



## TRANSFER/PROMOTIONAL OPPORTUNITY

### ENVIRONMENTAL SPECIALIST SUPERVISOR Milwaukee Health Department

**PURPOSE:** The Environmental Specialist Supervisor plans, organizes, supervises and evaluates the work of subordinate personnel in the enforcement of Environmental Health and Safety laws, rules and regulations. In addition, this position approves court actions, license suspensions, recommends the revocation of licenses to the division manager, and resolves conflicts between inspection staff and the public. The Environmental Specialist Supervisor also performs administrative and supervisory functions in the absence of the division manager.

#### ESSENTIAL FUNCTIONS:

- > **Supervision:** Provides basic supervision to Environmental Health Specialists ensuring activities and inspectional reports are accurate and appropriate.
- > **Policy Development and Revision:** Create new policies, procedures and instruction manuals to address changes in the Consumer Environmental Health Program, and update existing policies and procedures.
- > **Develop and Implement Training:** Responsible for developing and implementing the training program for new hires in Consumer Environmental Health (CEH) and for providing ongoing training for CEH staff. Develops and designs instructional programs and supporting documentation to support training needs for new hires and current staff. Plans and develops training programs for staff on the use of new and existing electronic resources.
- > **Database Development:** Develop database queries to report on the inspectional and licensing activities of the division.

#### CONDITIONS OF EMPLOYMENT:

- > Travel outside of the City of Milwaukee may be required with occasional overnight travel.
- > Daily work schedule may be adjusted to meet clients' needs and to assure availability during public health emergencies and investigations.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

#### REQUIREMENTS:

1. Current status and at least 3 months of experience as a regularly appointed employee of the City of Milwaukee.
2. Bachelor's Degree in environmental health, public health, public administration or related field from an accredited college or university. *Copies of transcripts should be submitted with the application. Student copies are acceptable.*
3. Two (2) years of experience conducting environmental health inspections.  
**NOTE:** combination of education and experience may be considered.
4. Current registration as a Registered Sanitarian in the State of Wisconsin at time of appointment, and registration must be maintained throughout employment.

*Environmental Specialist Supervisor (continued)*

5. Properly insured personal vehicle for use on the job is required and may be used to convey other personnel.

**DESIRABLE QUALIFICATIONS:**

- Prior supervisory or lead worker experience.
- Bilingual in Spanish, Hmong, Russian or other language.

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

- > Knowledge of and ability to apply National Sanitation Foundation (NSF) standards applicable to food equipment and installation.
- > Ability to read blueprints and evaluate plans.
- > Knowledge of and ability to apply all applicable state and local codes.
- > Ability to evaluate equipment, construction materials and construction techniques.
- > A thorough knowledge of internet, spreadsheet, and word processing software and create relational database queries.
- > Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, various City of Milwaukee Officials, and other agencies.
- > Ability to effectively consult with equipment manufacturers, installers and operators.
- > Ability to provide services in a culturally sensitive manner.
- > Ability to maintain confidentiality.

**The Current Salary Range (004):** \$44,194 - \$61,871 annually with excellent benefits. Recruitment is normally at the beginning of the range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; 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. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. Selected candidates will be *transferred and/or promoted* to the position.

**APPLICATION PROCEDURE:**

Candidates must submit an application and letter of interest. Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202, by calling 286-3751, by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs). Your letter of interest should explain how your education and experience qualify you for the position and why you are seeking the assignment.

Applications should be returned to: **Ray Weitz, Personnel Officer, at the Milwaukee Health Department, 841 N Broadway, 3<sup>rd</sup> Floor, Milwaukee WI 53201 by April 21, 2011**. Receipt of applications may be discontinued any time after that date without prior notice. However, if a sufficient number of candidates are not available the examination will be continued until the needs of the City have been met.

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