

# ENVIRONMENTAL HEALTH SPECIALIST

Recruitment #1609-2528DC-003

**List Type** Original

**Requesting Department** HEALTH DEPARTMENT

**Open Date** 10/15/2016

**Filing Deadline** 11/4/2016 11:59:00 PM

**HR Analyst** Jeff Harvey

## INTRODUCTION

*NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

### What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation. The Consumer Environmental Health Division is responsible for the inspection of more than 3,200 food establishments and 1,100 temporary events each year. The Division also performs inspections of hundreds of other establishments as part of its consumer protection program.

## PURPOSE

Under the direction of the Consumer Environmental Health Supervisor, the Environmental Health Specialist (EHS) applies environmental and public health control measures to preserve human health, safety, and welfare and protects consumers from fraudulent practices in all commercial transactions involving determinations of quantity.

## ESSENTIAL FUNCTIONS

### **ENVIRONMENTAL HEALTH:**

- Conduct risk assessments and food safety inspections of new and existing facilities.
- Employ code enforcement actions to reduce the risks to public health and safety; evaluate compliance.
- Educate operators on food safety, and outline corrective actions to eliminate health and safety risks related to food handling practices.
- Investigate and respond to human health hazard and foodborne and waterborne disease complaints, and implement control measures to prevent further morbidity and mortality.

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- Inspect tattoo and body piercing establishments, bed and breakfast inns, peddlers, and temporary events to assure compliance with city and state codes.

### ***CONSUMER PROTECTION:***

- Inspect and test commercial weighing and measuring devices to ensure conformance with city, state, and federal tolerances and specifications.
- Conduct investigations, issue notices of violation, and initiate and carry out enforcement procedures.
- Inspect and test packaged commodities to ensure they are labeled properly, that the price is not misrepresented, misleading or deceptive, and that the commodity or packaging is not misleading to consumers.
- Investigate citizen complaints involving overcharges, short weight, or inaccurate measures.

### ***ADMINISTRATIVE AND OTHER DUTIES:***

- Prepare reports and summaries of investigations and studies, maintain record of work performed, appear as prosecution witness in court cases, and provide testimony during license revocation hearings.

## **CONDITIONS OF EMPLOYMENT**

- Ability to work outdoors in all weather conditions as well as to work in environments that may involve exposure to fumes, odors, dust, mists, gases, or poor ventilation.
- Ability to negotiate stairs, work in and around cramped spaces, and stoop and bend.
- Must be able to transfer objects weighing at least 50 pounds.
- Must be willing to occasionally work outside of standard business hours (evenings and weekends) as required by the needs of the department. In addition, travel outside of the City of Milwaukee may be required.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **MINIMUM REQUIREMENTS**

1. Bachelor's degree in environmental health, public health, chemistry, biology, physical science, or a related field from an accredited college or university, including at least 2 college-level coursework in microbiology, biology, or anatomy and physiology.

*NOTE: Equivalent combinations of education and experience may be considered. For example, an Associate's Degree in any of the above fields and at least two years of professional experience closely related to the essential functions above may be considered, such as performing quality control work for a food*

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*manufacturer or having responsibility for ensuring that food safety and handling adheres to codes and ordinances.*

*IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application.*

*Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

2. Valid driver's license at time of appointment and throughout employment and the availability of a properly-insured personal vehicle for use on the job (automobile allowance provided).

### **DESIRABLE QUALIFICATIONS**

- College-level coursework in communications and public health.
- National Environmental Health Association (NEHA) Certified Food Safety Professional (CP-FS) or Wisconsin Registered Sanitarian (RS).

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of principles and practices of public health, including general knowledge of microbiology, epidemiology, communication and health education, public health informatics, and emergency preparedness.
- Knowledge of environmental health principles, particularly food safety and the risk factors that contribute to food-borne illnesses.
- Knowledge of mathematics and ability to perform mathematical calculations to ensure the accuracy of scales and other measurement devices.
- Knowledge of the scientific method and the ability to interpret data.
- Ability to read and interpret work-related documents, including codes and ordinances.
- Written communication skills, including the ability to write reports and business correspondence.
- Oral communication, presentation, and training skills, including the ability to testify in court.
- Interpersonal skills and ability to maintain effective working relationships with a multi-cultural, multi-disciplinary staff, other agencies, and the public.
- Customer service skills: ability to respond to routine inquiries or escalated complaints from citizens or outside agencies.
- Ability to be persuasive, tactful, and diplomatic and provide services in a culturally sensitive manner.
- Ability to maintain confidentiality and maintain professionalism, honesty, and integrity.
- Analytical, problem-solving, and investigative skills.
- Decision-making skills and sound judgment.
- Ability to use the Microsoft Office Suite, the Internet, and specialized software such as inspectional and land management software.
- Ability to use standard office machines such as copiers, fax machines, and calculators.

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- Ability to use job-related equipment such as thermocouples; precision maximum registering thermometers; scales, scanners, and other measuring devices; sanitization test kits; and a camera to document conditions.
- Dedication to the promotion of health and prevention of disease and a commitment to stay abreast of current practices in environmental health.
- Organizational skills and the ability to plan and accomplish work, manage multiple assignments simultaneously, and meet deadlines.
- Ability to work independently, be resourceful, and adapt to changing conditions.
- Ability to drive, navigate and read maps to locate Milwaukee addresses and travel from appointment to appointment efficiently and on schedule.
- Ability to perform all work assignments in a safe manner.

### **CURRENT SALARY**

The current starting salary (PG 3LN) is \$49,344 annually for City of Milwaukee residents. The non-resident starting salary is \$48,133 annually. Appointment above the minimum is possible based on qualifications and experience.

*NOTE: The Environmental Health Specialist (EHS) may advance through the EHS Career Ladder by meeting certain training, certification, and performance criteria as established by the Milwaukee Health Department.*

[http://city.milwaukee.gov/ImageLibrary/User/jkamme/CompensationServices/Career-Ladders/Health\\_EnvironHealthSpec.pdf](http://city.milwaukee.gov/ImageLibrary/User/jkamme/CompensationServices/Career-Ladders/Health_EnvironHealthSpec.pdf)

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **November 4, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

*NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*