

LEAD RISK ASSESSOR I

Recruitment #1610-2594DC-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 12/16/2016 2:00:00 PM

Filing Deadline 1/13/2017 11:59:00 PM

HR Analyst Marti Cargile

PURPOSE

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.

Build upon your background in environmental health and make a real difference in the lives of Milwaukeeans!

PURPOSE: Under the direction of the Environmental Health Field Supervisor, the Lead Risk Assessor I (LRA) assigned to the Home Environmental Health Division of the City of Milwaukee Health Department (MHD) is responsible for conducting citywide inspections and risk assessments of residential properties for lead hazards to prevent childhood lead poisoning. The LRA is also responsible for facilitating lead hazard reduction and conducting enforcement activities as needed.

ESSENTIAL FUNCTIONS

Lead Inspection and Abatement Responsibilities:

- Communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children.
- Research all possible sources of lead exposure for lead poisoned children.
- Proactively collaborate with nursing staff regarding elevated blood lead cases.
- Inspect homes for defective lead-based painted surfaces using x-ray fluorescence equipment, visual, and dust wipe tests.
- Document inspection results according to protocols and program requirements.
- Generate and issue work orders to correct lead-based paint hazards.
- Inform property owners of hazard correction and order compliance requirements, and work with property owners to achieve compliance.
- Issue citations and appear in court as witness for prosecution of cases when necessary.
- Conduct ongoing lead paint abatement project monitoring to ensure code compliance.
- Conduct all necessary enforcement actions related to lead abatement project completion.
- Communicate with contractors regarding proper lead abatement and code compliance.

Lead Risk Assessor I (Health Department)

- Report findings of lead abatement project investigations.

Support Activities:

- Perform research-related responsibilities.
- Provide observational field opportunities as necessary, and demonstrate lead hazard reduction field activities to public health staff, interns, and community leaders.
- Participate in community meetings and landlord associations.
- Provide information regarding lead hazard reduction activities and primary prevention activities.
- Participate in required training and work-related conferences.

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.

CONDITIONS OF EMPLOYMENT

The person in this position must be willing and able to do the following:

- Carry a mobile device during business hours.
- Work outside standard business hours when needed.
- Perform extensive field work and work outdoors in all types of weather.
- Lift and move up items weighing up to 25 pounds.

MINIMUM REQUIREMENTS

1. Four years of experience in a related field, such as lead, asbestos, environmental remediation, housing rehabilitation, construction, environmental science, engineering, architecture, industrial hygiene, social work, or health and safety.

Equivalent combinations of education and experience may be considered, for example, a bachelor's degree in environmental health or a related field OR a related associate's degree plus two years of experience as described in #1, above.

2. Certification as a Lead Risk Assessor with the State of Wisconsin within three months of appointment and throughout employment. (Training for certification will be provided by the City.)

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

IMPORTANT NOTE: *To receive credit for college, transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies*

Lead Risk Assessor I (Health Department)

are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Ability to read, write, and fluently speak Spanish or Hmong.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public health and safety principles and practices as well as the science of risk assessment.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to read and interpret work-related documents.
- Oral and written communication skills, including the ability to produce correspondence and reports.
- Listening and customer service skills, including the ability to respond promptly to requests, provide services in a culturally-sensitive manner, and manage uncomfortable customer situations.
- Interpersonal skills; ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies, and the public.
- Analytical, problem-solving, and data interpretation skills.
- Ability to use good judgment to make sound decisions.
- Organizational, time management, and project management skills.
- Skill in using x-ray fluorescence equipment, dust wipes, and cameras to document defective lead-based painted surfaces.
- Ability to follow program protocols, including taking enforcement actions as needed.
- Ability to work well both independently and in a team environment.
- Professional, dependable, flexible, and adaptable.
- Detail- and quality-oriented.
- Ability to maintain confidentiality.
- Proficient with word processing and spreadsheet software as well as the Internet.
- Ability to use mobile communications devices as well as standard office equipment such as copy machines, fax machines, and calculators.
- Ability to promote wellness, disease prevention, and safety and to engage in ongoing professional development activities.

CURRENT SALARY

THE CURRENT STARTING SALARY (PAY RANGE 3GN) for City of Milwaukee residents is \$42,539 annually, and the non-resident starting salary is \$41,495.

Lead Risk Assessor I (Health Department)

PROMOTIONAL PROGRAM: Persons hired for the entry-level Lead Risk Assessor I position are expected to work toward meeting the requirements for promotion to the Lead Risk Assessor II level: Current Starting Salary (PAY RANGE 3JN) = \$45,013 (non-resident salary = \$43,908).

The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

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 and the Milwaukee Health Department reserve 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 **January 13, 2017**. 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.