

UCMR Logistics Technician

Great Lakes Environmental Center, Inc. (GLEC) is recruiting candidates for a full-time benefited position at our headquarters in Traverse City, Michigan supporting the implementation of the fifth cycle of the U.S. Environmental Protection Agency's (EPA's) Unregulated Contaminant Monitoring Rule program (UCMR5). GLEC is an established employee-owned contract research firm that is a national leader in protecting aquatic environmental resources through work for federal, state, industrial, and non-profit organizations.

EPA's UCMR program is designed to collect data on the occurrence, throughout the U.S., of a specific list of contaminants in drinking water at public water systems (PWSs). The collected information is used in determining whether a contaminant has been identified at a frequency and concentration sufficient to warrant further action.

Primary Responsibilities:

- Manage and use databases to generate sampling kit paperwork, track sampling completeness, provide sampling schedules to the analytical laboratories, and update EPA.
- Perform outreach to PWS contacts to communicate sampling requirements.
- Gather large amounts of contact and sampling location data from PWSs designated for monitoring.

Secondary Responsibilities:

- Support other UCMR5 operations, as needed.

Qualifications:

- Bachelor's degree or higher; computer science preferred.
- Knowledge of SQL or another relational database program.
- Fluent in MS Office programs and Google drive applications.
- Proficient in query construction and logic statements.
- 4-6 years professional experience.

GLEC Benefits:

- Blue Cross/Blue Shield of Michigan HSA Bronze and PPO Gold medical insurance plans.
- Dental, vision, and life insurance available.
- Immediate 401(k) plan eligibility.
- Two weeks of paid vacation with accruals beginning the first full pay period after start date.
- Eleven paid holidays per calendar year.
- Generous sick time policy.
- Eligible for employee stock ownership plan.

Compensation: \$27.00/hour

Interested applicants should submit a cover letter and resume (email preferred) to:

Kim Bell
GLEC
739 Hastings St.
Traverse City, MI 49686
kbell@glec.com

For more information about GLEC visit glec.com
GLEC is an equal opportunity employer (EOE) including disability/veterans.