



Current as of September 19, 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*.

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*.

Environmental Engineer/ Program Analyst Level IV

Senior Service America, Inc. has an Environmental Engineer/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. Subject Line of email: Please type *Program Analyst*.

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; 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*.

Quality Control Engineer

Level IV

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

Role and Responsibilities: Provides quality control services for the Testing and Advanced Technology Division (TATD) in the areas of engine and vehicle testing for compliance and certification testing including:

- Implement and conduct statistical control measures of test processes to ensure compliance
- Perform data and test process quality audits
- Develop and modify work and traceability instructions
- Assists with measurement/calibrations and testing in Metrology Laboratory
- Use standards/test equipment related to pressure, flow, temperature, resistance and other basic electrical measurements.
- Calculate measurement uncertainties

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 Management/Quality or related field; possess professional written communication skills; familiarity with quality assurance and/or quality control; skills related to the use of quality control tools and systems; metrology background a plus.

Hours & Compensation: Full-Time position working 40 hours per week @ \$26,457 per 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 *Quality Control Engineer*.

Technical Information Specialist

Level III

Senior Service America, Inc. has an open Technical Information Specialist 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 the Vehicle Testing Center (VTC), by:

- Support the scheduling of testing for the VTC
- Establish and maintain systems to secure vehicle information and testing parameters, and maintain records of testing activities
- Provide scheduling support and expertise for special test programs and procedures
- Receive, inspect, fuel and move test within the federal grounds
- Retrieve test vehicle status information from the Vehicle Procurement Contractor

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; prefer an in-depth knowledge of automobile testing practices, emissions testing programs, vehicle testing operations; skill in emission test schedule techniques, and the ability to maintain complex record keeping.

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. Subject Line of email: Please type *Technical Information Specialist*.

Tester

Level III

Senior Service America, Inc. has an open Tester 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:

- Performing emission and fuel economy testing on light duty gasoline and diesel engines and light
- Operate and maintain instrumentation for the measurement of vehicle emissions
- Apply knowledge of equipment operating theories and basic engineering principles
- Drive light-duty vehicles on a dynamometer – following a trace speed
- Comply with Safety and Laboratory practices
- 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; 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. Subject Line of email: Please type *Tester*.

Duluth, MN

Admin/Technical Support Specialist

Level III

Senior Service America, Inc. is recruiting for an Admin/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 Duluth, MN.

Role and Responsibilities: Providing administrative and technical office support to EPA staff, including maintain electronic log of all papers removed from the ETOX filing room and maintenance of 90,000+ publications. Primary duties involve:

- Maintain ETOX file room and electronic logs
- Literature acquisition and PDF creation
- Data entry support in bibliographic applications
- Miscellaneous support; such as typing, filing, and mailing

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; High School graduate; knowledge of office procedures and equipment; skilled in Microsoft Word, Excel, and Outlook; must possess strong organizational skills and be 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*.

Edison, NJ

Lead Inspector

Level III

Senior Service America, Inc. is recruiting for a Lead Inspector position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Edison, New Jersey.

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 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: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Lead Inspector*.

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*.

San Francisco, CA

Lead Program Specialist

Level IV

Senior Service America, Inc. has a Lead Program Specialist Position open at the United States Environmental Protection Agency (EPA) Office in San Francisco, CA.

Role and Responsibilities: Work within the US Environmental Protection Agency Region 9 lead enforcement team which is focused on reducing lead-based paint human health effects from the housing environment, in particular related to children; assist EPA staff in implementing and enforcing the Lead Program related to the Renovation, Repair and Painting regulation and the Disclosure Rule; assist in managing/researching the Tips and Complaints the Region receives; research and assist with targeting geographical areas or specific companies; issue noncompliance warning letters; conduct field inspections, take photographs, write reports (if appropriate and needed). This is a fantastic position to work on an interesting, meaningful program that can have a positive impact on children's health and the community.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+, legally eligible to work in the United States; high school degree; minimum 3yrs experience in writing, word processing, and using spreadsheets/databases; good written, computer, and communication skills; responsible, reliable, and well-organized; some travel (flexible).

Hours & Compensation: Full time or part time (up to 40 hours per week); Level IV starting salary is \$12.72 and can increase to \$18.16, employer paid health insurance, generous vacation/sick/holiday leave.

To Apply: E-mail resume to seepmi@ssa-i.org. Subject Line of email: Please type *Lead Program 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. Subject Line of email: Please type *Environmental Specialist II*.

Washington, DC

Program Assistant

Level III

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

Role and Responsibilities: Assists in managing and evaluating the operational effectiveness, productivity, and efficiency of the Suspension & Debarment program and the case management system.

- Handles, coordinates and processes all Suspension and Debarment Freedom of Information Act Requests
- Tracking and monitoring Suspension and Debarment cases from initiation to close-out
- Arranges and coordinates logistics for hearings and formal business meetings. Proofreads transcripts, and uploads transcripts to official case files
- Develop, compiles, organizes and processes case files and record on various software suites or document management platforms
- Performs other Suspension & Debarment related 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; High School Diploma; Minimum of 5 years on general office/administrative skills; 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.

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*.