



Current as of April 16, 2015

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

Ann Arbor, MI

Environmental Engineer

Level IV

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

Role and Responsibilities: Provides support to the Light-Duty Vehicle 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 Engineering/Science field with a minimum of 5 years' experience in mechanical or other engineering field; ideal candidate will have knowledge of the Clean Air Act and applicable Code of Federal Register (CFR) regulations, guidance documents and policies; possess engineering knowledge of and experience with internal combustion engines and emission control systems; proficient in Microsoft Word and Excel; able to use database system; excellent written and verbal communications 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 *Environmental Engineer*

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 administrative support to EPA staff and executives, including:

- Handle phones, correspondence and requests for information or data
- Handles daily executive calendars and coordinates meetings involving executives, staff, stakeholders
- Arranges travel for executives and staff
- Develop and prepare memos, agendas, mailings, and other materials
- Create and maintain spreadsheets and databases, calendar, records and general files
- Resolve administrative problems and inquiries
- 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; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook; must possess critical thinking and organizational skills and 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*.

Partner Account Manager

Level IV

Senior Service America, Inc. is recruiting for a Partner Account Manager position in the Senior Environmental Employment (SEE) Program (55 years of age or older) at the U.S. Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

Role and Responsibilities: Supports the Office of Air and Radiation (OAR), Office of Transportation and Air Quality (OTAQ), SmartWay program whose aim is to reduce emissions and improve fuel efficiency in the freight transportation sector. Duties include:

- Receiving annual data submission reports from partners, reviewing the data for accuracy, uploading data to database
- Assisting partners to fill out the tools and/or understand data inputs and reports
- Helping partners improve their freight operations
- There will be occasional travel opportunities in the continental United States, but travel is not required

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 Technical, Engineering, Business or related field.

Experience: Required - Knowledge of Microsoft Excel intermediate level, Microsoft Outlook email, database usage beginning level, freight supply chain, trucking operations, logistics operations, customer service, and data quality assurance experience. Desired - Experience in *any* of the following: rail, barge, freight aircraft, and ocean going ship operations, Excel intermediate to advanced levels, Oracle database design and programming intermediate to advanced levels, corporate carbon accounting, sustainability reporting, environmental regulation, marketing, graphic product design layout and creation, vehicle technologies.

Hours & Compensation: Full-Time position working up to 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 *Partner Account Manager*

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.

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; 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: Full-Time position working 40 hours per week, pay begins at \$26,457 per year (\$12.72 per hour), employer paid health insurance and generous vacation/sick/holiday leave.

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

Dallas, TX

Lead Inspector/ Environmental Specialist

Level IV

Senior Service America, Inc. is recruiting for a Lead Inspector/Environmental Specialist to work in the Senior Environmental Employment (SEE) Program (55 or older).

Role and Responsibilities: Serves 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 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 Engineering/Science field; Self-starter; strong communicators; attentive to detail; Must also have the ability to travel frequently and overnight. Must also have a valid driver's license and access to a vehicle.

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

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

Washington, DC

Data Management Specialist

Level IV

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

Role and Responsibilities:

- Data Collection, review and management: develop, update and maintain various excel spreadsheets for tracking data submitted to TCD; review submitted data for accuracy and completeness
- Data Processing: input data into various EPA computer systems, perform data queries in various EPA computer systems
- Data Analysis: compile statistical and financial data associated with various TCD functions; draft reports on various TCD data

This multifaceted position is in place to provide technical support to the Transportation and Climate Division (TCD) program functions in the maintenance and tracking of large amounts of scientific and engineering based data from various sources. Key responsibilities will require a strong mix of data management and organizational skills. The prime candidate is a self-starter and problem solver, can work well independently and in teams; is attentive to detail, can manage multiple competing tasks, is proficient with using spreadsheet software; and is comfortable using new computer programs and data processing systems.

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 AA or BA/BS in Engineering; Physical/Computer Science, Statistics, Finance, Math or Quantitative Analysis; Minimum of 5 years in Technical/Analytical/Statistical Work; Database Operations Management. **Preferred Skills** - Type 35 - 40wpm; ability to use Microsoft Office 2013 (Word/Excel/PowerPoint/Outlook/Publisher/ Lotus Notes)

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

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

Executive Administrative Assistant

Level III

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

Qualifications and Education Requirements:

- Provide administrative/program analyst support to the department Director/Division
- Coordinate with the attorneys, paralegal, auditors, and compliance specialists within department
- Coordinate the Division's activities on the Sharepoint site;
- Searching on the Excluded Parties List System/System for Award Management; researching websites and agency files to gather information on federal grants, contracts, or other assistance; retrieving other materials (e.g., press releases corporate websites, agency administrative records).
- Gather information, collect data, synthesize data and correlate metric and statistical data highlighting programmatic trends in our case management system.
- Administrative duties to support the overall office mission and workload (conducting surveys and tabulating survey results, planning and implementing office meeting, retreats and national conferences, maintaining personnel files, tracking all office case files and correspondence, maintaining the Division Director's schedule, tracking office schedules, document management, maintaining and compiling employees' performance forms and coordinating the personnel performance review process, general office management)

- Providing general support (typing, recording notes, filing, data entry, answering telephone calls, mailing correspondence, organizing, scanning, faxing, copying and creating and organizing official case files, writing and editing documents)

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/GED, legal research, executive office administration, customer service with 2 years of related experience in paralegal studies or data management. Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher) Lexis Nexis, Lotus Notes, One Drive

Hours & Compensation:

Full-time position working 35 hours per week, \$18,746 annually (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave

To Apply: E-mail resume to seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Executive Administrative Assistant*

Athens, GA

Computer Engineering Technician

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).

Role and Responsibilities: Participate in the multi-disciplinary research team, providing technical hardware & software system operating support for ERD's Windows/Linux-based supercomputing lab (SuperMUSE), used to facilitate environmental model simulation experimentation.

Including:

- PC repair via manufacturer warranty and/or in-house spare parts inventories
- Operating system software configuration for PCs (i.e., Servers & Clients PCs)
- Manage DHCP, WINS, anti-virus (e.g., Symantec SAV) & other system services including configuration and network monitoring via Cisco's CNA
- Maintenance & operation of disk-to-disk & tape back-up systems
- Maintenance & operation of PC image ghosting system (e.g., via Symantec Ghost)
- Network and KVM switch system maintenance and operations;
- Conduct market research & develop equipment purchase order information
- Manage warranty support for select equipment and software
- Manage SuperMUSE laboratory operating procedures manual
- Provide overall laboratory maintenance, operations & inventory control

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 in Computer Science or related field; minimum of 5 years of computer based experience; ability to use Microsoft Office (Word/Excel/Access); knowledge of computer software & computer hardware; experienced in MySQL.

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 seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Computer Engineering Technician*