



Internal/External Job Posting - **REPOSTED**

Job Number: 005503

Closing Date: November 29, 2017

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

Position Title:	Valdez Planner/Scheduler I/II/III
Salary Band:	J/K/L
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	This is a regular non-exempt (J band) and exempt (K/L band) 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) If you have already submitted a resume for this position, you do not need to reapply.
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"> ▪ Associate's degree or equivalent. Additional related experience may be substituted for the education requirement ▪ Two (2) years of experience with operations or maintenance in an industrial facility ▪ Strong knowledge of Maintenance Management Systems (MMS) ▪ Strong written and verbal communication skills
Preferences:	<ul style="list-style-type: none"> ▪ Four (4) years of related work experience in maintenance planning/scheduling and/or project controls ▪ Seven (7) years technical experience in mechanical, electrical or instrumentation field ▪ Experience working in a large industrial process facility ▪ Considerable knowledge in the methods, materials, and equipment used in specific maintenance and construction crafts ▪ Experience using a complex, computerized maintenance application for planning and scheduling such as Oracle EAM and Viziya ▪ Strong technical knowledge and experience in specific area of expertise ▪ Experience using a complex database reporting application and other computer programs such as Business Objects, Oracle, and Microsoft Office ▪ Demonstrated ability to read and interpret plans, technical manuals, diagrams, piping and instrumentation diagrams, and specifications used in the mechanical, instrumentation, communication, civil, and electrical trades ▪ Fully proficient in Maintenance Execution
Accountabilities and Specific Requirements:	Under general direction of the Valdez Maintenance Planning Support Supervisor the Planner/Scheduler is accountable for the following: <ul style="list-style-type: none"> ▪ Plans and coordinates work efforts to maximize efficient use of resources and equipment. Planners provide a central point of contact for the coordination of the many divergent groups and individuals involved in performing work on TAPS. ▪ Performs complex maintenance planning and scheduling functions for the Valdez Marine Terminal (VMT), Pump Station Support, Engineering & Projects Support, Line-Wide Maintenance Support (including Maintenance Coordinators), Baseline Maintenance, Ship Escort Response Vessel System (SERVS) and 3rd Party Contractors. ▪ Responsible for developing work plans for maintenance personnel by assembling detailed work packages including procedures and supporting documentation. ▪ Provides direct interface with Operations and Maintenance personnel regarding work activities. ▪ Performs highly complex duties with minimal supervision. ▪ Responsible to assemble maintenance requests/needs and generate accurate and timely



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	<p>plans, schedules, and resource requirements.</p> <ul style="list-style-type: none"> ▪ Assignment of work to maintenance teams based on discipline, priority, due dates, and system. ▪ Building work orders populated with accurate information, i.e., PC requirements, DOT requirements, special certifications, and discipline needs. ▪ Maintains line wide maintenance backlog and PMs ▪ Approves work requests, build work orders, and assign hold codes, due dates, priority, work group, work crew, and PC requirements. ▪ Coordinates support services when necessary, such as materials, specialized tools, contractor support and inspection services. ▪ Stays abreast of engineering and projects activities and use this information in planning and scheduling work. ▪ Develops weekly, monthly, quarterly and annual work schedule based on PMs, backlog items, availability of technicians, and site accessibility for area of responsibility. ▪ Demonstrates ability to read and interpret plans, technical manuals, diagrams, piping and instrumentation diagrams, and specifications used in the mechanical, instrumentation, communication, civil, and electrical trades. ▪ Reviews completed packages for completeness and supplemental work available for emergency response, include occasional recall to the work site after normal working hours ▪ May require to be deployed on vessels, barges and aircraft periodically for training, drills and exercises and will be expected to travel within the State of Alaska ▪ Participates in a yet undefined role on Alyeska’s Incident Management Team
<p>Knowledge, Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Analysis and Problem Solving ▪ Emergency Response ▪ Contract Management ▪ Internal & External Relations ▪ Interpersonal Communication ▪ Negotiations ▪ Job Specific Computer Expertise ▪ Planning ▪ Regulations
<p>Contributor Level</p>	<p>Individual Contributor</p>
<p>Pre-Employment Drug Screen Testing</p>	<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).
<p>Employment Verification using E-Verify</p>	<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



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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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