



Current as of December 14, 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*.

Business Analyst Level III

Senior Service America, Inc. is recruiting for a Business Analyst 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 project and business/technical support to the Information Management Center (IMC) Director and staff at the EPA's Office of Transportation and Air Quality (OTAQ), including:

- Apply technical and operational skills to develop and execute plans to assist senior IT staff in implementing IT projects and programs.
- Benchmark projects, processes and programs against Agency or industry standards; recommends strategies for improvements.
- Researches and responds to IT data calls; develops and advises on IT data call schedule.

- Monitors and responds to IMC email box inquiries; assigns resources as needed to resolve OTAQ customer request.
- Assists with annual IT risk assessment audit, from pre-audit planning through post-audit recordkeeping.
- Develops and updates the IMC newsletter and updates IMC Intranet content.
- Facilitates the implementation of new or revised business process programs to improve IMC efficiency and effectiveness.
- Develops templates, forms, procedures, guidance documents, training materials, reports. Metrics and presentations to implement new or improved IMC programs and processes.
- Other related tasks, such as maintaining records and databases; assist with inventory; attend meetings and record agreements made, assignments, next steps and completed tasks.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; Possession of a Bachelor's Degree with a business related major and 10 years of business process/project management experience; work requires knowledge of business practices and systems and project management and requires the creative application of analytical and technical methodologies; experience in an information technology (IT) is not required but is desired; proficiency in Microsoft Office programs- Outlook, Word, Excel and PowerPoint; must be skilled in communication orally and written; work is of an independent nature and requires strong problem solving skills as well as the ability to take initiative in seeing projects through to completion with little oversight.

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 Business 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 Analyst

Level IV

Senior Service America, Inc. has a Quality Control Analyst 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 vehicle testing for compliance and certification and development testing including:

- Perform data and test process quality audits
- Assists 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) requirements
- Perform assessment reviews on defined written laboratory procedures
- Validate through controlled technical inspections
- Assist with the evaluation, development or written quality procedures
- Support the maintenance and scope expansion of ISO-17025 accreditation
- Independently complete special projects and provide services offered by the Vehicle Testing Center

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 Mechanical, Electrical, Chemical Engineering or any other Technical/Science Degree; 5 years of related experience in quality control, auditing and/or technical procedure development; possess professional written communication skills; familiarity with quality assurance and/or quality control; proficient in Microsoft Office programs.

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 Analyst*.

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*.

Edison, NJ

Lead Inspector

Level IV

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 @ \$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: 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*.

Washington, DC

Executive Administrative Assistant (Legal) Level III

Senior Service America, Inc. is recruiting for a Administrative/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: Perform technical and administrative support:

- coordinating the Division's activities on the Sharepoint site
- searching on the Excluded Parties list System/System for Award Management
- researching websites and agency files to gather information on federal grants, contracts
- retrieving other materials (e.g., press releases corporate websites, agency administrative records)
- gather information, collect data, synthesize data and correlate metric and statistical data highlighting programmatic trends in our case management system
- conducting surveys and tabulating survey results
- planning and implementing office meeting, retreats and national conferences
- maintaining personnel files, tracking all office case files and correspondence
- maintaining the Division Director's schedule & tracking office schedules
- document management, maintaining and compiling employees' performance forms and coordinating the personnel performance review process, general office management
- providing general support including typing, recording notes, filing, data entry, answering telephone calls, mailing correspondence, organizing, scanning, faxing, copying and creating and organizing official case files, writing and editing documents

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; HS Diploma (GED) with a minimum of 2 years in legal research, executive office administration, customer service. Previous training in paralegal studies or data management and MS Office Suite.

Hours & Compensation: Full-Time position working 35 hours per week, pay begins at \$20,930 year (\$11.50 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*.

IT Specialist Level IV

Senior Service America, Inc. is recruiting for a Administrative/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: This position is for an IT Specialist who will perform a variety of duties and responsibilities in the Office of Air and Radiation. The selected individual will assist the Team leader providing technical and customer support to stakeholders/end users. The individual must have knowledge and experience in the area of Information Technology specifically advising, evaluating and recommending work necessary to plan, design, implement, and maintain communication medians and/or database reporting systems for solving problems and evaluating the status of problems within OAR.

- Evaluating, tracking, and reporting monthly Working Capital Fund (WCF) expenditures during the course of the fiscal year

- Developing spreadsheets and other means of reporting that yield appropriate corrective actions using e-Business reporting system.
- Advising and recommending to the Team Leader regarding workload for Data Processing, Postage, Background Investigations, and Travel Services certification.
- Assists the IT team with providing iPhone technical support and inventory reporting
- Performs other specialized technical support regarding Video Conference unit setup and meetings
- Recommends resolutions to critical problems for iPhone users within the existing OAR infrastructure in accordance with Agency policies and procedures
- Provides technical support relating for WCF billing issues for all service related categories.
- Assists in processing annual WCF Service Agreements for the Immediate Office
- Other duties as determined by team leader.

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; HS diploma with a minimum of 5 years in IT, office administration, customer service. Proficient in MS Office Suite.

Hours & Compensation: Full-Time position working 40 hours per week, pay begins at \$24,960 year (\$11.50 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 IT Specialist.

Security Assistant

Level IV

Senior Service America, Inc. is recruiting for a Administrative/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: The individual will be responsible assisting with the Personal Identity Verification (PIV) card issuance and lifecycle management

- Maintenance of assets including EPASS badges for both logical and physical access, Privileged User Cards (PUCs), EPA credentials, office keys and more
- Initiation of background investigations to meet relevant security requirements related to issuance of these assets. Knowledge of the requirements to complete the mandatory background investigation form (eQIP) is useful as is knowledge of the personnel security and background investigation requirements and processes at EPA.
- Routinely interact with EPA staff (senior management, Security Representatives, nationwide, contractors, and grantees).
- Explain policies and procedures, provide knowledgeable responses to questions verbally and in writing, and research and resolve issues that arise related to the issuance of EPASS badges, PUCs, EPA credentials, office keys and other provisioned items, and conduct necessary training.
- Stay current with federal requirements through interagency collaboration and monthly participation in groups such as the Identity, Credentialing and Access Management Steering Committee (ICAMSC) and other industry Identity and Access Management sponsored events, i.e., Smart Card Alliance.
- Provide support for the agency's transition to digital signature and encryption as mandated by Cybersecurity Cross Agency Priority (CAP) Goal and other federal requirements. This will include input on agency policies and procedures. Once the transition occurs, the individual will be expected to enter data and other relevant information correctly into supporting databases used to manage key performance indicators.
- Attend meetings and conference calls and participate in workgroups. They will provide input to meeting agendas and presentations.

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 with a minimum of 2 years in personnel security, office administration, customer service. Proficient in MS Office Suite.

Hours & Compensation: Full-Time position working 40 hours per week, pay begins at \$24,960 year (\$11.50 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 Security Assistant.