

TRANSFER/PROMOTIONAL OPPORTUNITY

**HEALTHY HOMES INSPECTOR  
(Health Department)**



**PURPOSE:** The Healthy Homes Inspector, assigned to the Home Environmental Health Program, is responsible for developing collaborative efforts with community-based partners aimed at reducing the impact of unhealthy housing in the community. The position will establish relationships with multiple organizations that serve the target population, will focus on activities that will encourage the enrollment of participants into the healthy homes demonstration grant, and maintain enrollees' involvement in the healthy homes demonstration grant.

***This position is grant-funded.***

**ESSENTIAL FUNCTIONS:**

Healthy Homes Inspections

- Communicate how to reduce safety hazards and indoor allergen triggers with parents of asthmatic children.
- Conduct visual assessments to determine source of and reduction strategy for allergen triggers; conduct sampling of allergens.
- Determine and complete lead risk assessments as necessary.
- Determine action to be taken for correction of asthma triggers, pest infiltration, safety standards and lead hazards with owners.
- Communicate lead poisoning hazard and prevention information to parents / guardians of lead poisoned children.
- Participate with community outreach workers in training parents / guardians in specialized cleaning of properties.
- Participate in regular team meetings and maintain regular communication with team members on healthy homes issues.

Evaluation and Program Monitoring

- Prepare and present accurate activity reports to supervisory staff.
- Evaluate program performance and initiate modification ideas with supervisory staff.
- Assist program staff in obtaining required documentation to evaluate client qualifications for rehabilitation assistance.
- Participate in activities for increased program participation and housing production.
- Maintain contractor evaluation and work quality date to assist in the review process.

Outreach

- Collaborate with Fighting Asthma Milwaukee (FAM) Allies program staff and community partners.
- Work with property owners with multiple code violations to devise a plan to achieve compliance.
- Mediate problems that may occur between tenants and owners during the terms of construction.
- Attend community events as necessary to provide Home Environmental Health program information.
- Facilitate resident initiatives in collaboration with community organizers.

Perform other Related Duties as Assigned

**MINIMUM REQUIREMENTS:**

1. Current status and at least three (3) months of experience as a regularly appointed employee of the City of Milwaukee.
2. Bachelor's degree in health education, environmental health, public education, social work, urban studies, community organizing, or a closely related field from an accredited college or university.

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3. One (1) year experience in coordination of public health or community programs, program planning, implementation, and evaluation.
4. Valid Lead Risk Assessor license at time of appointment is preferred, or must obtain such within one (1) year of date of appointment.
5. Participation in a State of Wisconsin and a nationally recognized Home Inspection Course within one (1) year of employment.
6. Valid driver's license must be maintained throughout employment.
7. Properly insured personal vehicle for use on the job is required, mileage reimbursement is provided.

***Note: Equivalent combination of education and experience may be considered.***

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of housing safety standards, lead risk hazard assessment/paint inspection, and reduction strategies for asthma triggers.
- Knowledge of current childhood lead poisoning prevention programs.
- Skill in effectively coordinating projects with multi-cultural and multi-disciplinary community-based organizations.
- Skill in problem-solving, and the ability to develop and apply innovative and creative solutions to obstacles/problems.
- Ability to read, analyze, and interpret technical procedures, business periodicals, professional journals, or government regulations.
- Ability to create accurate reports and write business correspondence and procedure manuals.
- Ability to compute and apply mathematical concepts such as probability, fractions, ratios, proportions, and statistical inference.
- Ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies, and the public.
- Skill in effective oral communication and customer service.
- Skill in utilizing standard software programs for project management (includes word processing, database, spreadsheet, and power point).
- Planning, organizational, and time management skills.
- Ability to work as a member of a team and to perform work independently.

**DESIRABLE QUALIFICATION:**

- Bilingual in Spanish, Hmong, Russian or other language.

**SALARY RANGE (SG 541):** \$41,368 - \$49,056 annually.

**THE SELECTION PROCESS:** will be job related and will consist of one or more of the following: an evaluation of related training, experience, and accomplishments; written tests; interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

*The Milwaukee Health Department values and encourages diversity and is an Equal Opportunity Employer.*