



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## AGRICULTURAL METROLOGY LAB SUPERVISOR

Job Number: 20000748

Job Code: 30190V161016

Job Group: 3000 - AGRICULTURAL AND ENVIRONMENTAL

Job Established: 12/16/2007

Job Revised: 10/16/2016

Grade: 15	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$19,882-\$26,339 - Hourly	<b>NONE</b>
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees in the testing and calibration of mass, length and volume in the metrology laboratory for the Department of Agriculture. Responsible for the day-to-day operations of the metrology laboratory and the standardization of all tests performed. Conducts quality control initiatives, internal audits and proficiency testing to ensure testing standards are accurate and that standard operating procedures are met; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in mathematics, statistics or a related field.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have five years of professional experience in any of the following areas: laboratory experience, metrology, calibration OR testing for weights or measures.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional training in one of the above or related fields will substitute for the experience on a year-for-year basis. Certification as a metrologist will substitute for the education and experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Professional laboratory or calibration experience will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must have the following certificates of completion or transcripts showing completion of training. Trainings dated before 2012

certificates of completion from the National Institute of Standards and Technology (NIST) in Basic Metrology-(Basic Mass, Length, Volume-States) (also referred to as Basic Metrology for States). Trainings dated after 2012 must have completed three courses and have certificates of completion for Fundamentals of Metrology, Mass Metrology and Volume Metrology issued by the National Institute of Standards and Technology (NIST). [www.nist.gov/pml/wmd/](http://www.nist.gov/pml/wmd/) Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Operates and oversees the agricultural metrology laboratory to provide standardization and calibration in areas of mass, length and volume. Oversees inter-agency proficiency tests and performs quality assurance testing. Calibrates and tolerance tests mass workings and fields standards for private industry, scale companies and the Division of Regulation and Inspection. Operates various laboratory instruments and equipment. Tests agricultural products such as grains, lime, etc., to establish test standards for field inspections. Provides technical advice and assistance to department personnel and to private industries and business. Maintains records and progress reports. Recommends procedural changes for the agricultural metrology program.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to bend, stoop, crawl and climb, and lift a maximum of 50-100 pounds.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title will perform a majority of their work in a laboratory setting. In state and out of state travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*