

Volunteer/Unpaid, DENVER, CO – EPA Region 8, Preparedness and Site Assessment (CLOSING DATE: 04/05/2019)

Background: Data management, oil experience, and emergency management.

Job Description: This position is located within the Emergency Preparedness and Site Assessment Section of the Superfund and Emergency Management Division. The Section has experienced a significant increase in workload related to oil spill prevention and preparedness activities in the Region 8 area. The individual will work under the direction of the Section Chief to assist with implementation of 40 CFR part 112, the Oil Pollution Prevention Regulations. When oil spills into navigable waters or onto adjoining shorelines, it can have harmful impacts on the environment, human health, and economic activity. EPA issued the Oil Pollution Prevention regulations to prevent oil spills and to assure that oil facility personnel are prepared to respond if a spill occurs. One set of requirements regulates large facilities known as the Facility Response Plan (FRP) rule. The FRP program is designed to ensure that certain facilities have adequate oil spill response capabilities for facilities which have a threshold of 1,000,000 gallons or more of oil. This position will help manage and assist with data entry into the Emergency Management Portal (EMP) Oil Database, Facility Response Plan (FRP) Spreadsheet, and the Outlook Email lists for the FRP facilities in EPA Region 8. The position will also help review past data entry for errors and work to resolve how to keep information updated in the systems which can then be used for our TERA mapping tool.

Specific duties may include, but are not limited, to the following:

- Entry of any new data; i.e., facility name, location, site characteristics, etc., into the EMP
- Update the FRP name, address, phone, and email info into FRP Address spreadsheet
- Addition or deletion of personnel and email addresses into Outlook FRP lists
- Other updates as necessary
- Create a system that can automatically update all the systems needed
- Provide the information in EPA's TERA mapping tool

Desired Skills:

- Excellent written and verbal communication
- Basic Excel, Word and Publisher
- dBase skills
- Skills with mapping systems
- Social media
- Ability to work independently
- Work well on a team

Knowledge/Experience (optional, but a bonus): Oil experience and/or emergency management experience.

Timeline: Intern will be on board for a minimum of 3 months, maximum of 5 months (there may be an opportunity to extend for a maximum of 5 months, but this is not assured).

Desired hours per week: 30-40 (preference will be given to qualified candidates available to work more hours per week).

Desired start date: June 1, 2019 (Note: From the time of acceptance, there will be a 2-4-week period prior to first day of work while paperwork is completed.)

How to Apply: Email your transcripts, resume, cover sheet to Kathie Atencio, Atencio.kathie@epa.gov, by Friday, April 5, 2019.

For More Information: Kathie Atencio, Preparedness and Site Assessment Section Chief, at Atencio.kathie@epa.gov

Human Resources Contact: Elaine Robles, (303) 312-6194 or robles.elaine@epa.gov

