



INTERNAL/EXTERNAL JOB POSTING

Job Number: 005522
Closing Date: December 10, 2017

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

Position Title:	Compliance & Documentation Specialist I/II/III/IV
Salary Band:	F/G/H/J
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Valdez, AK This is a Non-Exempt level position that works an urban 40-hour week or compressed work week 9/80 schedule. Not eligible for Relocation benefits.
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"> ▪ High school diploma or equivalent ▪ Two (2) years related experience ▪ Demonstrated skills in Microsoft Office programs ▪ Proficient and up-to-date computer skills and peripheral office equipment ▪ Good written and verbal communication skills
Preferences:	<ul style="list-style-type: none"> ▪ Associates degree or equivalent in a related field ▪ Incident Command System/emergency response experience ▪ Demonstrated ability to facilitate and coordinate with groups and individuals ▪ Advanced skills in business/technical writing and media development ▪ In depth skills in reviewing and publishing documentation such as procedures, manuals, drawings, PM's, and modification packages ▪ Experience using and administering database reporting applications and computer programs such as Microsoft Office, Adobe FrameMaker, Illustrator, Business Objects, TDDI and EMIS ▪ General knowledge of Alyeska policies and practices
Accountabilities and Specific Requirements:	<p>Under general direction of the Compliance and Documentation Manager, the Documentation Specialist performs documentation duties to support non-technical departmental and/or field operations and is accountable for the following:</p> <ul style="list-style-type: none"> ▪ Independently evaluate documentation such as procedures, manuals, drawings, and PMs and ensure compliance with company and regulatory requirements. ▪ Coordinate AMS-001 compliant document reviews by accountable parties and publish documents to the TDS system. ▪ Develop, review, and edit non-technical content and limited technical content of documents such as manuals and procedures. ▪ Work with multiple groups within the company to facilitate management of change associated with system modifications. ▪ Follow established procedures and apply technical standards and principles. ▪ Participate in the ICS as an active response member. ▪ Support AMS-001 program activities, as required. ▪ Support Records (AMS-016) and Regulatory Compliance (AMS-002) program reviews of documentation, as required.
Knowledge, Skills, and Abilities:	<ul style="list-style-type: none"> ▪ Information Management ▪ Job Specific Computer Expertise ▪ Records Management ▪ Regulations ▪ Interpersonal Communication
Contributor Level	Individual Contributor



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<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
<p>TWIC</p>	<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

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