



ALEUT WORLD SOLUTIONS

JOB ANNOUNCEMENT

Aleut World Solutions is currently recruiting for the following position:

Title:	Project Manager; Historical Radiological Assessments
Location	Newport News, VA
Status:	Full-Time; Weekly Schedules May Vary
Pay:	Depends on Experience
Closing Date:	Open until filled

Position Summary:

This position project management for Aleut World Solutions preparation of Historical Radiological Assessment (HRA) for various Department of Navy installations. The following statements are intended to describe the general nature and level of work to be performed by the employee. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of the employee:

Primary Duties and Responsibilities:

- Conduct and manage archival record research at various Navy commands, National Archive Records Administration (NARA) locations, Nuclear Regulatory Commission (NRC) and Department of Energy (DOE) facilities regarding the possession and use of radioactive materials at specific Navy facilities.
- Recognize, copy and maintain applicable records of radiological operations at specific Navy facilities.
- Review and catalogue copied archives in AWS data base for use as reference documents in Navy command-specific HRAs.
- Perform and document interviews with personnel having knowledge of radiological operations at specific Navy facilities.
- Provide general support for contractual issues and track on costs for individual projects.
- Working from standardized Navy HRA formats, prepare detailed documentation summarizing the historical use of radioactive materials and the impact of such use on specific Navy facilities.
- Create and modify documentation using Microsoft Office programs.
- Assemble large documents, including references and appendices, for publications in draft, draft final, and final versions.
- Insert changes in large draft and draft final documents based on comments or recommendations from the AWS management and reviewers and include responses to comments.
- Prepare and coordinate publication and distribution of fact sheets, Microsoft PowerPoint presentations, spreadsheets, maps, photographs, historical documentation, and produced documentation, as required.
- Work independently or with a small team, as necessary.

Aleut World Solutions – Corporate Office

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www.aleutworldsolutions.com



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Minimum Qualifications, Skills, and Knowledge Required

- High school diploma or GED, with additional radiation protection training.
- Experience with Microsoft Office programs (Word, Excel, and PowerPoint.)
- Effective organizational skills and ability to track large-scale investigations and detailed schedules.
- Minimum of three years of experience in or providing support for health physics, radiation protection, Atomic Energy Commission (AEC) or NRC licensing, handling of radioactive materials, or use of radiation detection equipment.
- Effective written and oral communications skills.
- Experience in preparing, reviewing and editing large (greater than 500 pages) technical documents (CERCLA, NEPA, MARSSIM, etc.)
- Ability to prioritize work in order to meet deadlines.

Knowledge or Experience Considered Beneficial but not Required

- Previous experience with or knowledge of Department of Navy technical manuals.
- Previous experience with or knowledge of Atomic Energy Commission or Nuclear Regulatory Commission licensing.
- Previous experience with or knowledge of all types of radioactive materials, including but not limited to: byproduct material, special nuclear material, source material, naturally occurring radioactive materials, and technical-enhanced naturally occurring radioactive materials.
- Previous experience applying the Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) and NRC decommissioning regulations.
- Previous experience with or general knowledge of industrial, research, or environmental operations involving radioactive materials.

Expectation for All Employees

Support the organization's mission, vision, and values by exhibiting excellence, competence, collaboration, innovation, respect, personal accountability, and commitment to our community.

To Apply

Please email your resume and application to HR@bseak.com or fax to 907-278-2316. Applications can be submitted through our website at www.aleutworldsolutions.com

Bering Sea Environmental is an Equal Employment Opportunity Employer with An Alaska Native Hiring Preference (PL93-638). We do not Discriminate based on marital status, sex, race, color, religion, national origin, age, disability, or veteran status.