

ENVIRONMENTAL RISK OFFICER

Recruitment #1702-2543DC-001

List Type Transfer/Promotional

Requesting Department DEPT OF NEIGHBORHOOD SRERVICES

Open Date 2/27/2017

Filing Deadline 3/13/2017 11:59:00 PM

HR Analyst Emily Keeley

Introduction

**** ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED ****

Purpose

The Environmental Risk Officer conducts fire, license, permit and complaint inspections of various businesses for building maintenance, occupancy, fire prevention, life safety, environmental, and hazardous material compliance.

Essential Functions

- In accordance with the issuance of operational licenses, permits or registrations, inspect all types of properties for a variety of health, safety, fire, and building maintenance code compliance.
- Conduct drowning and injury investigations in public swimming pools as agents of the WI Division of Health.
- Conduct inspections that involve active renovation and demolition projects, including sampling and testing of regulated materials such as asbestos, corrosive acids, and caustics.
- Conduct fire inspections for high hazard occupancies that use large quantities of hazardous materials in storage and use; advise the commissioner on hazardous condition modifications as requested or encountered. Enforce specialty inspections, including the hazardous materials portion of the International Fire Code.
- Conduct code enforcement and fire code modification inspections for license and permit inspection programs, including hotels, motels, swimming pools, drycleaners, fire prevention permits, and rooming houses.
- Inspect environmental complaints related to community noise (including noise variances), odor nuisances, and light nuisances.
- Represent the department at licensing and other committee hearings and legal proceedings, as required.

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

- Must be able to wear and use personal protective equipment including but not limited to respiratory protection, steel toed boots, hard hats, tyvak suits, hearing protection, eye protection, and gloves.
- Must be able to climb and work in high places.
- Must be able to work in conditions that may be dusty, odorous and/or noisy or contain hazardous materials.

Minimum Requirements

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in Chemistry, Biology, Physical Science, Environmental Health, Architecture, Engineering or a closely related field from an accredited college or university **PLUS** one year of field experience in code enforcement; health, fire or safety inspection or a closely related experience.
3. Ability to attain International Code Council certification as a Fire Inspector I and State of Wisconsin Asbestos Supervisor certification within one year of appointment and throughout employment.
4. A valid driver's license at time of appointment and throughout employment.
5. Personally insured vehicle for use on the job at time of appointment and throughout employment; mileage reimbursement is provided.

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.*

Equivalent combinations of education and experience may be considered.

Knowledges, Skills, Abilities & Other Characteristics

- Familiarity in housing maintenance, construction, remodeling, renovation or related trades is desirable.
- Knowledge of hazardous material storage and use in industrial or factory occupancies is desirable.
- Ability to exercise sound, independent judgment and maintain good professional relationships with the public and co-workers.
- Ability to work independently.
- Ability to identify, use and secure confidential material.
- Ability to credibly represent findings in municipal, circuit and federal court.
- Strong written and verbal communication skills.
- Ability to take initiative in addressing critical issues that present themselves in the field.
- Ability to adapt to unusual situations and be proactive in initiating change and recommending solutions when situations arise.
- Personal integrity.

Current Salary

The current starting salary (PG 2FN) for City of Milwaukee residents is **\$53,034** annually, and the non-resident starting salary is \$51,733. **Career Ladder Position:** *Candidates are eligible to advance within the job title (pay range) contingent on meeting the core competencies at each pay step and upon attainment of additional certifications. For more information, visit <http://city.milwaukee.gov/DER/Compensation/CLT>*

Selection Process

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Neighborhood Services 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.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.