

# ENVIRONMENTAL HYGIENIST

Recruitment #1704-2530DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	HEALTH DEPARTMENT
<b>Open Date</b>	8/7/2017 12:00:00 PM
<b>Filing Deadline</b>	8/28/2017 11:59:00 PM
<b>HR Analyst</b>	Emily Keeley

## INTRODUCTION

What Milwaukee can offer YOU

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.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## PURPOSE

The Environmental Hygienist provides technical support to the Childhood Lead Poisoning Prevention Program (CLPPP) through quality control and risk assessment/inspection activities, research, evaluation projects, court enforcement activities, and regulatory review.

## ESSENTIAL FUNCTIONS

- Serve as the primary liaison of the Milwaukee Health Department, and the Childhood Lead Poisoning Prevention Program (CLPPP) to the Municipal Court system.
- Maintain a project caseload for the CLPPP program and assist inspectors with their caseload.
- Maintain equipment, supplies and administrative processes needed for lead risk assessment activities, including x-ray fluorescence analyzers, radiation dosimeters, high-efficiency particulate air (HEPA) vacuums and dust sampling kits.
- Conduct special research and evaluation projects as determined by the program need.
- Prepare technical reports and maintain statistical records on investigations and abatement activities.
- Monitor properties currently involved in the CLPPP program and clear properties once they have been deemed free of hazards.

## **Environmental Hygienist (Health Department)**

- Monitor contractors to ensure work is being done in accordance with applicable laws and regulations.
- Conduct ongoing review and analysis of local, state and federal lead regulations.
- Maintain and update CLPPP risk assessment protocols.
- Respond to general nuisance lead complaints and work with the state to ensure the properties are being monitored.

*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.*

## **MINIMUM REQUIREMENTS**

1. Bachelor's degree in environmental health or related field from an accredited college or university.
2. One year of experience in environmental remediation, housing rehabilitation, lead or asbestos abatement or a related field.
3. Current State of Wisconsin, Lead Risk Assessor license at time of application and throughout employment. **NOTE: Applicants must attach a copy of their State of Wisconsin, Lead Risk Assessor license to the online application.**
4. 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.

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

**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.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of lead hazards, lead collection techniques and collection equipment.
- Knowledge of local, state and federal laws related to lead sampling and lead hazards.
- Knowledge of project management skills required to manage caseloads in various stages of completion.
- Verbal communication skills required to give clear, concise instructions and to convey technical information to a non-technical audience.
- Customer service focus in order to manage difficult or emotional customer situations, respond promptly to customer needs and meet commitments.

### **Environmental Hygienist (Health Department)**

- Ability to pursue training and development opportunities and strive to continuously build knowledge and skills.
- Ability to resolve conflict while listening to others and keeping emotions under control.
- Ability to demonstrate superior group presentation skills.
- Ability to remain objective and open to others' views and contribute to building a positive team spirit.
- Ability to make sound and accurate judgments and support and explain reasoning for decisions.
- Ability to demonstrate accuracy, thoroughness and organization to complete tasks efficiently.

### **CURRENT SALARY**

The current salary range (Pay Range 2DN) for City of Milwaukee residents is **\$49,344 - \$59,498** annually and the non-resident salary range is \$48,133 - \$58,038 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

### **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 **August 28, 2017**. 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.