

**Opportunity Title:** EPA Facilities Operations Support Associate

**Opportunity Reference Code:** EPA-SSP-0014-06R2

**Organization** U.S. Environmental Protection Agency (EPA)

**Reference Code** EPA-SSP-0014-06R2

**Description** The EPA Environmental Research and Business Support Program has an immediate opening for a part-time (30 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 the development of presentations showing results and impacts using graphics and other interactive formats, and
- Assisting with summary analysis documents indicating results and impacts from activities.


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**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 \$17.18 for hours worked.

**Working Conditions:** The selected candidate shall be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel the candidate, and review his/her work. The mentor for this position will be a federal EPA employee.

**Travel:** Travel is not anticipated.

**Expected Start Date:** The position is part-time up to 30 hours per week expected to begin July 2016. The initial project is through May 14, 2017, followed by up to three (3) 12-month optional periods.

*For more information, contact [EPAjobs@orau.org](mailto: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 within the last 24 months.
- 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, PowerPoint, information database and AutoCAD,
- Have technical writing experience,
- Have experience in administration support functions (recordkeeping, filing, etc.), managing records (electronic and hardcopy), and/or databases,
- Have strong proofreading 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

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Apply Now button.

- *For more information, contact* [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.

**Eligibility  
Requirements**

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Associate's Degree or Bachelor's Degree received within the last 24 month(s).
- **Overall GPA:** 2.00
- **Discipline(s):**
  - **Computer, Information, and Data Sciences** (16 👁)
  - **Engineering** (27 👁)
  - **Social and Behavioral Sciences** (2 👁)

**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 related field within the last 24 months; a citizen or a Legal Permanent Resident of the United States of America; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.