



Internal Job Posting

Job Number: 005521
Closing Date: December 3, 2017

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

Position Title:	Preparedness Coordinator – Fishing Vessel Coordinator
Salary Band:	L
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Valdez, AK This is an exempt level position that works an urban 40-hour week or compressed work week 9/80 schedule. 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:	<ul style="list-style-type: none"> ▪ Bachelor’s degree or equivalent ▪ Minimum (3) three years of experience with oil spill response, preparedness, and/or compliance activities ▪ Experience in emergency management and response ▪ Advanced knowledge in oil spill preparedness and compliance activities ▪ Advanced written and verbal communication skills <p>Note: Additional related experience may be substituted for the education requirement</p>
Preferences:	<ul style="list-style-type: none"> ▪ Strongly Prefer commercial fishing knowledge or fleet management ▪ Strong interpersonal skills are key to success in this position ▪ Experience with contractor/crew oversight ▪ Advanced experience providing technical guidance to lower level staff and supervisors ▪ Advanced knowledge in oil spill prevention, oil spill response procedures, standards, and function. ▪ Demonstrated commitment to quality and safety programs/initiatives
Accountabilities and Specific Requirements:	<p>Under general direction of the SERVS Director, the Preparedness Coordinator is accountable for the following:</p> <p>Provide direction and operational support for oil spill preparedness and compliance activities in the Valdez area. The successful candidate will be expected to support and cultivate high performance work teams and practices. This position requires candidates to work independently and perform successfully in a cross-team environment. The possession of excellent written and verbal communications skills and the ability to influence team performance through personal interaction is essential. Candidates should have a strong understanding of and commitment to core business management. Typical work activities include:</p> <ul style="list-style-type: none"> ▪ Manage/coordinate oil spill preparedness and compliance activities between APSC, contractors, regulatory agencies, plan holders, stakeholders, and others ▪ Manage company compliance with legal obligations under the VMT and PWS Oil Discharge Prevention and Contingency Plans ▪ Accountable for ensuring the SERVS Vessel of Opportunity Program’s (FV Program) vessels are adequately staffed, trained, and prepared for drills, exercises, and responses ▪ Oversee and direct Fishing Vessel Administrators in each port ▪ Manage 300+ Fishing Vessel contracts and 6 Fishing Vessel Administrator contracts ▪ Prepare monthly and weekly Fishing Vessel availability reports, and other reports as needed ▪ Advise management of changes to, and trends within, the commercial fishing vessel



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	<p>fleet in Alaska and how APSC can best meet response obligations and maintain a response ready fleet</p> <ul style="list-style-type: none"> ▪ Plan and coordinate annual fishing vessel training in six ports for 300+ vessels and 1,000 attendees ▪ Interface regularly with and maintain APSC's reputation with customers, owner representatives, stakeholders, and regulators
Knowledge, Skills, and Abilities:	<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
Contributor Level	Individual Contributor - Professional
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"> ▪ Alyeska's 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/twic

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

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