



**Current as of October 2, 2015**

## **OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS**

---

### **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](mailto: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](mailto:seep_resumesmd@ssa-i.org). Subject Line of email: Please type *Lead Inspector*.

## Washington DC

### **Technical Program Assistant**

### **Level IV**

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

**Role and Responsibilities:** To provide technical administrative systems support in the management and operation of a variety of divisional administrative and/or program specific functions within the Transportation and Climate Division (TCD). Candidates should process demonstrated ability to organize; manage, multi-task; adjust to, learn and train on changing agency IT support systems. Prime candidates are self-starters with strong customer relations and proven ability to work independently as well as in a team environment.

- Technical administrative/program support to Divisional infrastructure functions
- Data processing - multiple agency systems related to travel, procurement and scheduling.
- Provides high level of customer service
- Other special Program Specific Projects and duties.

**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 Business or Public Administration or related field; Minimum of 10 years in Technical Administrative/Executive Assistance/Office Management; Proficient in Microsoft Office products (Word/Excel/PowerPoint/Outlook/Publisher).

**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](mailto:seep_resumesmd@ssa-i.org). Subject Line of email: Please type *Technical Program Assistant*.

### **Administrative/Technical 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) which provides support to the United States Environmental Protection Agency (EPA).

**Role and Responsibilities:** Provides general administrative assistance to support the Office of Air and Radiation (OAR)/ Office of Transportation and Air Quality (OTAQ)/ Office of the Director, including:

- Makes travel arrangements- track travel progress - scan and file travel documents
- Assumes back-up responsibilities for secretarial/administrative functions
- Receives visitors and telephone calls
- Maintains filing system
- Other general administrative functions

**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 Administrative/Office environment; knowledge of office procedures and equipment; ability to type 50 wpm; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook.

**Hours & Compensation:** Full-Time position working 40 hours per week @ \$21,840 per year (\$10.50 per hour), plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply** - E-mail resume to: [seep\\_resumesmd@ssa-i.org](mailto:seep_resumesmd@ssa-i.org). Subject Line of email: Please type *Admin/Tech Support Specialist*.

## Denver, CO

### **Lead/Asbestos Inspector**

### **Level IV**

Senior Service America, Inc. is recruiting for a Lead/Asbestos Inspector position in the Senior Environmental Employment (SEE) Program (55 years of age or older) to work at the United States Environmental Protection Agency (EPA) in Denver, CO.

**Role and Responsibilities:** To protect the environment, the public and specifically children from asbestos and lead based paint hazards, this position serves as a Lead Based Paint/Asbestos Inspector to support the EPA's Region 8, Enforcement, Compliance and Environmental Justice Division's Toxic Enforcement Unit. The position is responsible for conducting inspections and providing compliance/technical assistance to regulated community and the general public on regulations related to Lead Based Paint and Asbestos. This position also requires data management (EPA databases/Excel/Access) with data obtained from compliance monitoring activities.

Duties Include:

- Target and conduct inspections of renovation and demolition work
- Provide compliance assistance to the regulated community
- Participate in screening initiatives to detect non-compliance
- Develop inspection reports
- Follow up on tips/complaints
- Update data/tracking 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; BA/BS degree; experience working in the Environmental Sciences Field, Data Management Field, or related field. **Skills Required:** strong communicator; ability to interface professionally with Industry and community members; proficient in Microsoft Office, Word and Excel; ability to travel overnight occasionally (1-3 times per year); possess a valid Driver's License and have access to a privately owned vehicle.

**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](mailto:seep_resumesmd@ssa-i.org). Subject Line of email: Please type *Lead/Asbestos 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](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Clerical Support Specialist*.

## Seattle, WA

### **Environmental Specialist II**

### **Level IV**

Senior Service America, Inc. is recruiting for an Environmental Specialist II in the Senior Environmental Employment (SEE) Program (55 years of age or older) to work at the US EPA Region 10 Office located in Seattle, WA.

**Role and Responsibilities:** To protect the environment, the public and specifically children from lead-based paint and asbestos hazards, this position serves as a Lead Based Paint/Asbestos Inspector to support the EPA's Region 10, Office of Compliance and Enforcement's Pesticides and Toxics Unit. The position is responsible for conducting inspections and providing compliance/technical assistance to the regulated community and the general public on regulations related to Lead Based Paint and Asbestos. This position also requires data management (EPA databases/Excel/Access) with data obtained from compliance monitoring activities. Specifically the incumbent will:

- Target and conduct inspections.
- Provide compliance assistance to the regulated community.
- Assist with outreach to communities (within AK, ID, OR and WA) impacted by lead and asbestos exposures.
- Develop inspection reports.
- Follow up on tips and complaints.
- Conduct audits at AHERA training providers.

**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; be able to pass a Federal Background check; have a BA/BS degree and a minimum of 2 years related experience in any of the following specialty fields: Science, Health, Chemistry, Toxicology, Environmental Health or Environmental Studies, Biology, Business, Engineering, Asbestos, Lead, or Safety; possess basic computer skills including experience using Microsoft office software and computer database applications; have good oral and written communications skills; have the desire to work in a collaborative team environment; have the desire and ability to conduct inspector/field work; have the ability to travel locally and overnight; possess a valid Driver's License and have access to a privately owned vehicle.

**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](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Environmental Specialist II*.

## Ann Arbor, MI

### **Administrative/Technical 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/clerical office 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, meeting notes.
- 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 employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply** - E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Admin/Tech 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](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Chemist*.

## **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 employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply:** E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Logistics Engineer*.

## **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. Duties Include:

- 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 including, employer paid health insurance and generous paid vacation/sick/holiday leave.

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



## **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.
- An occasional travel opportunity 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 employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply:** E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Partner Account Manager*.

## **Program Analyst**

## **Level IV**

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

**Role and Responsibilities:** This position is located in the Diesel Engine Compliance Center (DECC) of the Compliance Division (CD) within the Environmental Protection Agency's Office of Transportation and Air Quality.

- General Duties and Responsibilities - Analyzing, processing, and auditing manufacturer submitted compliance data in relation to EPA emissions requirements; Participating in the resolution of technical and engineering issues produced by processing of data submissions by researching problems, outlining alternatives, and recommending technical solutions.
- Tracking Reporting Rates by Manufacturer - Compiles and maintains lists of engine and/or equipment manufacturers that have obligations for the purpose of periodically reporting specific compliance data to EPA and cross-checking those lists against reports received to ensure required reports have been received.
- Upload Reports - Locate report submittals and utilize database scripts to import data into the appropriate data systems for subsequent analysis and occasionally conduct data queries.
- Analyze Data for Regulatory Compliance - Conduct reviews of data submitted by manufacturers to ensure compliance with associated regulatory requirements identifying instances of noncompliance for DECC resolution; Periodically, produce trend or overview reports on the various compliance reporting programs; Reviews the compliance data system requirements and comments on planned revisions and enhancements.
- Provides Assistance To Manufacturers - Assists manufacturers to resolve problems that may occur when submitting data to EPA; Interacts with manufacturers concerning broad regulatory compliance reporting matters; Must be aware of and be knowledgeable of current and proposed regulations in order to accurately respond to inquiries; Supports the DECC staff in responding to general, technical and regulatory questions from the public and other branches of government, including "Freedom of Information Act" requests.

**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 Bachelor's Degree in Engineering, Physical Science or law; have a minimum of 10 years' experience in data and/or regulatory analysis; must be capable of preparing written technical communications of a professional quality; possess good communication (oral and written) skills; computer literate with knowledge and experience with database use; proficient in Microsoft Office Suite including, Word, Excel, Power Point and Access; knowledge of diesel engines a plus.

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

**To Apply:** E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Program Analyst*.

### **Quality & Program Specialist**

### **Level IV**

Senior Service America, Inc. is recruiting for a Quality & Program 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 support to the Environmental Protection Agency's Office of Transportation and Air Quality (OTAQ), Compliance Division's (CD), Data Analysis and Information Center (DAIC) that manages the Engine and Vehicle Compliance Information System (EV-CIS).

Part of a team that provides support in the following way:

- Researching various DAIC information systems, including EV-CIS; assessing how these systems work; and then developing strategies to create, train and present the information to best educate internal and external stakeholders, including manufacturers and EPA compliance representatives.
- Providing various EV-CIS operational support duties. Including: Cross-Media Electronic Records Report (CROMMER) support by managing the user registration process for EV-CIS; managing the lifecycle of Business Identification Codes that CD has issued to manufacturers or importers; managing the multiple EV-CIS email boxes that support CD by monitoring them and making determination of disposition of the communication.
- Identifying and researching various IT procurement options, evaluating and making product recommendations and maintaining the Division's software inventory.
- Maintain and track Division's contracts for IT services, including: tracking deliverables, keeping contract records and database.
- Evaluating Verify documents for posting on the Web; coordinating with the Web Team to facilitate getting the documents posted.
- Evaluating a variety of documents for completeness and propose recommendations for approvals.
- Interacting with manufacturers concerning Compliance Division 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 a scientific or technical field; ideal candidate will be proficient in Microsoft Office 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 and maintain a professional manner.

**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](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Quality & Program Specialist*.