

## **Logistics Technician (UCMR)**

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 that are not subject to federal drinking water standards at the time of monitoring. The collected information is used in determining whether a contaminant has been identified at a frequency and concentration sufficient to warrant further action. UCMR runs on a five-year cycle whereby a new list of up to 30 contaminants is monitored. GLEC has supported EPA since 2000 on the implementation of five cycles of UCMR. These contracts have required extensive involvement by GLEC in almost every phase of program pre-implementation, implementation and follow-up. In this position, you will be a key team member coordinating monitoring at small and medium Public Water Systems (PWSs), and managing corresponding data.

### **Primary Responsibilities:**

- Schedule and coordinate sample collection and overnight transport to analytical laboratories.
- Manage and use databases to generate sampling kit paperwork, track sampling completeness, provide sampling schedules to the analytical laboratories, and update EPA.
- Coordinate the recollection of samples when a problem is encountered with the original samples.
- Gather large amounts of contact and sampling location data from PWSs designated for monitoring.
- Perform outreach to PWS contacts to communicate sampling requirements.
- Review data returned from PWSs and States, and reconcile data between EPA's online database and GLEC's Microsoft Access database.
- Respond to questions from PWSs regarding the UCMR5: program, sampling requirements, sampling location information, online database, data requirements, and analytical results.

### **Secondary Responsibilities:**

- Support other UCMR5 operations, as needed.

### **Qualifications:**

- Bachelor's degree or higher in a scientific discipline or computer science preferred.
- Fluent in MS Office programs and Google drive applications.
- Proficient in MS Access and Excel functions and query construction.
- Attention to detail and commitment to quality.

- Collaboration and organizational skills, and team work ethic.
- Aptitude for customer service.
- Strong data analytics skills.
- Experience in logistics preferred.

**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.

**Compensation:** \$22.00/hour

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

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For more information about GLEC visit [glec.com](http://glec.com).

GLEC is an equal opportunity employer (EOE) including disability/veterans.