



## **EPEAT, Inc.**

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### **POSITION: EPEAT Manager of Registry Services**

#### **POSITION SUMMARY:**

The Green Electronics Council is seeking a hard-working, dedicated professional possessing experience addressing the environmental challenges of electronics and specifically with experience in product certification and conformity assessment. This individual will assume significant responsibility for the accuracy of the international Registry of declarations by manufacturers to the IEEE 1680 American National Family of Environmental Performance Standards.

The Green Electronics Council operates the Electronic Product Environmental Assessment Tool (EPEAT – [www.epeat.net](http://www.epeat.net)) which is a leader in setting the standard for environmentally preferable electronic products and for incentivizing environmental improvement. GEC is seeking an individual with recognized integrity, intelligence and verbal abilities to grow with the program and assume a leadership position in the endeavor to improve the environmental performance of electronics through conformance to a consensus Standard.

This individual will take the lead role in ensuring the accuracy of manufacturers' claims on the EPEAT Registry of environmentally preferable electronic products by administering the conformity assessment system. S/he will also play a key role in communicating with EPEAT subscribers as they make product declarations to the Standard.

The Green Electronics Council intends to hire a full time employee. However, we welcome proposals from interested parties that may be different from the standard employee position. Such proposals will be evaluated according to their ability to meet the position objectives, meet the financial objectives of the program, and provide the expected program leadership.

#### **ACCOUNTABILITIES:**

- Perform strategic investigations of manufacturers' claims through management of the EPEAT conformity assessment/verification process through utilizing contract specialists – Qualified Verifiers – and laboratories to conduct technical and market analyses.
- Support the decision-making processes of the independent committee of technical experts – the Product Verification Committee – that holds ultimate authority for conformance.
- Advance the EPEAT verification process to enhance its rigor, effectiveness, transparency and fairness.
- Assure that EPEAT subscribers represent their declarations on the Registry accurately in promoting products' environmental characteristics to the marketplace.
- Monitor and evaluate the environmental characteristics of electronic products through a variety of research and strategic investigations.
- Respond precisely, accurately and consistently to inquiries from manufacturers and others regarding the IEEE 1680 Standard and EPEAT processes. Take appropriate action to address concerns expressed by subscribers and stakeholders regarding the declaration and verification process.
- Assure that manufacturers understand and adhere to EPEAT and IEEE 1680 rules through continuous surveillance and effective communications.

- Increasingly engage with manufacturers, purchasers, environmental advocates and other stakeholders as the representative of conformity assessment for EPEAT.
- Assist in the delivery and continuous improvement of EPEAT Conformance Training.
- Support environmental research projects by GEC.

**COMPENSATION:** Competitive professional salary based on experience

**BENEFITS:** Health, vision, dental, long term disability and life insurance, 401(k) and vacation

**LOCATION:** Prefer Portland, Oregon. Other locations possible.

**HOURS:** Full-time

**DURATION:** Regular, exempt

**REPORTS TO:** EPEAT Director of Standards and Operations

**QUALIFICATIONS:**

- Preferably a masters degree in a technical field such as engineering or environmental science, though this can be substituted with experience, with expertise in one or more of the following:
  - Worldwide environmental regulations and regulatory compliance
  - Toxic and hazardous substance elimination
  - Environmentally preferable materials
  - End-of-Life management of electronics
  - Energy efficiency.
- Experience and/or training in product certification and conformity assessment.
- Preferably 5-10 years experience working for or with the electronics industry related to product design, environmental management or supply chain management.
- Professional capabilities:
  - Work practices that demonstrate thoroughness, precision and creativity.
  - Dedication to delivering high quality, well-organized work products.
  - Excellent written and verbal communications skills.
- Availability for moderate amounts of travel.

**KEY DUTIES AND RESPONSIBILITIES:**

- Support, and in time manage, the EPEAT verification process.
- Review product declarations by manufacturers who are new to EPEAT.
- Respond to inquiries from manufacturers related to conformance and product declarations.
- Surveil the representation of manufacturers' claims to the marketplace.
- Participate in environmental research projects.
- Assist in the development and delivery of EPEAT conformance training.

**REQUIRED EXPERIENCE** – Applicants must demonstrate experience with:

- Legal and market-based environmental requirements related to electronic products.
- The diverse interests and perspective of stakeholders on environmental issues.
- The management of complex programs and projects.

**PREFERABLE EXPERIENCE** – Applicants shall be favored who demonstrate experience with:

- Industry standards and standard-setting processes.
- Eco-labels and their requirements.
- Analytical test methods and their capabilities and limitations.
- Database development and management.

**NOTE:** Applicants are expected to have familiarized themselves with the materials on [www.epeat.net](http://www.epeat.net) regarding the IEEE standard, the product declaration process and product verification.

**APPLICATION PROCESS:** Submit a cover letter and résumé specifically focused on your qualifications for this position to the ISDF office manager at [krobbins@isdf.org](mailto:krobbins@isdf.org).

GEC will initially screen applications. Then we will ask applicants to complete an exercise relative to the job responsibilities. The purpose is to assure that you are able to digest a complex, and apparently ambiguous situation, and present a clear and concise response. This is an essential skill for EPEAT in our communications with subscribers and other stakeholders. Additional evaluation may be required prior to an interview or final selection.

**APPLICATION PERIOD:** Applications will be accepted until February 8, 2010. GEC reserves the right to make a selection at any time before or after the closing date.

The Green Electronics Council (GEC) ([www.greenelectronicscouncil.org](http://www.greenelectronicscouncil.org)) is a program of the International Sustainable Development Foundation (ISDF), which is a 501 (c) (3) non-profit organization formed in 1997 and based in Portland, Oregon. ISDF's mission is to advance the understanding and practice of sustainability locally and internationally by setting standards for sustainable development and building capacity to achieve it ([www.isdf.org](http://www.isdf.org)). GEC's mission is to redesign society's relationship with electronics. GEC manages EPEAT, the Electronic Product Environmental Assessment Tool ([www.epeat.net](http://www.epeat.net)). This individual will be an employee of ISDF/GEC assigned full time to EPEAT.