



## **ENVIRONMENTAL PROTECTION ASSISTANT (0029 Series)**

### **Responsibilities**

- Evaluates customer request to determine the appropriated commodity.
- Notifies the customer when their JON is invalid, accurately documented in MAXIMO the type service financial code, categorization as routine, urgent or emergency, work center, labor/craft code, failure class and problem code based mostly on written standard operating procedures.
- Assists clients in identifying the proper environmental services requiring having some operational knowledge of environmental regulations and MEO standard operating procedures.
- Submits work orders in MAXIMO into the "approved" status and provides the customers with their work order number either verbally, e-mail, or by phone.
- Interfaces with a variety of NAVFAC MIDLANT electronic data management systems for waste tracking system work inductions, pest control usage.
- Relays emergency service calls to appropriate work center supervisor for immediate action.

### **Qualifications**

- Dealing with the environmental service operations, commodities, type services, and peculiarities of receiving environmentally related work orders.
- Assigning the proper labor, work center code, type service code, and other pertinent data to ensure customer work requests are received by the right work center so the work is billed properly.
- Gathering, compiling, consolidating, extracting, reviewing, and verifying all required inputs necessary for determination of proper and accurate record keeping in support of hazardous waste (HM\HW), waste oil, asbestos and industrial waste, and pest control operations.
- Working with a variety of different software packages and programs.
- Communicating effectively both orally and in writing and be able to gain the cooperation of others.

**NOTE: This information must be supported in your resume to be considered for the position.**

Additional qualification information can be found from the following Office of Personnel Management website:  
<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-CLER>

**Clearance:** Secret

### **Conditions of Employment**

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.