

DIRECTOR, DIVISION OF STANDARDS COMMONWEALTH OF MASSACHUSETTS

Position Description

The Director reports to the Undersecretary, Office of Consumer Affairs and Business Regulations. The agency is one of five regulatory and licensing agencies reporting to the Undersecretary.

The Director is responsible for:

- The day to day management of all division licensing, enforcement and training activities including the scheduling of all agency annual inspections across the state to be in compliance with statutory requirements as well as special inspections and initiatives.
- Oversee a staff of 16 (5 office staff, 1 lab director and 10 compliance officers) and manage agency compliance with all personnel rules and regulations.
- Manage the agency's \$1.6M budget including and the collection of \$2.7M in revenues.
- Oversee the ongoing maintenance of all agency operating procedures and internal controls
- Draft regulations, review all proposed legislation.
- Maintain ongoing relationships with the Mass Petroleum Council, the Mass Food Association, the Mass Auctioneers Association, the Mass Gasoline Dealers Association, the Mass Auto Body Association, and the Mass Weights and Measures Association.
- Maintain relationships with the National Institute of Standards and Technology (NIST) including the law and regulation and training departments.
- SALARY- Budgeted at \$108,000.

Interested candidates should send resume to:

Graham Holmes, CFO, Office of Consumer Affairs and Business Regulation.

Email: gray.holmes@state.ma.us

Address: 10 Park Plaza, Room 5170, Boston, MA 02116

Agency overview – One Ashburton Place, Boston, MA

1. DOS commercial testing and enforcement - Enforce laws, rules, and regulations relating to weights and measures and the use of weighing and measuring devices in commercial transactions. The Division is required to administer the annual testing and certifying of all commercial weighing and measuring devices. Devices tested include small and large capacity scales, Motor fuel dispensers, vehicle tank meters used in the sale of liquid fuels, propane meters, price scanning systems
2. Licensing. Over 12,600 licenses for motor vehicle damage repair shops, hawkers and peddlers, item pricing waivers, auctioneers, retailers of oil and motor fuel, transient vendors
3. Inspections. Over 13,000 devices annually. By law the division is required to test and certify all commercial weighing and measuring devices for 103 towns with populations under 5,000 and for 66 towns that have contracted, as provided by law, for the division to conduct their weights and measures inspections.
4. Investigations and market place surveys. Over 600 complaints investigated and over 1,600 item price inspections conducted annually.
5. Conduct training and certification tests for local officials. Over 460 officials trained annually in various weights and measures disciplines. 139 local officials currently certified