

FIRE HEALTH AND SAFETY MANAGER

Recruitment #2208-4967-001

List Type Original

Requesting Department EMS/Training/Education Bureau

Open Date 10/07/2022 09:00:00 AM

Filing Deadline 10/28/2022 11:59:00 PM

HR Analyst Aisha Hendree

INTRODUCTION

The Fire Health and Safety Manager is a civilian employee of the Milwaukee Fire Department (MFD).

PURPOSE

Under the general direction of the Assistant Chief, Emergency Medical Services (EMS), Training, and Education Bureau, the Fire Health and Safety Manager primarily oversees the department's wellness and occupational health and safety programs for sworn and non-sworn personnel, including both emergency and non-emergency activities.

ESSENTIAL FUNCTIONS

Wellness and Occupational Health and Safety Programs Oversight

- Design, implement, and manage programs in the areas of physical and mental health, wellness, firefighter fit-performance, and injury prevention. Manage the Wellness Fitness Initiative (gold standard national health and wellness program for the fire service), which includes firefighter fitness, annual medical evaluations, the Peer Support/Critical Incident Stress Management Program, firefighter injury rehabilitation and case management, health education, and data management.
- Work with stakeholders to design, implement, and manage occupational safety programs, including conducting safety audits, injury and workplace exposure investigations, reporting and analysis, and ensuring local and national regulatory compliance. Oversee data management and provide safety reports for the department and the City.
- Supervise the Peer Support Team Director, responsible for the Peer Support Team (currently 40 members), and the Athletic Trainer, responsible for the Peer Fitness Team (currently 30 members).

Budgetary Oversight

- Manage the MFD Health and Safety Division's budget. Oversee funds to support equipment, service, and operational needs, including working with the Purchasing Division to select vendors and provide contractual performance oversight. Seek alternate sources of funding for programs not supported by the budget.

Partnerships

- Liaise with other City agencies, local government organizations, other fire departments, community agencies, and contracted vendors. Represent the department on the City's Health and Wellness Committee, and represent the department on community-based task forces and executive boards of non-profit organizations supporting emergency responders.
- Collaborate with other City agencies, fire departments, and community agencies to develop firefighter fitness and behavioral health programs.
- Present relevant programs at conferences. Partner with local universities to conduct research studies on firefighter fitness and performance.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- The Fire Health and Safety Manager position is subject to emergency call-in.

MINIMUM REQUIREMENTS

1. Bachelor's degree in health administration, public health, social work, behavioral health, psychology, occupational safety, or a closely-related field from an accredited college or university.
2. Three years of experience in occupational safety, accident prevention, health and wellness administration, and/or injury case management performing duties related to this position.
3. Attain the following certification and training within the first year of employment, and remain current throughout employment:
 - Occupational Safety and Health Administration (OSHA) Safety Specialist certification
 - Peer Support Operations training
 - Mental Health First Aid training
 - Group Crisis Intervention/Individual Crisis Intervention training
4. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

DESIRABLE QUALIFICATIONS

- Experience managing a budget, overseeing multiple vendor contracts, and seeking alternative funding through grants.
- Experience in occupational safety, accident prevention, health and wellness administration, first responder mental health, and injury case management.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of occupational safety, accident prevention, health and wellness administration, and employee assistance programs (EAPs).
- Knowledge of laws regulating occupational safety and health, such as OSHA, the Americans with Disabilities Act Amendments Act (ADAAA), the Pregnancy Discrimination Act (PDA), and the HIPAA Privacy Rule.
- Knowledge of issues related to absenteeism, limited duty, and fitness for duty.
- Knowledge of or the ability to gain knowledge of the following topics as they relate to the fire service:
 - occupational safety, health, fitness, and wellness
 - federal, state, and local laws regulating occupational safety and health
 - occupational safety and health hazards involved in emergency operations
 - principles and techniques of safety management
 - health maintenance and physical fitness issues affecting fire service members
 - National Fire Protection Association (NFPA) guidelines
 - employee injury rehabilitation case management
 - industry-wide program guidelines
- Ability to read and interpret work-related materials such as procedures, rules, labor contracts, and ordinances.
- Skill in conducting research and implementing programs related to issues such as risk management, accident prevention and investigation, records management, facility inspection, health maintenance, infection control, and post-incident analysis.
- Ability to learn and use standard and enterprise-wide software applications.

Leadership and Management

- Knowledge of leadership principles and best practices to effectively lead and motivate staff members.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Expertise in managing staff work assignments, applying time management techniques, prioritizing responsibilities and balancing workloads as needed to ensure work is accomplished within deadlines.
- Ability to resolve employee issues related to health, safety, and wellness.

Communication and Interpersonal

- Interpersonal skills and the ability to forge effective relationships with a multicultural, multidisciplinary staff, City officials, and representatives of other departments and agencies.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Written communication skills, including the ability to write correspondence and narrative and statistical reports.
- Verbal communication skills to be able to share information in a clear and concise manner.

Critical Thinking and Professionalism

- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to plan, prioritize, and complete work in a timely manner as well as organizational and record-keeping skills.
- Ability to cope with stressful situations and remain professional and impartial when dealing with sensitive issues.
- Situational awareness and observational skills to be able to mitigate potential safety incidents.
- Honesty, discretion, and the ability to maintain confidentiality regarding all departmental matters.
- Ability to represent the Fire Department consistent with MFD's vision, mission, and strategic plan.

CURRENT SALARY

The current salary range (Pay Range 2MX) is \$94,456-\$107,782 annually, and the resident incentive salary range is \$97,290-\$111,016** annually.** *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

****Salary rate is pending Common Council approval.**

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefit>.

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 the application deadline listed above. 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.

NOTE: *Candidates must pass a Milwaukee Fire Department background investigation before hire.*

ADDITIONAL INFORMATION

APPLICATION INSTRUCTIONS:

- Applications and further information may be accessed by visiting www.jobapscloud.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code 204

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