

# Environmental Health Specialist I

## Milwaukee Health Department

**The City of Milwaukee Health Department (MHD) is a leader in assuring that Milwaukee is the healthiest city in the nation.**

*This is the entry-level Environmental Health Specialist (EHS) position. Individuals appointed to this position may be promoted to Environmental Health Specialist II after two years of satisfactory experience at the EHS I level, and by obtaining and maintaining registration as an Environmental Health Specialist (Registered Sanitarian) with the State of Wisconsin.*

**PURPOSE:** The Environmental Health Specialist I (EHS I) conducts inspections, investigations, assessments, consultations, and takes enforcement action related to food safety, convenience store security requirements, accuracy of prepackaged commodities, food-labeling requirements, tattoo and body piercing codes and regulations, scanner price verifications, and accuracy of weighing and measuring devices.

### **ESSENTIAL FUNCTIONS:**

- Conduct risk assessments and food safety inspections, evaluate food handling and production practices and take enforcement action. Provide consultation and suggest corrective action to eliminate health and safety risks. Provide food safety education and training. Investigate food and water disease complaints and outbreaks. Collect food and environmental samples. Evaluate equipment to determine compliance with state and national standards.
- Inspect and test commercial weighing and measuring devices. Conduct scanner price verifications. Check prepackaged commodities for accuracy and labeling requirements. Investigate complaints.
- Issue reports documenting conditions or violations. Employ enforcement actions. Prepare reports and summaries of investigations and studies, maintain work records, appear as prosecution witness in court, and provide testimony during license revocation hearings.
- Inspect tattoo and body piercing establishments, conduct investigations and respond to complaints.
- Conduct security inspections in convenience stores, issue orders and make referrals to Milwaukee Police.
- Perform other related functions as assigned.

**Conditions of employment: *Occasional evening and/or weekend work may be required in this position.***

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

### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Environmental Health, Public Health, Physical or Biological Science, or closely related field from an accredited college or university.

**Note:** Equivalent combinations of training and experience may also be considered. For example, an Associate's Degree in any of the above fields of study and at least 2 years of professional experience closely related to the Essential Functions above may be considered. Related experience which would be considered includes work done performing quality control for a food manufacturer or having responsibility for ensuring adherence of food safety and handling to codes and ordinances.

**Note:** Copies of college transcripts should be submitted with application or sent to the City of Milwaukee, Department of Employee Relations, ATTN: Box EHSI, 200 E. Wells Street, Room 706, Milwaukee WI 53202 or send via e-mail to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). Student copies are acceptable.

2. Valid Driver's license at time of appointment and throughout employment and availability of a properly insured personal automobile for use on the job throughout employment. Mileage reimbursement is provided.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

### **DESIRABLE REQUIREMENTS:**

A minimum of one college-level course in Microbiology.

*Environmental Health Specialist I*

**KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

- Knowledge of principles of food safety and the risk factors that contribute to food-borne illnesses.
- Ability to communicate effectively both orally and in writing, including offering testimony in court.
- Excellent interpersonal skills and ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff and the public.
- Ability to transfer objects weighing at least 50 pounds.
- Ability to be diplomatic and persuasive.
- Knowledge of computers including Internet, word-processing and spreadsheet software.
- Good reasoning and problem-solving skills
- Ability to perform mathematical calculations and interpret data
- Ability to read and interpret codes and ordinances
- Ability to work outdoors in all weather conditions and occasional evening and/or weekend hours.

**THE CURRENT SALARY RANGE (530) IS:** \$41,495 to \$46,975 annually with excellent benefits. [The current maximum for Environmental Health Specialist II (541) is \$52,069]. *Recruitment is at the beginning of the pay range.*

**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.

The examination will be held as soon as practical after **September 30, 2011**. 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.