



Internal/External Job Posting

Job Number: 005502

Closing Date: July 16, 2017 **Extended Closing Date**

Resumes received in our office after the closing date will not be considered.

Position Title:	Valdez Maintenance Coordinator II/III
Salary Band:	K/L
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	This is a regular exempt Valdez-based position on an urban schedule of a 40-hour week or 9/80-work schedule. Employees who work an urban schedule are required to live in the Valdez area. Relocation benefits may apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicant must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Bachelor's degree or equivalent. Additional related experience may be substituted for the education requirement ▪ Three (3) years of experience with operations or maintenance in an industrial facility ▪ Experience providing technical guidance to lower level staff and to supervisors ▪ Advanced knowledge of maintenance, operations, oil spill prevention/response standards and function ▪ Advanced written and verbal communication skills
Preferences:	<ul style="list-style-type: none"> ▪ Five (5) years of experience with operations or maintenance in an industrial facility ▪ Experience facilitating activities groups in different reporting structures ▪ Detail-oriented ▪ TAPS operations, maintenance or projects experience ▪ Supervisory experience and responsibilities ▪ Knowledge of Computerized Maintenance Management Systems or maintenance/scheduling databases and processes, such as Oracle EAM and Viziya ▪ Knowledge of and extensive experience in the maintenance workflow processes ▪ Able to function as a liaison between operations, maintenance and other stakeholders
Accountabilities and Specific Requirements:	Under general direction of the Valdez Maintenance Planning & Support Supervisor the Maintenance Coordinator is accountable for the following: <ul style="list-style-type: none"> ▪ Coordinates and schedules flow of work for Maintenance, Operations, Response and Project activities and establishes priorities. ▪ Provides maintenance direction and operational support. ▪ Develops and executes daily, weekly, and monthly maintenance plans and schedule work activities. ▪ Liaisons with Operations, Planning, Maintenance, Engineering, and Projects to ensure efficient work practices and accomplish Terminal maintenance goals. ▪ Provides technical assistance and direction to other Coordinators and support staff as well as assist in their training ▪ Performs complex maintenance coordination and scheduling functions ▪ Coordinates of the many divergent groups and individuals involved in performing work on TAPS ▪ Challenges inefficient processes and identify opportunities for improved business effectiveness. ▪ Supports & implements LPS Stewardship Plan, Pollution Prevention (P2) Program, Operational Discipline, and Valdez Wellness Programs. ▪ Manages Contracts



Internal/External Job Posting

Job Number: 005502

Closing Date: July 16, 2017 **Extended Closing Date**

Resumes received in our office after the closing date will not be considered.

Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Analysis and Problem Solving ▪ Financial Management ▪ Emergency Response ▪ Interpersonal Communication ▪ Job Specific Computer Expertise ▪ Maintenance ▪ Management/Supervisory ▪ Planning ▪ Regulations ▪ Safety Management
Contributor Level	Individual Contributor
Pre-Employment Drug Screen Testing	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any positive drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
Employment Verification using E-Verify	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
TWIC	<ul style="list-style-type: none"> ▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov

ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY.

Alyeska Pipeline is a drug-free and alcohol-free workplace.

Apply on-line at www.alyeska-pipe.com