

Opportunity Title: EPA Facilities Operations Support Associate

Opportunity Reference Code: EPA-SSP-0014-06

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0014-06

Description The EPA Environmental Research and Business Support Program has an immediate opening for a part-time (20 hours per week) EPA Facilities Operations Support Associate with the Office of Research and Development at the EPA facility in Corvallis, Oregon.

The Office of Research and Development at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and to help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

The Facility Management and Program Operations within the Office of Research and Development (ORD), National Health and Environmental Effects Research Laboratory (NHEERL), Western Ecology Division (WED) works to improve sustainable solutions for facility operations for laboratories.

The selected candidate shall assist the Western Ecology Laboratory Facility Manager and Program Operations Team with technical, analytical, and administrative duties required to support and maintain an operations program.

Management and Administrative responsibilities include:

- Identifying and surveying innovative approaches for a research facility operation using software and analytical tools,
- Researching, updating, and summarizing information relating to sustainable and innovative activities in facility operations, drawing records, and equipment selection,
- Assisting with the tracking of energy usage data for the facility,
- Analyzing operation activities and processes related to sustainability,
- Maintaining records for information technology and 508 compliances, facility meetings, correspondence, and action documents, and
- Maintaining an electronic system to track projects in progress.

Communications related responsibilities will include:


- Assisting the team in developing presentations showing results and impacts using graphics and other interactive formats, and
- Assisting with summary analysis documents indicating results and impacts from activities.

Location: This job will be located at EPA's facility in Corvallis, Oregon.

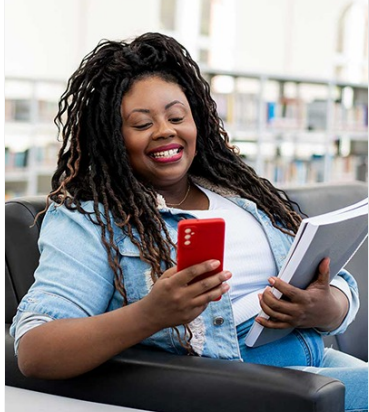
Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$16.93 for hours worked.

Travel: Some travel may be expected.

Expected Start Date: The position is part-time up to 20 hours per week



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expected to begin May 2016. The initial project is through May 14, 2016, followed by up to four (4) 12-month optional periods.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

Qualifications Eligible applicants must:

- Be at least 18 years of age **and**
- Have recently completed two or more years of college in industrial, civil, construction engineering or a closely related field.
- Be a citizen of the United States of America or a Legal Permanent Resident.

EPA ORD employees, their spouses, and children are not eligible to participate in this program.

Required Knowledge, Skills, Work Experience, and Education

Successful candidates shall:

- Have experience using excel, power point, information database (CMMS), and AutoCAD,
- Have experience writing for a lay audience regarding engineering, sustainability, or life cycle cost issues,
- Have experience in administration support functions (recordkeeping, filing, etc.), managing records (electronic and hardcopy), and/or databases,
- Have strong proof reading and editing skills,
- Have demonstrated leadership skills with experience working with small teams, and
- Have strong written, oral and electronic communication skills including effective technical communications.

How to apply

- Submit application and supporting documents by clicking on Apply Now button.
- *For more information, contact EPAjobs@orau.org. Do not contact EPA directly.*

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Associate's Degree, Bachelor's Degree, or Master's Degree.
- **Discipline(s):**
 - **Communications and Graphics Design** ([1](#))
 - **Engineering** ([27](#))
 - **Mathematics and Statistics** ([10](#))
 - **Other Non-Science & Engineering** ([5](#))
 - **Social and Behavioral Sciences** ([28](#))

Affirmation I certify that I am at least 18 years of age; recently completed two or more years of college in industrial, civil, construction engineering or a closely

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related field; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

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