CITY OF MINNEAPOLIS
invites applications for the position of:

Health Inspector I (Lead)

SALARY:	$21.25 - $30.05 Hourly $1,700.00 - $2,404.00 Biweekly
JOB TYPE:	Full-time
DEPARTMENT:	MINNEAPOLIS HEALTH DEPARTMENT
LOCATION:	Public Service Center, 250 South 4th Street, Minneapolis
VACANCIES:	1
CLOSING DATE:	02/20/15 11:59 PM
POSTING TYPE:	Open to the public

POSITION DESCRIPTION:

- Perform Lead Risk Assessments, write work specifications and perform clearance inspections for the HUD Lead Hazard Control grant. Issue corrective orders to ensure compliance with public health standards and codes. Provide education and outreach on lead-safe work practices. Raise awareness of lead as a health hazard to children and the need for blood testing for children. Coordinate activities for/with grant staff.
- There is one (1) full-time, non-exempt vacancy to be filled in the Health Department's Healthy Homes and Lead Hazard Control Program. **The vacancy is a grant-funded position which will terminate one year from the date of hire. Should further funding be acquired, this position <u>may</u> continue beyond one year.**
- Schedule flexibility is required. This could include, as needed, some evenings and weekends.

JOB DUTIES AND RESPONSIBILITIES:

- Educate and train property owners on code requirements and guide them to remediate any lead hazards found.
- Conduct Lead Risk Assessment / paint inspections and write Lead Risk Assessment reports.
- Use an XRF device to test paint for lead.
- Collect analytical samples for lead content such as dust, soil and water.
- Perform Healthy Homes Inspections.
- Write work specifications.
- Perform clearance inspections after completion of lead hazard reduction projects and write clearance reports.
- Issue administrative citations and assess property taxes for continued non-compliance.
- Determine cause and course of action to reduce or eliminate future exposure and monitor corrective actions taken by property owners to achieve compliance with work orders.
- Consult with medical providers and coordinate medical care with ongoing environmental remediation to obtain optimal results for clients.
- Respond to questions from the public, elected officials, supervisors and employees to resolve misunderstandings about lead poisoning.
- Participate on teams in special program areas to develop new and revised guidelines, educational materials or ordinance interpretation and inspection procedures.
- Participate in Public Health Emergency Preparedness planning, training, and response, as needed/assigned by the department.

REQUIRED QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Education:
Bachelor's Degree with a minimum of 45 quarter, or 30 semester credits in a physical, earth, life, health or related science. You **MUST** submit copies of your transcripts, showing successful completion of specific science coursework by the application closing date. **Without transcripts, your application will be deemed as incomplete and will not be submitted for further consideration.**

LICENSES/CERTIFICATIONS:
You are encouraged to submit copies of any field-related certificate/license you hold.

Licenses:

State of Minnesota Lead Risk Assessor License – You must obtain this license within three (3) months of hire, and maintain a valid license throughout employment in this title. Continued employment is contingent upon this requirement.

NOTE: In order to obtain a license as a Lead Risk Assessor, **the State of Minnesota requires** that you must meet at least one of the following criteria:

1) have a high school diploma and at least three years of experience in regulated lead work, asbestos abatement, environmental remediation, general construction, or a childhood lead poisoning prevention program of a government agency;
2) have an associate's degree and two years of experience in regulated lead work, asbestos abatement, environmental remediation, general construction, or a childhood lead poisoning prevention program of a government agency;
3) have a bachelor's degree and one year of experience in regulated lead work, asbestos abatement, environmental remediation, general construction, or a childhood lead poisoning prevention program of a government agency; or
4) be a certified industrial hygienist, registered professional engineer, registered architect, certified safety professional, or registered public health sanitarian.

Driver's License - Must have and maintain a valid driver's license throughout employment in this title.

Registered Sanitarian and/or Registered Environmental Health Specialist - Within two (2) years of hire, you must obtain/maintain a valid license as a Registered Sanitarian/Registered Environmental Health Specialist. Continued employment is contingent upon this requirement.

Certificates:
Radiation Training Certification - You must obtain this certification within three (3) months of hire, and maintain it throughout employment in this title. Continued employment is contingent upon this requirement.

Resume:
You must submit your resume along with the required, official City application by the application closing date. **Without it, your application will be deemed as incomplete.**

Background Check:
The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Drug / Alcohol Testing:
All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug

and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

Working Conditions:
Office and field inspections. Drive to inspection sites. Reach/stretch to lift testing equipment to ceiling and bend/stoop/squat to floor to measure levels of lead and to take samples (e.g. hold and operate the X-ray Fluorescence [XRF] device, holding XRF on ceiling during sampling). Lift/ maneuver equipment, tools, etc. in and out of vehicles, up steps and into buildings. Maneuver a two-wheeled cart. Crouch, kneel, twist. Required to wear latex gloves during sample collection. May be exposed to extreme temperature variations due to the weather (working for short periods of time outside and in homes without air conditioning), strong odors, filth and excrement, hazardous chemicals, and rodent/insect infestation.

SELECTION PROCESS: An evaluation of related education/experience/responses to Screening Questions, and/or an oral exam, etc., may be utilized (100%). (Candidates must receive a minimum passing score of 70% to be placed on a list of qualified candidates). The right is reserved to limit the number included in any phase. Work simulation exercises, candidate assessments, etc., may be utilized as part of the interview process.

This position is union represented by the Minneapolis Professional Employee's Association
http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_professional-employees_index

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current research pertaining to lead, hazards associated with lead, and the health effects of lead.
- Good organizational, time management and analytical skills.
- Ability to work with Microsoft Office suite.
- Knowledge of and the ability to interpret applicable codes, ordinances and regulations relevant to the specific work area.
- Knowledge of regulatory administration and enforcement.
- Able to interpret work specifications.
- The following certificates / registrations are desired, but not required for hire:
    - Minnesota registration as an Environmental Health Specialist
    - Lead Project Designer Certificate
    - Lead Abatement Supervisor Certificate
    - Healthy Homes Specialist

    You are encouraged to submit copies of any field-related certificate / license you hold.

- Excellent oral and written communication skills.
- Able to be objective and effectively handle difficult situations.
- Incumbents will receive formal and on-the-job training in techniques and procedures essential to conducting various environment health and safety inspections, investigations and enforcement activities.
- Fluency in Spanish, Hmong, Somali, or Vietnamese is desired.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.minneapolismn.gov/jobs

250 South 4th Street
Room #100
Minneapolis, MN 55415
(612) 673-2282

human.resources@minneapolismn.gov

Position #2015-00024
HEALTH INSPECTOR I (LEAD)
IG

Health Inspector I (Lead) Supplemental Questionnaire

* 1. How did you find out about this position? (Select all that apply)

- ❑ City of Minneapolis website
- ❑ City of Minneapolis department or employee
- ❑ City of Minneapolis job interest card
- ❑ Friend or family member
- ❑ League of Minnesota Cities website
- ❑ Government Jobs.com website
- ❑ Minnesota Jobs.com website
- ❑ Other website
- ❑ Linked In
- ❑ Other social media site
- ❑ Newspaper
- ❑ Other media
- ❑ College or University
- ❑ Community organization
- ❑ Job Fair
- ❑ Professional association

* 2. I have successfully completed a Bachelor's Degree or higher which included a minimum of 45 quarter (or 30 semester) credits in a physical, earth, life or health science.

- ❑ Yes
- ❑ No

* 3. My transcripts, showing successful completion of that specific coursework, are being submitted with the official City application (Without them, your application will be deemed as incomplete.)

- ❑ Yes
- ❑ No

* 4. I am willing and able to maintain a vaild Driver's License while employed in this position.

- ❑ Yes
- ❑ No

* 5. I currently hold one or more of the following licenses, registrations and/or certificates in a field related to this position (check all that apply):

- ❑ Minnesota Lead Risk Assessor License
- ❑ Environmental Health Specialist registered in Minnesota
- ❑ Sanitarian registered in Minnesota
- ❑ Radiation Training Certification
- ❑ Lead Project Designer Certificate
- ❑ Lead Abatement Supervisor Certificate
- ❑ Healthy Homes Specialist Certificate
- ❑ Other
- ❑ I currently hold none of the licenses, registrations and/or certificates in a field related to this position.

* 6. If you chose Other for the above question, please type in the licenses/certificates and/or registrations that you hold which are in a field related to this position.(If you did not choose Other, type in N/A).

* 7. Incumbents hired to this position must obtain a Minnesota Lead Risk Assessor License within three (3) months of hire. In order to obtain a license as a Lead Risk Assessor, the State of Minnesota requires that you must meet at least one of the following criteria listed below. Please select the answer that applies to you (select only one):

- ❑ I have a high school diploma and at least three years of experience in regulated lead work, asbestos abatement, environmental remediation, general construction, or a childhood lead poisoning prevention program of a government agency.
- ❑ I have an associate's degree and two years of experience in regulated lead work, asbestos abatement, environmental remediation, general construction, or a childhood lead poisoning prevention program of a government agency.
- ❑ I have a bachelor's degree and one year of experience in regulated lead work, asbestos abatement, environmental remediation, general construction, or a childhood lead poisoning

prevention program of a government agency.

- ❑ I am a certified industrial hygienist, registered professional engineer, registered architect, certified safety professional, or registered public health sanitarian.
- ❑ I do not meet any of the criteria listed above that is required by the State of Minnesota to obtain a Lead Risk Assessor License.

* 8. How much experience do you have conducting field-based inspections specifically related to lead hazard control?

- ❑ None
- ❑ Less than 1 year
- ❑ 1 year
- ❑ More than 1 year but less than 2 years
- ❑ 2 years
- ❑ More than 2 years

* 9. How many Paint Inspections/Risk Assessments (PIRA) have you conducted?

- ❑ None
- ❑ Less than 10
- ❑ 10 to 49
- ❑ 50 or more

* 10. I have performed or assisted with regulatory enforcement activities.

- ❑ Yes
- ❑ No

* 11. I am willing and able to conduct field inpsections, which occasionally includes (check all that apply):

- ❑ Exposure to rodents and insects
- ❑ Strong odors
- ❑ Filth
- ❑ Hazardous chemicals
- ❑ Temperature variations
- ❑ I am NOT willing and/or able to conduct field inspections which include all of the above.

* 12. I am willing and able to lift and maneuver equipment in/out of vehicles, up/down steps, and to ceilings (in order to conduct a proper inspection).

- ❑ Yes
- ❑ No

* 13. I am willing and able to (check all that apply):

- ❑ Work a flexible work schedule
- ❑ Work occasional weekends
- ❑ Work occasional evenings
- ❑ I am NOT willing and/or able to work a flexible schedule, occasional weekends and occasional evenings.

* 14. There are currently six foreign languages that are prevalent in Minneapolis (Spanish, Hmong, Somali, Laotian, Oromo, and Vietnamese). Please select which of these languages you are fluent in. (Check all that apply). Be sure to include specific information in the "Languages" section of your application.

- ❑ Spanish
- ❑ Hmong
- ❑ Somali
- ❑ Laotian
- ❑ Oromo
- ❑ Vietnamese
- ❑ I am not fluent in any of the above languages.

* Required Question