

# ENVIRONMENTAL HEALTH SPECIALIST

## Recruitment #2109-2528DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH-CONSUMER PROTECTION
<b>Open Date</b>	9/1/2021 2:20:00 PM
<b>Filing Deadline</b>	9/22/2021 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

*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.*

## 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; implement control measures to prevent further morbidity and mortality.
- 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.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- **Individuals who complete an application for general City employment on or after September 1, 2021 and are subsequently appointed to a position must provide proof of being vaccinated against COVID-19 (i.e., received both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine) or have an approved religious or medical accommodation within ten business days of their employment start date.**
- Carry a mobile device during business hours.
- 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.
- Must wear industry related personal protective equipment (PPE) such as gloves, facemask, or face shield.
- 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.
- Travel outside the City of Milwaukee for job related trainings, presentations and conferences; occasional overnight travel may be required.
- May be exposed to infectious agents or toxins while performing the duties of this job.
- Required pre-employment vaccines include:
  - TB Test (at time of hire and annually through-out employment)
  - MMR Vaccine
  - Hep B Vaccine
  - Varicella Vaccine
- Required pre-employment test include:
  - Physical Exam
  - Vision Exam
  - Audio-Gram
  - Drug Screen - Non DOT

## 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 two college-level courses in microbiology, biology, or anatomy and physiology.
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 pursuant to Section 350-183 of The Milwaukee Code).

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 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.

## 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).

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of principles and practices of public health related to environmental and consumer health.
- Knowledge of microbiology, epidemiology, and community health education related to environmental and consumer health.
- Knowledge of public health informatics and emergency preparedness related to environmental and consumer health outbreak.

- 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.
- The ability to apply the scientific method to conduct scientific investigations, make informed decision and accurately interpret data.
- Ability to use the Microsoft Office Suite, the Internet, and specialized software such as inspectional and land management software.
- 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.
- Ability to drive, navigate, and read maps to locate Milwaukee addresses and to travel from appointment to appointment efficiently and on schedule.
- Ability to read and interpret work-related documents, including codes and ordinances.

#### **Communication, Customer Service and Interpersonal**

- 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.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- 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.

#### **Judgment and Analytical Skills**

- Analytical, problem-solving, and investigative skills.
- Decision-making skills and sound judgment.
- Ability to maintain confidentiality and maintain professionalism, honesty, and integrity.
- 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 perform all work assignments in a safe manner.

### **CURRENT SALARY**

THE CURRENT SALARY RANGE (PG 3LN) is **\$49,344-\$59,095** annually, and the resident incentive salary range for City of Milwaukee residents is **\$50,824-\$60,868** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

**BENEFITS:** The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>

### **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 **Wednesday, September 22, 2021**. 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.

### **ADDITIONAL INFORMATION**

- APPLICATIONS and further information may be accessed by visiting <https://www.jobapscloud.com/MIL>.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

### **CONCLUSION**

**EEO=305**

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*