



Internal/External Job Posting

Job Number: 005507

Closing Date: October 8, 2017 - **Extended Closing Date**

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

Position Title:	Analytical Laboratory Services - Lab Supervisor
Salary Band:	M
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular exempt Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule. Frequent travel to field locations may be required. 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:	Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ B.S. Degree in a Physical, Natural Science, Engineering or related technical degree*. ▪ Four (4) years of laboratory experience ▪ Supervisory experience in a business environment (not limited to laboratories) ▪ Strong interpersonal skills with demonstrated leadership and coaching experience ▪ Experience in the writing and editing of technical documents and procedures ▪ Strong written and verbal communication skills ▪ Proficient in the use of computers and typical business applications such as MS Office products <p><i>*Note: Work experience may be considered as a substitute for all or part of the formal educational requirements.</i></p>
Preferences:	<ul style="list-style-type: none"> ▪ Broad technical knowledge of regulatory requirements and industry standards applicable to laboratory test methods including those published by EPA, ASTM, API, Standard Methods, or ADEC ▪ Experience in the use of gas chromatography instruments and software to perform chemical analyses ▪ Advanced skills and experience in applying computers, mobile devices and software to improve business performance ▪ Direct experience using a Laboratory Information Management Systems (LIMS) or similar data system for storing, validating and reporting test results
Accountabilities and Specific Requirements:	Under general direction of the Laboratories Manager, the Lab Supervisor is accountable for the following: <ul style="list-style-type: none"> ▪ Ensures systems, safety PPE and procedures are in place to enable safe completion of all daily work performed by the lab technicians. ▪ Ensures that all testing meets Alyeska Document OM-41 and subordinate standards for crude oil custody transfer and oil measurements requirements. ▪ Ensures that environmental testing meets all regulatory compliance requirements in accordance with respective permits. ▪ Provides direct supervision and performance management of laboratory technicians working on field schedules at two locations. ▪ Plans and directs the work performed by Lab Technicians at the field labs by setting the performance expectations, work schedule, and priorities. ▪ Ensures all employees are qualified to perform tasks in process areas and laboratories including safe handling and control of hazardous materials in high pressure systems.



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	<ul style="list-style-type: none"> ▪ Monitors and is accountable for ensuring employees have current training for the tasks they perform. ▪ Monitors employee performance and provides regular feedback and coaching to ensure a high-performance culture is achieved and maintained. ▪ Works across departments to improve delivery of laboratory services and addresses quality and performance challenges.
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Thorough understanding of the role of the laboratory in maintaining system accuracy and regulatory compliance. ▪ Knowledgeable of safety standards and practices in facilities processing hazardous materials. ▪ Excellent interpersonal skills with ability to supervise a diverse workforce working at field locations. ▪ Attention to detail and effective organizational skills. ▪ Ability to communicate and negotiate using diplomacy and tact. ▪ Collaborates productively and professionally in a team-oriented leadership environment. ▪ Ability to write clearly and succinctly in a variety of communication settings and styles
Contributor Level	Supervisor
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 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

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

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