, 8:30am-4:30pm)

**Pay Rate:** \$53,006.48 - \$70,101.07 per year, PSA Grade 9

**Employee Benefits:** Health, Dental, Optional Vision, Life Insurance, Pension, and Flexible Spending Account (FSA)

\*\$2,500 bonus eligible

Please send a letter of interest and your resume to [personnel@holyoke.org](mailto:personnel@holyoke.org)

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