

# FIRE HEALTH AND SAFETY MANAGER

Recruitment #1804-4967-001

<b>List Type</b>	Original
<b>Requesting Department</b>	EMS/Training/Education Bureau
<b>Open Date</b>	6/22/2018 08:00:00 AM
<b>Filing Deadline</b>	7/13/2018 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

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## INTRODUCTION

*The Fire Health and Safety Manager is a civilian employee of the Milwaukee Fire Department (MFD).*

## PURPOSE

Under the general direction of the Assistant Chief, Emergency Medical Services (EMS), Training, and Education Bureau, the Fire Health and Safety Manager primarily oversees the department's wellness and occupational health and safety programs for sworn and non-sworn personnel, including both emergency and non-emergency activities.

## ESSENTIAL FUNCTIONS

- Design, implement, and manage programs in the areas of physical and mental health, wellness, firefighter fit-performance, and injury prevention. Manage the Wellness Fitness Initiative (gold standard national health and wellness program for the fire service), which includes firefighter fitness, annual medical evaluations, the Peer Support/Critical Incident Stress Management Program, firefighter injury rehabilitation and case management, health education, and data management.
- Design, implement, and manage occupational safety programs, including conducting safety audits, injury investigations, reporting and analysis, and ensuring local and national regulatory compliance. Oversee data management and provide safety reports for the department and the City.
- Manage the MFD Health and Safety Division's budget. Oversee funds to support equipment, service, and operational needs, including working with the

Purchasing Division to select vendors and provide contractual performance oversight. Seek alternate sources of funding for programs not supported by the budget.

- Supervise the Peer Support Team Director, responsible for the Peer Support Team (currently 40 members), and the Athletic Trainer, responsible for the Peer Fitness Team (currently 30 members).
- Liaise with other City agencies, local government organizations, other fire departments, community agencies, and contracted vendors. Represent the department on the City's Health and Wellness Committee, and represent the department on community-based task forces and executive boards of non-profit organizations supporting emergency responders.
- Collaborate with other City agencies, fire departments, and community agencies to develop firefighter fitness and behavioral health programs.
- Present relevant programs at conferences. Partner with local universities to conduct research studies on firefighter fitness and performance.

*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 Fire Health and Safety Manager position is subject to emergency call-in.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in occupational safety, health administration, public health, or a closely-related field from an accredited college or university.
2. Three years of experience in occupational safety, accident prevention, health and wellness administration, and/or injury case management performing duties related to this position.
3. Attain the following certification and training within the first year of employment, and remain current throughout employment:
  - Occupational Safety and Health Administration (OSHA) Safety Specialist certification
  - Critical Incident Stress Management (CISM)/Peer Support Operations training
  - Mental Health First Aid training
  - Group Crisis Intervention/Individual Crisis Intervention training
4. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered.*

**IMPORTANT NOTE:** *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 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

- Experience managing a budget, overseeing multiple vendor contracts, and seeking alternative funding through grants.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of occupational safety, accident prevention, health and wellness administration, and employee assistance programs (EAPs).
- Knowledge of laws regulating occupational safety and health, such as OSHA, the Americans with Disabilities Act Amendments Act (ADAAA), the Pregnancy Discrimination Act (PDA), and the HIPAA Privacy Rule.
- Knowledge of issues related to absenteeism, limited duty, and fitness for duty.
- Knowledge of or the ability to gain knowledge of the following topics as they relate to the fire service:
  - occupational safety, health, fitness, and wellness
  - federal, state, and local laws regulating occupational safety and health
  - occupational safety and health hazards involved in emergency operations
  - principles and techniques of safety management
  - health maintenance and physical fitness issues affecting fire service members
  - National Fire Protection Association (NFPA) guidelines
  - employee injury rehabilitation case management
  - industry-wide program guidelines
- Ability to read and interpret work-related materials such as procedures, rules, labor contracts, and ordinances.
- Written communication skills, including the ability to write correspondence and narrative and statistical reports.
- Ability to learn and use standard and enterprise-wide software applications.
- Skill in conducting research and implementing programs related to issues such as risk management, accident prevention and investigation, records management, facility inspection, health maintenance, infection control, and post-incident analysis.

- Knowledge of supervisory best practices and the ability to effectively lead and motivate staff members.
- Oral communication and presentation skills to field questions satisfactorily and present at meetings and conferences.
- Interpersonal skills and the ability to forge effective relationships with a multi-cultural, multi-disciplinary staff, City officials, and representatives of other departments and agencies.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to cope with stressful situations and remain professional and impartial when dealing with sensitive issues.
- Analytical and problem-solving skills to be able to resolve employee issues related to health, safety, and wellness.
- Effective decision-making skills and the ability to exercise sound judgment.
- Ability to plan, prioritize, and complete work in a timely manner as well as organizational and record-keeping skills.
- Honesty, integrity, and the ability to maintain confidentiality.

#### CURRENT SALARY

**The current salary range (Pay Range 2IX) for City of Milwaukee residents is \$58,462-\$81,844 annually, and the non-resident annual salary range is \$57,028-\$79,836. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.***

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- 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 <http://city.milwaukee.gov/der/Benefits-2018#.WgYyqE2ovAA>.

## 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.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Friday, July 13, 2018**. 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:** Candidates must pass a Milwaukee Fire Department background investigation before hire.*

## ADDITIONAL INFORMATION

### APPLICATION INSTRUCTIONS:

- Applications and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- 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 at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO Code 206*

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