



Current as of July 10, 2015

OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

New York, NY

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 years of age or older) to work at the US EPA Region 2 Office located in New York, NY.

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

Outreach Specialist

Level IV

Senior Service America, Inc. is recruiting for 2 Outreach Specialist positions in the Senior Environmental Employment (SEE) Program (55 years of age or older) to work at the US EPA Region 3 Office located in Philadelphia, PA.

Role and Responsibilities:

- Plan, schedule and participate in Trade and Home Shows in the Mid-Atlantic region
- Do outreach to permit and licensing offices regarding Renovation, Repair and Painting Regulation (RRP) in the Mid-Atlantic region
- Respond to public Inquiries both orally and in writing regarding lead based paint
- Do speaking engagements upon request
- Establish and develop partnerships with other entities (such as: states, locals, non-profits, federal agencies, and the regulated community)

- Assist in the planning of outreach materials/items (such as ads in trade journals, widgets, etc.)
- Assist in the planning of outreach events (such as Lead Poisoning Prevention Week, Earth Day, etc.)
- Plan and participate in Webinars and Knowledge Transfer Sessions
- Other appropriate duties as assigned

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 in Environmental, Civil, Chemical, Electrical Engineering or Physical Sciences; 10 years working in Marketing, Public Relations, Community Involvement. Preferred Skills: public speaking, writing and Power Point Presentation is desirable; 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 *Outreach Specialist*.

Lead Inspector

Level IV

Senior Service America, Inc. is recruiting for a Lead Inspector position in the Senior Environmental Employment (SEE) Program (55 years of age or older) to work at the US EPA Region 3 Office located in Philadelphia, PA.

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 an Lead Inspector/Environmental Specialist position in the Senior Environmental Employment (SEE) Program (55 years of age or older) to work at the US EPA Region 6 Office located in Dallas, TX.

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*.

San Francisco, CA

Clerical Support Specialist

Level II

Senior Service America, Inc. is recruiting for an Clerical/Administrative Support Specialist position in the Senior Environmental Employment (SEE) Program (55 years of age or older) to work at the US EPA Region 9 Office located in San Francisco, CA.

Role and Responsibilities: Assist the Tribal Section and Land Division in supporting the environmental goals of Native American tribes in EPA's Region 9. Duties include:

- Telephone support
- Coordinate mailings and meetings
- Assist in Agency recordkeeping
- Track financial obligations
- Other clerical/administrative support

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; skilled in Microsoft Word, Excel, PowerPoint, must have strong oral and written communication skills; be well organized and detail oriented.

Hours & Compensation: Full-Time position working 40 hours per week @ \$25,480 per year (\$12.25 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 *Clerical Support Specialist*.

Ann Arbor, MI

Environmental Engineer

Level IV

Senior Service America, Inc. is recruiting for an Engineer position to work in the Senior Environmental Employment (SEE) Program (55 years of age or older) at the US EPA Office located 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 Office 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. EPA Office 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 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 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*.

Technical Support Specialist

Level III

Senior Service America, Inc. is recruiting for a 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 technical and administrative support to the Testing and Advanced Technology Division (TATD) within the Environmental Protection Agency's Office of Transportation and Air Quality (OTAQ). Duties include:

- Work as a support person to Division Secretary/Admin. Assume backup responsibility for all secretarial/administrative functions (e.g. scheduling, copying, instructional materials, filing, running reports, employee timecards, compiling lists, attend meetings and capture meeting notes, etc.) for the division as needed
- Coordinate administrative projects, activities, and/or individuals to ensure the availability of facilities, equipment, and personnel; and administrative support
- Provide assistance in quality control services identified by the EPA's National Vehicle and Fuel Emissions Laboratory (NVFEL) in the areas of engine and vehicle testing for compliance and certification testing; perform data and test process quality audits and assists with training to 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 requirements and perform assessment reviews; assist with the evaluation, development and release of written quality procedures
- Provide financial assistance to track funding, account balances for all Division accounts, including development of strategies that enable tracking and cross checking of funding accounts; ensure timely inputting of financial data into Lotus Notes Database and Compass Data Warehouse; reviewing and maintaining funding documents

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; skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook; must possess 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 *Technical Support Specialist*.

CAD/CAM Engineer

Level IV

Senior Service America, Inc. is recruiting for a Computer-Aided Design & Manufacturing (CAD/CAM) 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 Testing and Advanced Technology Division (TATD) within the Environmental Protection Agency's Office of Transportation and Air Quality (OTAQ). Duties include:

- Construct detailed part drawings from a solid model using SolidWorks, AutoCAD or similar CAD software
- Generate solid models of prototype parts from concept drawings and mating part dimensions
- Perform routine machining work, including lathe, milling and drilling operations
- Research and prepare procurement requests for supplies, parts and equipment

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; have a minimum of 5 years of experience in computer aided design and

manufacturing; possess knowledge of geometric dimensioning and tolerancing; knowledge of CNC programming for lathe and milling operations; proficient in Microsoft Office Suite products.

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 *CAD/CAM Engineer*.

Logistics Engineer

Level IV

Senior Service America, Inc. is recruiting for a Logistics 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 Testing and Advanced Technology Division (TATD) within the Environmental Protection Agency's Office of Transportation and Air Quality (OTAQ). Duties include:

- Assisting with the engineering, planning and configuration of new test sites, and the associated management of equipment and test article inventory
- Developing, documenting and implementing a user-friendly database to track inventory of laboratory equipment which can be easily accessed by all stakeholders in the laboratory, and implemented across all centers within the division. Elements of the database design may include:
 - A pictorial inventory of the property items, with component descriptions
 - An electronic tracking system for high value mobile equipment
- Documenting the entire process of inventory management in a clear and easily understandable way (technical writing), that conforms to federal and agency requirements
- Establishing and maintaining a system and database for managing laboratory chemical inventory
- Organizing and taking responsibility for shipping test articles and other items out of the laboratory
- Providing clear, concise, timely communication to affected parties on property issues

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 Engineering or related field with a minimum of 5 years' experience in material inventory, tracking; computer literate with knowledge and experience with database use and development; proficient in Microsoft Office Suite including, Word, Excel and Access; must be a self-starter who takes initiative; strong interpersonal and communication 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 *Logistics Engineer*.