



Current as of June 12, 2015

OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

New York, NY

Administrative Support Specialist

Level III

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: Provides technical and administrative support to Air Programs Branch regarding the Branch's Permitting and State Implementation Plan filing systems and tracking databases.

- Files/Records Management for Branch files
- Review and update existing files in database
- Research, develop and review technical support documents that relate to air pollution control in State Implementation Plans
- Compile, input and update data in EPA tracking databases for SIPs including AirTrax and FREDS.
- Coordinate with other Branch staff

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; HS diploma; or 2-5 years working in Files/Records management, ability to use a personal computer for database input. Preferred Skills – Organizational skills; work as a team; experience in air quality management is desirable

Hours & Compensation: Full-Time position working 40 hours per week, pay begins at \$21,423 per year (\$10.30 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 Administrative 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.

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*.

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.

- 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*.

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 years of age or older) at the EPA Facility in Ann Arbor, MI.

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

- Analyze, process, and audit application for certificates of conformity with EPA emissions requirements
- Participate in the resolution of technical and engineering issues by researching problems, outline alternatives, and recommend technical solutions
- Review 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
- Assist manufacturers in resolving problems with entering data into the EPA Vehicle and Engine Compliance System and review Compliance Information System requirements and comments on planned revisions and enhancements
- Interact 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 years of age 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
- Handle daily executive calendars and coordinate meetings involving executives, staff, stakeholders
- Arrange 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*.

Chemist

Level IV

Senior Service America, Inc. is recruiting for a Chemist 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: Provides scientific support to the EPA National Vehicle Fuel Efficiency Laboratory (NVFEL). Functions include:

- Clean and maintain proportional toxics samples (PTS) parts
- Load PTS modules according to prescribed protocol for each test(s)
- Accurately spike absorbents with isomer mix of dioxin, PCBs and PARs
- Perform ICP-MS analysis on samples
- Perform chromatographic tests of fuel samples
- Perform calibrations and preventative maintenance as required by EPA methods
- Obtain control fuel samples for testing when 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; BA/BS degree in Chemistry or related field; ideal candidate will have at least 4 years' experience in or related to chemical instrumentation. Preferred Skills: Windows, Microsoft Office Suite.

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 seepmi@ssa-i.org. Subject Line of email: Please type *Chemist*.

Safety Technician

Level III

Senior Service America, Inc. is recruiting for a Safety Technician 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: Provides support to the Safety Office of the National Vehicle and Fuel Emissions Laboratory (NVFEL). Functions include supporting the Safety Office Administration and serving as the Safety and Environmental Training Coordinator. Duties include:

- Compile and coordinate technical information on NVFEL safety and environmental compliance issues and report on findings
- Establish tracking procedures on technical information and records; maintain technical information files and records
- Organize and maintain data and records relating to Safety Office activities and functions
- Provide general administrative support including: update intranet pages; take minutes; schedule meetings, send and receive correspondence, calendar and task tracking
- Arrange for employee safety training and maintain records of safety training
- Arrange for contractor orientation and maintain contractor awareness database

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; AA degree or certificate in Occupational Safety or related field; have at least 5 years' experience in or related to the safety field; skilled in Windows and Microsoft Office Suite products.

Hours & Compensation: Full-Time position working 40 hours per week, pay begins at \$21,424 per year (\$10.30 per hour), employer 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 Technician*.

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:

- Research technical information related to occupational safety and health and environmental compliance for laboratory and office settings
- Refine or develop procedures or programs to address new or evolving requirements
- Review safety training requirements for compliance; assigns and arranges for employee safety training; maintains record of safety training
- Obtain and analyze data for safety and environmental reporting
- Maintain 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. Analyze 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*.