

# LEAD RISK ASSESSOR I

Recruitment #1901-2594DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH DEPARTMENT
<b>Open Date</b>	1/14/2019 10:15:00 AM
<b>Filing Deadline</b>	2/4/2019 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION



*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 Environmental Health Field Services Manager, the Lead Risk Assessor I (LRA) assigned to the Home Environmental Health Division of the 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

- 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 and/or lead-based painted surfaces using x-ray fluorescence equipment along with 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.
- Complete required documentation in order to accurately report findings of lead abatement project investigations.

## Community Education, Research and Training

- 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 and landlord association meetings.
- 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.*

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

## MINIMUM REQUIREMENTS

Pursuant to Wis. Stats., Section 163.10(3)(b)3, in order to meet the requirements for application for initial Lead Risk Assessor Certification, the position requires the following:

1. Bachelor's degree from an accredited college or university with a major in environmental health, public health or a closely related field and one year of experience with lead, asbestos, environmental remediation work or construction;

OR - Associate's degree from an accredited college or university with a major in environmental health, public health or a closely related field and two years of experience with lead, asbestos, environmental remediation work or construction;

OR - High School diploma or equivalent and three years of experience with lead, asbestos, environmental remediation work or construction;

OR - Hold a valid professional certification as an industrial hygienist, professional engineer or registered architect or in a related professional engineering, health or environmental field, such as safety, professional or environmental scientist;

OR - Hold a valid registered nurse or registered sanitarian certification;

OR - Hold a valid State of Wisconsin Lead Risk Assessor certification.

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).

- For information about the State of Wisconsin Lead Risk Assessor certification go to: <https://www.dhs.wisconsin.gov/regulations/lead/risk-assessor.htm>

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.

*NOTE: To receive credit for any of the certifications listed in #1 above, a legible copy of the valid certification must be received by the application period closing date. Applications without the certification attached will be considered incomplete and will be rejected.*

*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 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.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- 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.
- Ability to use computer applications such as Microsoft Office and 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 (PG 3GN) for City of Milwaukee residents is \$42,539 annually, and the non-resident starting salary is \$41,495 annually.

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. The current starting salary for the Lead Risk Assessor II position (PG 3JN) for City of Milwaukee residents is \$45,013 annually, and for non-residents is \$43,908 annually.

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 <http://city.milwaukee.gov/Benefits2019>.

## 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 **Monday, February 4, 2019**. 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.

## SELECTION PLAN

APPLICATIONS and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.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.*