



**Current as of January 29, 2016**

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

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### **Ann Arbor, MI**

#### **Partner Account Manager**

#### **Level IV**

Are you 55+ years' young with energy to spare? Do you care about the environment? Are you motivated by intellectually stimulating work? Then come help us protect the environment by joining this high energy team supporting the Environmental Protection Agency's SmartWay program. Senior Service America, Inc. is recruiting for a Partner Account Manager position in the Senior Environmental Employment (SEE) Program at the EPA facility in Ann Arbor, MI.

**Role and Responsibilities:** SSAI is looking for smart, motivated professionals to join this innovative federal partnership to help businesses assess and improve supply chain efficiency and cut climate emissions. As a valued SmartWay Partner Account Manager, you will work directly with major companies and freight carriers to review and upload annual partner data submissions; help partners complete and understand their data inputs and reports; and track and improve their freight transportation operations. In addition to good karma, this full-time opportunity offers congenial working conditions, scheduling flexibility with a 32-hour work week option, and the chance to continue growing professionally alongside like-minded colleagues.

**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:** Solid working knowledge of Microsoft Excel and Microsoft Outlook email and a working familiarity with data bases, along with a background in: freight operations, transportation supply chains, trucking operations, transportation logistics, customer service, or data quality assurance. Preference given to top candidates with expertise in one or more areas: freight transportation (truck, rail, barge, air, ocean vessel, multimodal); advanced Excel; Oracle database programming; corporate carbon/sustainability accounting and reporting; environmental regulation; vehicle technology; marketing; graphic layout and design.

**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*.

**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 organizing and coordinating 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 strong time management, critical thinking and organizational skills; have 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*.

**Tester****Level III**

Senior Service America, Inc. has an open position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the EPA Facility in Ann Arbor, MI.

**Responsibilities:** Supports the U.S. EPA, Office of Transportation and Air Quality (OTAQ) at the National Vehicle and Fuel Emissions Laboratory (NVFEL) in its emissions testing activities, by:

- Developing the schedule for daily testing with technical staff in laboratory.
- Performing emission and fuel economy testing on light duty gasoline and diesel engines and light duty vehicles.
- Driving light duty vehicles on a dynamometer.
- Pre and post weighing of particulate matter filters per CFR requirements.
- Maintaining supply of Filter Room consumables.
- Maintaining inventory of stabilized weighed particulate matter filters for use by lab personnel.
- Scheduling test articles for testing using laboratory computer programs.
- Troubleshooting and repairing test articles.

**Qualifications:** 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 graduate or equivalent; conversant in basic computer operation; requires ability to follow documented work instructions for operation of laboratory test equipment; must possess and be able to apply knowledge of equipment operating theories and basic engineering principles; ability to lift up to 50 pounds; must pass driving test; honest and dependable with a good work ethic.

**Hours & Compensation:** Full-Time position working 40 hours per week @ \$21,425 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](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Tester*.

**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*.

### **Financial Support Specialist**

### **Level III**

Senior Service America, Inc. has a Financial Support Specialist Position open at the United States Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

**Role and Responsibilities:** Performing financial functions for the TATD immediate Office including:

- Preparation of weekly financial and status of funds accrual reports
- Clear aged open commitments and obligations for residual balances
- Create workaround procedures when standard procedures have failed and ensure financial accounting issues are resolved in timely manner
- Track and manage resolution of more complex financial issues escalating or seeking assistance as needed
- Analyze data from a wide variety of internal and external sources for the purposes of complying with financial, legal and/or administrative requirements in accordance with division policies and procedures

**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 in Accounting, Finance, or related field; Minimum of 5-10 yrs. related experience in accounting; ability to work effectively and professionally with coworkers; computer proficient in MS Office applications.

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

### **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*.

## **Data Analysis Engineer**

## **Level IV**

Senior Service America, Inc. is recruiting for a Data Analysis 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 Environmental Protection Agency's Office of Transportation and Air Quality (OTAQ), Testing and Advanced Technology Division (TATD).

- Assisting laboratory engineers with the development of data analysis methods, for analyzing large amounts of laboratory data efficiently
- Developing graphical materials for conveying the results in a clear understandable fashion to other engineers
- Assisting with the engineering, planning, and configuration of data acquisition systems for new testing projects
- Assisting engineers and technologists with the storage and management of test articles and test equipment, for improved utilization of laboratory space
- Assisting with the development of a more efficient plan for test equipment obsolescence and disposition
- Providing clear, concise and timely communication to team members

**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 or Science/Mathematics discipline; ideal candidate will be self-starter, with initiative, computer literate with knowledge and experience with data analysis software and methods, with 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](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Data Analysis Engineer*.

## Edison, NJ

### Chemist

### Level IV

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

**Role and Responsibilities:** Basic Water Quality Tests: TSS, TDS, Turbidity, Color, O&G, Residual Chlorine, pH; Inorganics/Metals: Metals sample preparation; Mercury Analysis via CVAA; Other: Air & Bench Sterility Test, Autoclave Spore Test Strip Test.

**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; minimum 3 years related experience in Sciences. Previous training in a lab.

**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 *Chemist*.

## New York, NY

### Administrative Assistant

### Level III

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

**Role and Responsibilities:** Provide general administrative support to the Lead Program.

- Office Administration (calls, document tracking, courier, etc.)
- ICIS Inspection data entry
- Correspondence review, generation, management
- Filing/Database entry
- Financial tracking
- Other duties as assigned

**Qualifications and Education Requirements:** HS/GED; 2 years working experience in administrative field. Preferred Skills – communication and customer service skills, driver's license, skilled in Microsoft Office Suite and other computer applications and operating systems, initiative oriented and a team player.

**Hours & Compensation:** Full-Time position working 40 hours per week, pay begins at \$21,424.00 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](mailto:seep_resumesmd@ssa-i.org). Subject Line of email: Please type *Administrative Assistant*.

### Inspector

### Level IV

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

**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

**Qualifications and Education Requirements:** 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:** Full-Time position working 40 hours per week, pay begins at \$21,424.00 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](mailto:seep_resumesmd@ssa-i.org). Subject Line of email: Please type *Inspector*.

## 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*.