

Opportunity Title: Safety, Health & Environmental Management Support

Associate at EPA

Opportunity Reference Code: EPA-SSP-0011-1R-4-3-17

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0011-1R-4-3-17

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.

Description The EPA Environmental Research and Business Support Program has an immediate opening for a part-time (24 hours per week) Safety, Health & Environmental Management Support Associate with the Office of Research and Development at the EPA facility in Cincinnati, OH.

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 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 Safety, Health, and Environmental Management Program (SHEM) within ORD's National Risk Management Research Laboratory (NRMRL) assists EPA employees to perform their assigned tasks (including those activities not covered by existing rules or regulations) in ways that protect their own safety and health, the safety and health of their fellow employees, government property, and the environment. This includes the development and coordination of programs with EPA Cincinnati Laboratories to meet the broad spectrum of statutes, executive orders, rules and regulations pertaining to safety, health, and environmental protection. It also includes providing employees with timely training/learning and access to up-to-date technical information concerning health and safety issues.

To support this effort EPA/ORD/NRMRL requires support in safety, health, and environmental services. The program is seeking a candidate who is at least 18 years of age, and has completed at least one year of college.

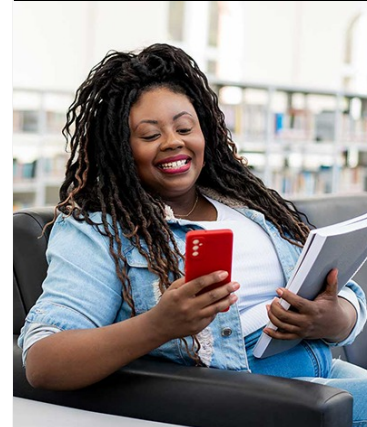
The selected candidate will assist the SHEM team with the technical and administrative duties required to provide on-site support in the implementation of national, state, and local SHEM related regulations and guidelines including Occupational Safety and Health Administration, Environmental Protection Agency, Department of Transportation, and Department of Health and Human Services, National Fire Protection Association requirements in the workplace.

Technical and Administrative responsibilities will include:

- Research and prepare reports on pertinent safety, health, and environmental rules, regulations, and topics,
- Assist with SHEM program meetings and written reports in Microsoft word,
- Assist in maintaining office records and prepare project documents as necessary, including data entry within Microsoft Access and Microsoft



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Excel,

- Assist in creating and presenting safety, health, and environmental compliance training materials to EPA-Cincinnati staff,
- Assist with maintaining SHEM training records,
- Assist in performance of SHEM programs to include chemical inventory, chemical waste management, eyewash testing, hazard communication information, industrial hygiene sampling, laboratory safety walkthroughs, and maintaining associated records and documentation, and
- Assist with development of safety and health related communication materials, such as bulletin boards, posters, and PowerPoint presentations.

Location: This job will be located at EPA's facility in Cincinnati, Ohio.

Salary: Selected applicant will become temporary employee of ORAU and will receive an hourly wage of \$15.96 for hours worked.

Hours: Part-time; 24 hours per week.

Work Environment: The selected applicant shall be supervised by a mentor who will provide day-to-day direction, as well as coach, advise, counsel and review his/her work.

Work will be performed in office and laboratory settings. The successful candidate will be required to wear safety apparel and to closely observe safety requirements. Medical Surveillance will be required.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is part-time, up to 24 hours per week, and expected to begin in May 2017. The initial project is through May 14, 2018, followed by up to two (2) 12-month optional periods.

For more information, contact EPAjobs@orau.org.

Qualifications Eligible applicants must:

- Be at least 18 years of age and
- Be a current college student with at least one year of coursework in biology, engineering, physical or environmental sciences or closely related field of study from an accredited university or college within the last 24 months, and
- 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

The applicant shall:

- Demonstrate education and/or experience in a laboratory, such as in a

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laboratory course(s),






- Demonstrate skills and have experience working in teams, and
- Possess strong written, oral and electronic communication skills.

Desired Knowledge, Skills, Work Experience, and Education

It is desirable for the applicant to have:

- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), and the Internet,
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases, and
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.

**Eligibility
Requirements**

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Associate's Degree, Bachelor's Degree, or Master's Degree received within the last 24 month(s).
- **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#) )
 - **Earth and Geosciences** ([21](#) )
 - **Engineering** ([27](#) )
 - **Environmental and Marine Sciences** ([14](#) )
 - **Life Health and Medical Sciences** ([45](#) )
 - **Physics** ([16](#) )

Affirmation I certify that I am at least 18 years of age; a current college student with at least one year of coursework in biology, engineering, physical or environmental sciences or closely related field of study from an accredited university or college 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.

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