

**DIVISION OF INDUSTRY SERVICES  
BUREAU OF FIELD SERVICES**

**ENVIRONMENTAL HEALTH SPECIALIST - ADVANCED**

**POSITION SUMMARY**

Under the general supervision of a Field Services Section Chief, the Environmental Health Specialist-Advanced conducts the most complex industrial hygiene investigations and consultations related to places of public employment. The position is familiar with and enforces relevant provisions of chs. SPS 330 (Fire Department Health and Safety), 332 (Public Employee Safety and Health), 335 (Infectious Agents), and 361 (Administration and Enforcement) Wis. Adm. Code. The position also conducts investigations related to deaths and injuries at places of public or private employment. The position provides consultations, trains and receives training in occupational health and safety standards.

**SPECIAL REQUIREMENTS**

Certification as a Certified Industrial Hygienist (CIH) preferred, but not required.

**GOALS AND WORKER ACTIVITIES**

60%

**A. Conduct advanced technical industrial hygiene inspections, investigations and consultations to determine and accomplish compliance with Chs. SPS 330, 332, and 335, Wis Admin Code, as they relate to chemical, biological, and physical hazards connected with public employee occupational safety and health. Focus on issues that include, but are not limited to, exposure to air contaminants, noise, temperature extremes, and musculoskeletal health stressors. Evaluate the adequacy of engineering controls used with material handling, ventilation, noise control, respiratory protection, hearing conservation, hazard communication, employee right to know, and blood-borne pathogens.**

- A1. Conduct industrial hygiene inspections of public employment work sites to establish compliance with chs. SPS 330, 332, and 335, Wis. Adm. Code, as applicable. Document code violations through interviews, photographs, documents, records, reports, collection of samples, physical evidence, and other information, material, and products that may be used as evidence. Issue orders in accordance with Department policies to correct violations.
- A2. Recommend methods of code compliance and assist public employers in achieving compliance.
- A3. Research appropriate toxicological, engineering and other resources, and apply the information as appropriate.
- A4. Recommend appropriate industrial hygiene protocols to identify, control, or eliminate occupational health hazards and diseases. Design and implement a sampling strategy to monitor for the presence of occupational health hazards. Conduct testing with direct-read instruments to concentrations of occupational health hazards, such as air contaminants and noise. Collect samples for laboratory analysis.
- A5. Respond to complaints and requests by employees, employee representatives, managers, top level officials, owners and frequenters regarding occupational health and safety issues.
- A6. Consult with public employers, public officials, engineers, scientists, consultants, public employees, and the general public regarding administrative rules and orders.
- A7. Consult with local authorities having jurisdiction, such as sheriff's departments, regarding dangerous or immediate life safety hazards for situations governed by program codes.
- A8. Order plan submittal for code-related installations where plan approval is required by administrative rule.
- A9. Evaluate the operation and effectiveness of engineering controls and resulting impact on employee exposures.
- A10. Provide expert testimony upon request in legal proceedings.
- A11. Maintain activity reports on inspections conducted.

40%

**B. Provide training and consultation for regulated communities, associated industries, government agencies and related organizations.**

- B1. Participate as an industrial safety/industrial hygiene expert representing the Department on advisory code committees to suggest code revisions and amendments resulting from actual field experience.
- B2. Develop, prepare, and conduct training, as directed, regarding occupational safety and health. Prepare training agendas and schedules as part of the planning process.
- B3. Plan, develop, coordinate, present and evaluate seminars and training sessions to provide information to the public, public officials, public employers, safety officers, owners, trade industries, and professional organizations.
- B4. Serve as technical expert on issues of safety and health for legal proceedings and issuance and maintenance of related documents or reports.

**Knowledge, Skills and Abilities**

- 1. Knowledge of the agency's mission, goals, and plans.
- 2. Firm understanding of appropriate Wisconsin Statutes, Administrative Code, federal and state Occupational Health Standards (OSHA) regulations.
- 3. Highly skilled in preparation and evaluation of highly technical reports, work logs, orders, and other required documentation.
- 4. Effective oral communication skills in dealing with department staff, other government agencies, professional organizations, and the public.
- 5. Ability to assemble, appraise, and organize facts to logically, clearly, and concisely present information in accepted oral and written forms.
- 6. Skill and ability to reach consensus on potential conflict issues.
- 7. Skill in and ability to prioritize tasks and respond to issues determined to be critical and/or urgent.
- 8. Skill in mediation of conflict.
- 9. Ability to effectively analyze and make recommendations related to Wisconsin Administrative Code, Wisconsin Statutes, and Division procedures.
- 10. Knowledge of mathematics (algebra, trigonometry, calculus); statistics, physical sciences (physics, chemistry) and biological sciences (biology, human physiology and anatomy).
- 11. Knowledge of industrial hygiene related theory and principles including statistics, dynamics, mechanics, machine operation and a variety of industrial processes.
- 12. Knowledge of a variety of sampling equipment used to measure potential health hazards. This includes atmospheric contaminants (i.e., dust, fumes, vapors, gases) and the associated analytical procedures.
- 13. Knowledge of noise assessments are also included, sounds level meters, octave band analyzers and noise dosimeters.
- 14. Knowledge of health hazards inherent in particular industries. This includes air contaminants, noise, ergonomics and other occupational health hazards.
- 15. Knowledge of potential life-threatening health and safety hazards encountered in onsite industrial hygiene surveys and practical applications to address or eliminate these problems.
- 16. Knowledge of basic engineering control methods, including ventilation design, acoustic design, work station design and job design.

17. Knowledge of personal protective measures and programs, including development of company programs, such as hearing conservation and respiratory protection.
18. Knowledge of safety and health training requirements and techniques.
19. Ability to utilize chemical toxicology data in evaluating industrial health hazards.
20. Ability to read and interpret architectural and mechanical blueprints.