



Current as of: May 13, 2014

Ann Arbor, MI

Shipping & Receiving – Supply Technician Level III

Senior Service America, Inc. is recruiting for a Supply Technician position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the US EPA Laboratory in Ann Arbor, MI.

Role and Responsibilities: Serves as a Supply Technician for Centralized Services Center for the National Vehicle and Fuel Emissions Laboratory (NVFEL).

- Assisting in operations of shipping & receiving and inventory management control
- Receiving and processing incoming deliveries
- Preparing orders for stock in shipping
- Handling/shredding of sensitive information
- Forklift maintenance
- Assisting customers with supplies.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; High School graduate with a minimum of 2 years related experience in the area of shipping and receiving. Must be skilled in inventory control, forklift operations and be computer proficient. Must have eye sight correctable to 20/20; have good manual dexterity; be in good physical condition and be able to handle intensive physical work. Must possess the ability to meet and deal effectively with employees and supervisors at all organizational levels.

Hours & Compensation: Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type Supply Technician.

Tester Level III

Senior Service America, Inc. is recruiting for a Tester position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the EPA Facility in Ann Arbor, MI.

Role and Responsibilities:

- Perform emission and fuel economy testing on light duty gasoline and diesel engines and light duty vehicles
- Applies knowledge of equipment operating theories and basic engineering principles
- Driving light duty vehicles on a dynamometer – following a speed trace
- Expected to comply with safety and laboratory procedures
- Troubleshoot and repair test articles

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; High School graduate or equivalent; conversant in basic computer operation; requires ability to follow documented work instructions for operation of laboratory test equipment; ability to lift up to 50 pounds; must pass a driving test on a dynamometer of light duty vehicles; honest and dependable with a good work ethic.

Hours & Compensation: Full-Time position working 40 hours per week @ \$21,425 per year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Tester*.

Environmental Engineer

Level IV

Senior Service America, Inc. is recruiting for an Environmental Engineer position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the EPA Facility in Ann Arbor, MI.

Role and Responsibilities: Provides support to the Gasoline Engine Compliance Center of the Compliance Division (CD) within the Environmental Protection Agency's Office of Transportation and Air Quality (OTAQ) by:

- Analyzing, processing, and auditing application for certificates of conformity with EPA emissions requirements
- Participating in the resolution of technical and engineering issues by researching problems, outlining alternatives, and recommending technical solutions
- Reviewing incoming test requests from manufacturers and works with EPA laboratory personnel and manufacturer's representatives to efficiently allow for the conformity testing of certification vehicles and engines at the EPA. This includes providing recommendations for testing and retesting decisions and other decisions as necessary to ensure the validity and integrity of the data collected
- Assisting manufacturers in resolving problems with entering data into the EPA Vehicle and Engine Compliance System and reviews Compliance Information System requirements and comments on planned revisions and enhancements
- Interacting with manufacturers, other branches of government, and the general public concerning CD certification matters

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; possession of a Bachelor's Degree in Mechanical or other Engineering field with a minimum of 10 years' experience in engine or vehicle/motorcycle testing, design or certification; ideal candidate will have a knowledge of the Clean Air Act and applicable regulations, Advisory Circulars and CD policy and guidance; possess engineering knowledge of and experience with internal combustion engines and emission control systems; an understanding of manufacturing product lines; proficient in Microsoft Word and Excel products; able to use database system; ability to prepare written technical communications of a professional quality requiring only minimum guidance; capable of and proficient in oral communications on technical and non-technical matters.

Hours & Compensation: Full-Time position working 40 hours per week @ \$26,457 year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Environmental Engineer*.

Safety Engineer

Level IV

Senior Service America, Inc. is recruiting for a Safety Engineer position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the EPA Facility in Ann Arbor, MI.

Role and Responsibilities: Responsible for the development and maintenance of existing safety and environmental program. Including the following duties:

- Researches technical information related to occupational safety and health and environmental compliance for laboratory and office settings
- Refines or develops procedures or programs to address new or evolving requirements
- Reviews safety training requirements for compliance; assigns and arranges for employee safety training; maintains record of safety training
- Obtains and analyses data for safety and environmental reporting
- Maintains data and information flow and records related to injuries, illnesses, medical records, process initiation reviews, safety findings, self-assessments, chemical purchases, safety data sheets, ventilation testing, and radiation monitoring. Analyses data from these sources for trends and reports

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; Certification as an Industrial Hygienist or Safety Professional, or possess a BA/BS degree with a minimum of 15 years of safety experience in an industrial, manufacturing and/or laboratory setting; have technical knowledge and experience with OSHA regulations and other applicable regulations and professional codes; proficient in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint; willing to work with others to achieve the work goals; have good communication skills in person and via written communication.

Hours & Compensation: Full-Time position working 40 hours per week @ \$26,457 year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Safety Engineer*.

Quality and Project Specialist

Level IV

Senior Service America, Inc. is recruiting for a Quality and Project Specialist position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the EPA Facility in Ann Arbor, MI.

Role and Responsibilities: Provides project and technical support for quality system, environmental management system, peer review program and scientific integrity program. Including the following duties:

- Analyze Agency requirements and evaluate existing quality and environmental programs to identify opportunities for improvement or gaps
- Recommend alternative approaches to satisfy requirements that leverage existing resources and are readily integrated into existing programs
- Develop, compare, and recommend strategies for implementing new or revised programs
- Develop implementation tools. Tools include templates, forms, procedures, guidance documents, training materials, reports, and metrics
- Facilitate, monitor, and assess implementation of new or revised programs
- Maintain records and databases
- Assists with system audits

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; possess a BA/BS degree in a science or technology related field; have a minimum of 10 years' experience in related project management or management systems; ability to creatively apply analytical and technical techniques; proficient in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint; have knowledge of management systems and project management; must be a problem solver; possess good organizational skills and be able to juggle multiple tasks at one time; be an effective communicator in person and via written communication.

Hours & Compensation: Full-Time position working 40 hours per week @ \$26,457 year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Quality and Project Specialist*.

Administrative Support Specialist

Level III

Senior Service America, Inc. is recruiting for an Administrative Support Specialist position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the US EPA Laboratory in Ann Arbor, MI.

Role and Responsibilities: Providing secretarial/administrative support to EPA NVFEL Management Staff, including:

- Handle phones, correspondence and requests for information or data
- Develop and prepare memos, agendas, mailings, and other materials
- Create and maintain spreadsheets and databases, calendar, records and general files
- Record, compile, transcribe and distribute minutes of meetings
- Resolve administrative problems and inquiries
- Make arrangements and prepares materials for tours, meetings, workshops, and seminars
- Prepare materials for HR, purchasing, facilities, travel and related activities

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; High School graduate with a minimum of 5 years related experience in the Administrative/Office environment; knowledge of office procedures and equipment; proficient in Microsoft Word, Excel, PowerPoint, Access and Outlook; excellent oral and written communication; be well organized and detail oriented.

Hours & Compensation: Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Administrative Support Specialist*.

Computer Systems Engineer

Level IV

Senior Service America, Inc. is recruiting for a Computer Systems Engineer position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the US EPA Laboratory in Ann Arbor, MI.

Role and Responsibilities: This position will assist the Information Management Center (IMC) in the Testing and Advanced Technology Division (TATD) at the National Vehicle and Fuel Emissions Laboratory (NVFEL) by performing the following functions:

- Supporting computer system hardware, software, data acquisition systems and operation
- Performing systems monitoring
- Providing assistance with system projects
- Developing and/or updating system documentation

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; BA/BS , preferably with a major or minor in Computer Science Engineering, Mathematics or Physical Sciences; 5 years of related experience in computer science; previous training in Systems Administration, DBA, Software development, IT project management and/or implementation; Proficient in MS Office products.

Hours & Compensation: F/T 40 hours a week @ \$26,457 per year (\$12.72 per hour), plus benefits and paid vacation/sick/holiday leave.

Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Computer Systems Engineer*.

Financial Support Specialist

Level III

Senior Service America, Inc. has a Financial Support Specialist Position open at the United States Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

Role and Responsibilities: Performing financial functions for the TATD immediate Office including:

- Preparation of weekly financial and status of funds accrual reports
- Clear aged open commitments and obligations for residual balances
- Create workaround procedures when standard procedures have failed and ensure financial accounting issues are resolved in timely manner
- Track and manage resolution of more complex financial issues escalating or seeking assistance as needed
- Analyze data from a wide variety of internal and external sources for the purposes of complying with financial, legal and/or administrative requirements in accordance with division policies and procedures

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+, legally eligible to work in the United States; BA/BS in Accounting, Finance, or related field; Minimum of 5-10 yrs. related experience in accounting; ability to work effectively and professionally with coworkers; computer proficient in MS Office applications.

Hours & Compensation: Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Financial Support Specialist*.

Quality Control Analyst

Level IV

Senior Service America, Inc. has a Quality Control Analyst position in the Senior Environmental Employment (SEE) Program to work at the US EPA Laboratory in Ann Arbor, MI.

Role and Responsibilities: Providing Quality Control services in the areas of engine and vehicle testing for compliance and certification testing; perform data and test process quality audits; assist with training of technical staff on the contemporary concepts of quality control/assurance; implement and conduct statistical control measures of test processes to ensure conformance to the Code of Federal Regulations (CFR); perform assessment reviews of technical staff on defined written laboratory procedures; validate through controlled technical inspections the completion of equipment calibration and trace evidence to national standards; assist with the evaluation, development and release of written quality procedures; support the maintenance and scope expansion of ISO-17025 certification; independently complete special projects and provide services offered by the quality group.

Qualifications and Education Requirements: Must be able to pass a Federal background check; Age 55+, legally eligible to work in the United States; BA/BS Degree, preferably in Mechanical, Electrical, Industrial, Chemical Engineering or other Technical/Science field and minimum of 5 years' experience in quality control, auditing, and/or technical procedure development; proficient in Microsoft Office.

Hours & Compensation: F/T 40 hours a week @ \$26,457 per year (\$12.72 per hour), plus benefits and paid vacation/sick/holiday leave.

Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Quality Control Analyst*

Laboratory Technician

Level III

Senior Service America, Inc. has a position open in the Senior Environmental Employment (SEE) Program (55 or older) to work at the Environmental Protection Agency (EPA) Facility in Ann Arbor, MI.

Role and Responsibilities: Provides lab support to the EPA's National Vehicle Fuel Emissions Laboratory's (NVFEL) Particulate Weigh Room. This includes the following duties: Perform pre and post weighing particulate matter filters per CFR requirements; maintaining inventory of needed materials, including stabilized weighed PM filters; maintaining and replenishing supply of combustibles; cleaning materials and performing other ad hoc procedures.

Qualifications and Education Requirements: Must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; High School graduate/or equivalent; have a minimum of 5 years' experience in automotive setting performing particulate matter weighing; have skills in Office Suite including Outlook, Word, and Excel.

Hours & Compensation: Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Laboratory Technician*

Dallas, TX

Lead Inspector

Level IV

Senior Service America, Inc. is recruiting for a Lead Inspector position within the Senior Environmental Employment (SEE) Program which provides support to the United States Environmental Protection Agency (EPA).

Role and Responsibilities: The incumbent will serve as a field inspector for evaluating compliance with the Toxic Substance Control Act (TSCA), specifically the Renovation, Repair and Painting (RRP) Rule for Lead-Based Paint.

- Schedule and conduct inspections including researching candidates for inspections
- Prepare reports and draft case review documentation
- Input and maintain written/electronic inspection data reports
- Provide outreach and compliance assistance for the agency and respond to written and electronic inquiries
- Respond to telephone inquiries

Qualifications and Education Requirement: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; BA/BS in Engineering or Physical Science; experience in UST (installation, removal & repair); self-starter; strong communicators; attentive to detail. Travel frequently and overnight. **Preferred Skills** -Windows XP, Windows Office Suite (Word, Excel, PowerPoint, Access, Lotus Notes & Outlook).

Hours & Compensation: F/T – 40 hours a week, pay begins at \$26,457 per year (\$12.72 per hour), employer paid health insurance and generous vacation/sick/holiday leave and travel.

Apply: E-mail resume to seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Lead Inspector*

New York, NY

Technical Support Specialist

Level IV

Senior Service America, Inc. is recruiting for a position within the Senior Environmental Employment (SEE) Program which provides support to the United States Environmental Protection Agency (EPA). Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States. Selected candidates will also be required to undergo a federal security background check.

Role and Responsibilities:

- Provides support to the Section Chief of Contract Management and the Chief of Program Support Branch, ERRD
- Participates, initiates and supports multiple EPA efforts related to Contracts and Solar Development.
- Creates and submits Funding Proposals to other agencies to obtain funds for studies in the field of Solar Development.
- Develop strategies for inspection files and enforcement case quality control;
- Research, proofread, and type documents
- Website development & posting; interface with developers
- Initiate and respond to request of training others in utilizing software
- Prepare statistical data and other reporting functions
- Research, evaluate and present funding proposals, schedule meetings.

Qualifications and Education Requirement: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; HS graduate with a minimum 10 yrs. related experience in Facilitation, Data Tracking, Interfacing with Contractors/Financiers: **Preferred Skills** - Programming, Office Skills at the expert level, Team Building, Train the Trainer; working the field of Information Technology; ability to use Windows Office Suite, KDS, CICS, HTML, Cobol.

Hours & Compensation: F/T – 40 hours a week, pay begins at \$26,457 per year (\$12.72 per hour), employer paid health insurance and generous vacation/sick/holiday leave.

Apply: E-mail resume to seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Technical Support Specialist*.

UIC Technical Support Specialist (Environmental Specialist)

Level IV

Senior Service America, Inc. is recruiting for a UIC Technical Support Specialist within the Senior Environmental Employment (SEE) Program which provides support to the United States Environmental Protection Agency (EPA). Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States. Selected candidates will also be required to undergo a federal security background check.

Role and Responsibilities:

- Provides support direct implementation activities of the Underground Injection Control (UIC) Program
- Review quarterly and inspection reports
- Permit application review
- Qualitative and quantitative data review
- Data entry

Qualifications and Education Requirement: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; BA/BS minimum 5 years related experience in Geology, Hydrogeology, Geologic Engineering or Mining Engineering. **Preferred Skills** - oil/gas or solution mining industries or environmental consulting; Windows XP, Windows Office Suite (Word, Excel, PowerPoint)

Hours & Compensation: F/T – 40 hours a week, pay begins at \$26,457 per year (\$12.72 per hour), employer paid health insurance and generous vacation/sick/holiday leave.

Apply: E-mail resume to seep_resumesmd@ssa-i.org. Subject Line of email: Please type *UIC Technical Support Specialist*.

Philadelphia, PA

Lead Inspector

Level IV

Senior Service America, Inc. is recruiting for a Lead Inspector position within the Senior Environmental Employment (SEE) Program which provides support to the United States Environmental Protection Agency (EPA).

Role and Responsibilities

This position serves as a Lead Inspector for Land & Chemical Divisions, Toxic Branch in Philadelphia, PA.

- Conduct inspections under the lead based paint laws and the associated regulations to enforce the EPA Renovation, Repair and Painting Regulation at facilities, job sites and offices.
- Write inspection reports, review and collect evidence for enforcement case.
- Provide outreach and compliance assistance to the regulated community and general public.
- Respond to written and electronic inquiries.

Qualification and Education: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; BA/BS degree or 3-5 years working in the Environmental Field/Sciences, Compliance Investigator/ Inspector/ Enforcement Officer, Law Enforcement, Construction, Licensing and Permitting/Auditor. **Preferred Skills** - Self-starter; strong communicators; attentive to detail, ability to travel frequently and overnight in the Mid-Atlantic region and a valid Driver's License is required.

Hours & Compensation: F/T – 40 hours a week, pay begins at \$26,457 per year (\$12.72 per hour), employer paid health insurance and generous vacation/sick/holiday leave.

Apply: E-mail resume to seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Lead Inspector*.

Puerto Rico (Guaynabo)

Record Management Specialist

Level IV

Senior Service America, Inc. is recruiting for a position within the Senior Environmental Employment (SEE) Program which provides support to the United States Environmental Protection Agency (EPA). Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States. Selected candidates will also be required to undergo a federal security background check.

Role and Responsibilities

- Receiving, cataloging, filing, and maintaining technical documentation
- Establishing, developing, and maintaining tracking procedures to enable division easy access to the received, cataloged and filed technical documentation
- Filing and tracking grants and enforcement documentation received and generated by the Caribbean RCRA Program
- Updating and managing a record management database
- Administrative clerical duties (scanning, copying, filing, Power Point)

Qualification and Education: AA degree; minimum 3-5 years related experience in record keeping and management, clerical duties and use of databases (Excel).

Previous training in: Microsoft Office (Power Point, Excel, Word) and Outlook

Hours & Compensation: F/T – 40 hours a week, pay begins at \$26,457 per year (\$12.72 per hour), employer paid health insurance and generous vacation/sick/holiday leave.

Apply: E-mail resume to seep_resumesmd@ssa-i.org. Subject Line of email: Please type Record Management Specialist. Please submit resumes in English