



# SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

**Ann Arbor, MI**

**SSAI-NVF-0179**

## **Test Process Documentation Specialist**

Senior Service America, Inc. is recruiting for a Test Process Documentation Specialist position within the Senior Environmental Employment (SEE) Program (55 years of age or older) that provides support to the United States Environmental Protection Agency (EPA) in Ann Arbor, MI

**Role and Responsibilities:** Position performs a variety of Quality Control functions identified within the EPA's National Vehicle and Fuel Emissions Laboratory (NVFEL) in the areas of engine and vehicle testing for compliance and certification testing and associated chemistry lab operations.

- Advanced level interpretive work related to the creation, evaluation, editing, revising and publishing of written quality procedures and documentation.
- Technical development which includes analytical research and in-depth analysis of the information provided, drawing conclusions and identifying areas for improvement.
- Additional duties include: performing data and test process audits to ensure conformance to the Code of Federal Regulations (CFR) requirements; supporting statistical control measures of test processes; completing special projects and providing services offered by the quality group.

**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 Mechanical, Electrical, Industrial, Chemical Engineering (preferred) or any Technical or Automotive Trade School Associate Degree (permitted); Minimum of 5 years of related experience; strong communications skills (verbal and written); ability to translate complex technical information into electronic documentation format; knowledge of Technical writing techniques and a strong proficiency using Microsoft Office applications. Familiarity with the Federal Code of Regulations (CFR) for vehicle and engine emissions testing (understanding the regulatory process and requirements will substitute); knowledge of ISO-17025 and/or ISO-9000; metrology background or chemistry lab familiarity is a plus.

**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](mailto:seepmi@ssa-i.org). In the Subject Line of email, please type: *Test Process Documentation Specialist*.