

Current as of: October 3, 2014



OPEN SEE POSITIONS

Ann Arbor, MI

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*

Information Systems Analyst

Level IV

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

Responsibilities: Provides high-level systems support to the Environmental Protection Agency's Office of Transportation and Air Quality (OTAQ) Chief of Staff and Management Team.

This includes:

- Improving the internal use of existing software programs by reviewing objectives and specifications
- Identifying and evaluating options; recommending a course of action in regards to the use of information systems and programs
- Providing expert level advice and assistance in the use of Microsoft Office Suite of programs
- Developing operating systems and programs, operating instructions and training materials
- Conducting presentation and briefings
- Providing customer service and answers user inquiries regarding computer software, hardware operation, and the use and interface of systems and software applications.

Qualifications: Must be able to pass a Federal Background check; Age 55+; possession of a BA/BS degree in Computer Information Systems, Information Systems, Management Systems or related field; have a minimum of 10 years related experience in Computer Information Systems; expertise in computer operations, hardware, and software systems including spreadsheet and database programs including Microsoft Word, Excel, PowerPoint, Access and Outlook; highly proficient in oral and written communication; excellent organizational skills.

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 *Information Systems Analyst*

Administrative Support Specialist

Level III

Senior Service America, Inc. is recruiting for an Administrative/Technical 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*.

Boston, MA

Lead Outreach & Compliance Assistant

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: Provide Technical Support on EPA's TSCA Lead Renovation, Repair and Painting (RRP) Rule; RRP Outreach, Compliance Assistance and Education and TSCA Technical Assistance to Training Providers, Contractors/Firms, and Child Occupied Facilities, etc.

- Review RRP Training Provider applications in accordance with National RRP Training Provider Accreditation Guidance
- Provide written and verbal assistance to RRP Training Providers, Contractors/Firms, and Child Occupied Facilities, etc.
- Conduct on-site Management Plan and Model Accreditation Plan Audits of Schools and Training Providers
- Coordinate Grant Reviews (dates, time and locations) with State Tribal Assistance Grant (STAG) entities
- Routinely Review the Federal Lead-based Paint Program (FLPP) system
- Maintain STAG files and data outputs [Integrated Compliance Information System (ICIS) electronic & hardcopy] in accordance with required standards
- Prepare and assemble RRP Outreach/Compliance Assistance Packages
- Conduct on-site RRP Training Provider Audits (initial, re-accreditation, and annual)

Qualification and Education: BA/BS; minimum 4 years related experience in Teaching, Construction, Renovation and Remodeling, Previous training in: Lead Safety Renovations and Remodeling, General Construction. **Preferred Skills:** Windows XP, Windows Office Suite (Word, Excel, PowerPoint, Access), Valid Driver's License

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. Some Travel required

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

New York, NY

Inspector

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:

The candidate will perform Underground Storage Tank Inspections and assist with federal enforcement.

- Prepare inspection reports
- Enter data into UST database
- Track enforcement/compliance
- Review UST inspection reports and compliance information
- Prepare enforcement documents and correspondence

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; 3-5 years related experience in Environmental Studies or Natural Sciences (Hydrology, Geology, Chemistry, Biology, Physics) Civil/Environmental Engineering (including Chemical, Mechanical, Electrical Engineering) with direct experience in compliance with laws and regulations. Driver's license a must. Fluent in speaking and writing Spanish a plus.

Hours & Compensation: F/T – 40 hours a week, pay 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 *Inspector*.

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*.

Philadelphia, PA

Lead Inspector

Level IV

Senior Service America, Inc. is recruiting for two (2) 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*.

San Francisco, CA

Administrative Support/Toxic Program Specialist

Level III

Senior Service America, Inc. is recruiting for a Toxic Admin/Program Specialist to work in the Senior Environmental Employment (SEE) Program (55 or older) at the US EPA Region 9 Office in San Francisco, CA.

Responsibilities: Providing general office duties and Toxic Program/Lead-Based Paint outreach and education activities. This includes:

- 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
- Assists with communications, education and outreach activities in support of EPA Region 9's Toxic Office's Lead-Based Paint programs

Qualifications: Must be able to pass a Federal Background check; Age 55+; High School graduate with a minimum of 5 years related experience in general office duties; knowledge of office procedures and equipment; proficient in Microsoft Word, Excel, PowerPoint, Access and Outlook; good oral and written communication.

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 *Toxic Admin/Program Specialist*

Washington, DC

Printing and Mail Assistant

Level II

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

Role and Responsibilities

Provide administrative support such as typing, completion of all required forms, calendar access, update phone lists, faxing, copying, printing, mailing labels, and reserving conference rooms.

- Provide phone and front desk reception, including receipt and distribution of mail
- Maintain office filing systems
- Maintain office supplies, including publications subscriptions
- Prepare travel plans, travel authorizations/vouchers and training forms and room/materials arrangements
- Support office meetings

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; High School Diploma, 3 years working in general office/administrative environment. **Preferred Skills** - Self-starter; strong communicators; attentive to detail. Type 35 - 40wpm; ability to use Microsoft Office 2013 (Word/Excel/PowerPoint/Outlook)

Hours & Compensation: F/T – 40 hours a week, pay **\$18,262 per year (\$10.30 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 *Printing and Mail Assistant*.

Program Assistant

Level II

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

Role and Responsibilities

Provide technical and administrative assistance in the Transit Subsidy Enrollment/Recertification and Building Services areas.

- Receives and process the Transit Subsidy Enrollment/Recertification forms (data entry/create folders & filing/
- Files Transit Subsidy and Parking recertification's as they are completed. Creates new folders for new participants in the programs.
- Assists at the Transit Subsidy Office window two days per week.
- Provides phone coverage for Building Services Desk, main line number and Division Directors.
- Sorts and delivers mail for the Facilities Management and Services Division.
- Oversees the main entrance to the M300 Suite and provides access to approved individuals that are conducting business in the suite.
- Assists Facility Managers as needed.
- Provides other administrative support functions as directed.

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; High School Diploma, 3 years working in general office/administrative environment. **Preferred Skills** - Self-starter; strong communicators; attentive to detail. Type 35 - 40wpm; ability to use Microsoft Office 2013 (Word/Excel/PowerPoint/Outlook)

Hours & Compensation: F/T – 40 hours a week, pay **\$18,262 per year (\$10.30 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 *Transit Subsidy Program Assistant*.