

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	DED01420957	DATE POSTED:	04/28/21
POSITION NO:	209148	CLOSING DATE:	Open Until Filled (OUF)
POSITION TITLE:	Weights and Measures Inspector (2 Pos)		
DEPARTMENT NAME / WORKSITE:	Business Regulatory Department / St. Michaels, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <span style="float: right;">BJ60A</span>
WORK HOURS:	8:00 AM - 5:00 PM	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <span style="float: right;">31,674.96</span> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <span style="float: right;">15.17</span> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Under general supervision of the Department Manager, performs work of routine difficulty, to apply accuracy test on weighing and measuring devices used to sell products to consumers within the jurisdiction of the Navajo Nation. Plan and organize how to schedule test on weights and measures devices located at gas stations, supermarkets, livestock sale yards, coal and power companies, mines and other retail outlets throughout the Navajo Nation. Performs test and analyze the result with a documented outcome of approval or rejection using the National Institute of Standards and Technology (NIST) EPO and Handbook 44. Ensure the quality of petroleum products by verification for quality, grades, and additives, and the exclusion of harmful contaminations. Ensure tolerance or balance indicator of weighing devices are to calibrated code specifications and visually inspected. Ensure measurement of dispensing devices are equipped to record, its deliveries in liters, gallons, quarts, pints, fluid ounces, or decimal subdivisions of the liter or gallon is in compliance to specifications and visually inspected for leaks. Ensure Navajo Nation approval or rejection seal are affixed on commercial weighing and measuring devices; inspection and test results are labeled and posted for consumer information; meet and inform business owner on the test of inspection outcome; establish corrective action for all failed test; and schedule follow-up(s) until in compliance. Regularly interact with staff, DOJ, business owners, State W&M office, and all clientele regarding commercial weighing and measuring devices to identify trends, fraud, system improvements, and implementing changes, address correction in areas of fuel and scale complaints within Navajo Nation jurisdiction to improve accountability. Provide recommendations to plans and reviews, action plans, periodic reports, implementing productivity, quality and customer service standards. Provide weights and measures education when necessary. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and two (2) years of experience in weights and measurement technology, mechanical or electronic trades requiring the use of calibrated test equipment and applied logic; or an equivalent combination of education and training.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable Navajo Nation, state, and federal laws, rules, and regulations related to weights and measures responsibilities.

Knowledge of technical equipment use in the inspection of weights and scales.

Knowledge of National Institute of Standards and Technology specifications, tolerances and technical requirements.

Skill in inspecting, testing and licensing scales, weights, electronic measuring devices and pumps.

Skill in safely testing industrial scales at coal and power companies.

Skill in establishing and maintaining effective working relationships with other departments, local, state, and federal agencies, businesses, and the general public

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**