



Current as of June 1, 2016

OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

Ann Arbor, MI

Administrative/Technical 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/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. 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. Subject Line of email: Please type *Chemist*.

Computer Systems Engineer Level IV

Senior Service America, Inc. is recruiting for a Computer Systems Engineer position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the US EPA Laboratory in Ann Arbor, MI.

Role and Responsibilities: This position will assist the Information Management Center (IMC) in the Testing and Advanced Technology Division (TATD) at the National Vehicle and Fuel Emissions Laboratory (NVFEL) by performing the following functions:

- Supporting computer system hardware, software, data acquisition systems and operation
- Performing systems monitoring
- Providing assistance with system projects
- Developing and/or updating system documentation

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; BA/BS , preferably with a major or minor in Computer Science Engineering, Mathematics or Physical Sciences; 5 years of related experience in computer science; previous training in Systems Administration, DBA, Software development, IT project management and/or implementation; Proficient in MS Office products.

Hours & Compensation: F/T 40 hours a week @ \$26,457 per year (\$12.72 per hour), plus benefits and paid vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Computer Systems Engineer*.

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. Subject Line of email: Please type *Data Analysis Engineer*.

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*.

Environmental Engineer/ Program Analyst

Level IV

Senior Service America, Inc. has an Environmental Engineer 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. Subject Line of email: Please type *Program 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. Subject Line of email: Please type *Financial Support Specialist*.

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 workweek 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 Databases, 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. Subject Line of email: Please type *Partner Account Manager*.

Edison, NJ

Environmental Data Management Specialist Level IV

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

Role and Responsibilities: Provide advanced level support to HWSS for its environmental data management and tracking responsibilities. This will include:

- Tracking and dissemination of analytical data using program web sites, databases and SharePoint;
- Updating program spreadsheets and databases with information relevant to all stages of environmental sampling, analysis and data distribution;
- Updating environmental data spreadsheets with information obtained from various sources;
- Preparation of Internal Chain of Custody (ICC) forms for data received by the Region;
- Oversight of the Document Control Room (DCR)
- Provide back up support to Regional Sample Control Coordinator (RSCC) in processing analytical service requests as necessary

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 5 years related experience in Environmental Science/Chemistry; IT/Data Management. Previous training in a lab. MS Office, including Excel, Access, Power Point and preferably SharePoint.

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 *Environmental Data Management Specialist*.

Lead Inspector

Level IV

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

Role and Responsibilities: Provide general lead enforcement support to Region and TSCA lead program. This will include:

- conduct inspections under TSCA((abatement, disclosure, RRP) authority;
- Prepare reports and draft case review documents;
- Input and maintain written and electronic inspection data;
- Provide outreach and compliance assistance;
- Respond to written and electronic inquiries
- Respond to telephone inquiries
- Other job related 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 BA/BS degree in Environmental Science, Engineering, Business, Chemistry or Computer Science. Minimum 4-Yrs of related experience working in Environmental Protection/Environmental Science/Environmental Engineering, Law Enforcement, Real Estate, Teaching, Business, or Chemistry. Must have the ability to use Windows XP, MS Word, MS Excel; ability to travel frequently and overnight; a valid driver's license along with access to a car.

Hours & Compensation: Full-Time position working 32-40 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*.

Narragansett, RI

Engineer/Electronic Support Specialist

Level IV

Senior Service America, Inc. is recruiting for an Engineering/Electronic Tech Support Spec position within the Senior Environmental Employment (SEE) Program which provides support to the United States Environmental Protection Agency (EPA).

Role and Responsibilities:

- Engineering /Electrical/Electronic technician will assist in the review of technical drawings and documentation, assist in day to day facility operations to include daily rounds and inspections, reviewing and commenting on facility renovation drawings, deliverables, AutoCAD drawings. Mechanical and electrical aptitude will be skill set that will optimize the Facility Support services during a multiple year lab and office renovation project(s)
- Adept in performing electrical and mechanical inspections of motor control systems, VAV controllers, environmental controls; lab systems, lighting, knowledgeable in all areas of the national electrical code; and comfortable in analyzing and solving problems with various electrical/mechanical control systems.
- Must have experience in reading and understanding mechanical, electrical and plumbing schematics and drawings.
- Develop proposed renovation and research and laboratory support service drawings.

Qualifications and Education Requirements: BA/BS in Electrical or Mechanical Engineering or comparable Military Service/or 8 years. Must have experience in AutoCAD software version 2012 or later. Must have experience in reading and understanding mechanical, electrical and plumbing schematics and drawings. Ability to communicate well with engineering teams

Hours & Compensation: Full-Time position working 40 hours per week, pay begins at \$26,457.00 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 *Engineering/Electronic Tech Support Spec.*

Philadelphia, PA

Outreach Specialist

Level IV

Senior Service America, Inc. is recruiting for an 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*.

Research Triangle Park, NC

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 and clerical functions to the Immediate Office (IO) for the USEPA Office of Acquisition Management Contracting Office at Research Triangle Park, NC.

- Prepare reports, form letters, notices, presentations and other correspondence using Microsoft Office products.
- Assist with preparing correspondence, documents, and presentations including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation.
- Maintain correspondence and report files for the various branches.
- Schedule meetings, including room reservations/maintain Director's calendar.
- Conduct property inventory and matches up property numbers to respective equipment, user and locations.
- Other administrative and Clerical duties to support the Division.
- Prepare travel authorizations/travel vouchers in CONCUR and maintain travel files.

- Distribute mail/sign for courier packages and maintain date stamp accuracy for time and date.
- Provide "User Level" support, troubleshooting office equipment, and arranging and coordinating repairs as necessary.
- Inventory & compile supply orders and paper/store stock.
- Prepare Purchase Requests (PRs) for insertion into EPA Acquisition System (EAS).
- Insure that new employee checklist is completed and prepare employee separation checkout list.
- Escort visitors and guest within our secure area.

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/Certificate in Business Management; 5 years working in Business office environment or administrative operations. Preferred Skills: Microsoft Office Suite (Word/Excel/ PowerPoint/Outlook/Access); 65wpm;

Hours & Compensation: Full-Time position working 40 hours per week, \$21,424 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 Assistant*.

Washington, DC

Technical Program Assistant

Level III

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: Provide technical and administrative assistance in the Transit Subsidy Enrollment/Recertification and Building Services areas.

- Responds to email/telephone requests from EPA Employees on their Transit Subsidy/Parking needs.
- Receives and provides data input of the Transit Subsidy/Parking Enrollment/Recertification forms into the OASIS Transit Subsidy/Parking Modules (approximately 400 per month).
- Receives SmarTrip card reassignment requests to reassign benefits to a new SmarTrip card (approximately 60 per month). Reassigns the benefits in the WMATA/Metro database and enters the new card number in the OASIS Transit Subsidy Module)
- Provides analytical support, on a monthly basis, of the OASIS SmartBenefits and WMATA database to assure that both systems match with the participating individuals.
- Provides analytical support, on a monthly basis, of the OASIS Parking and RRBIITC Parking reports to assure that both systems match with the participating individuals.
- Monitors/tracks Pay.gov payments on a daily basis to assure that all accounts are paid on a timely manner.
- Provides phone coverage for Building Services Desk, main line number and Division Directors.
- Sorts and delivers mail for the Facilities Management and Services Division.
- Oversees the main entrance to the B200 Suite and provides access to approved individuals that are conducting business in the suite.
- Provides telephone coverage for the Division Directors office as required.
- Provides other administrative support functions as directed.

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; High School Diploma; Minimum of 3 years on general office/administrative skills; previous experience in a high-volume environment; project management skills preferred.

Hours & Compensation: Full-Time position working 40 hours per week, pay begins at \$21,840 year (\$10.50 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 *Program Assistant*.

Administrative 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: Provides program analyst function by assisting senior staff with producing reports on status of a variety of administrative duties, making corrections and preparing documents for signature, coordinating and collecting information. Also responsible for making and managing domestic/international travel for government travelers.

- Independently produces and arranges financial information for domestic and international travel arrangements
- Initiates and maintains general administrative and financial reports
- Maintains files and mail system
- Coordinate meetings and schedules for senior executives
- Greet visitors, answer phone calls, and schedule appointments while maintaining a high level of customer service

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; High School Diploma; Minimum of 10 years on general office/executive administrative skills; previous experience in a high-volume environment; Ability to use Microsoft Office 2013 (Word/Excel/ PowerPoint/Outlook); Lotus Notes; Multiple Phone Lines, Scanner

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 *Administrative Assistant*.