



# OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

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Slot NO. SSAI-NVF-0140

## **Ann Arbor, MI**

### **Safety Technician**

Senior Service America, Inc. is recruiting for a Safety Technician position in the Senior Environmental Employment (SEE) Program (55 years of age or older) at the U.S. Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

**Role and Responsibilities:** Provides support to the Safety Office of the National Vehicle and Fuel Emissions Laboratory (NVFEL). Functions include supporting the Safety Office Administration and serving as the Safety and Environmental Training Coordinator. Duties include:

- Compile and coordinate technical information on NVFEL safety and environmental compliance issues and report on findings
- Establish tracking procedures on technical information and records; maintain technical information files and records
- Organize and maintain data and records relating to Safety Office activities and functions
- Provide general administrative support including: update intranet pages; take minutes; schedule meetings, send and receive correspondence, calendar and task tracking
- Arrange for employee safety training and maintain records of safety training
- Arrange for contractor orientation and maintain contractor awareness database

**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 degree or certificate in Occupational Safety or related field; have at least 5 years' experience in or related to the safety field; skilled in Windows and Microsoft Office Suite products.

**Hours & Compensation:** Full-Time position working 40 hours per week, pay begins at \$21,424 per year (\$10.30 per hour), employer paid health insurance and generous vacation/sick/holiday leave.

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