



Internal/External Job Posting

Job Number: 005584

Closing Date: December 5, 2018

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

Position Title:	Project Controls Specialist II/III
Salary Band:	K/L
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. 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"> ▪ Bachelor's degree in Business, IT Technology, or Project Management* ▪ Two (2) years of related experience ▪ In depth understanding of project management/project controls principles and practices ▪ Proficient in Microsoft suite ▪ Proficient with developing and maintaining spreadsheets, charts, and curves ▪ Strong written and oral communication skills <p>* Equivalent of experience may substitute for the Bachelor's degree on a year-for-year basis</p>
Preferences:	<ul style="list-style-type: none"> ▪ Four-year degree in IT or Business related field. ▪ Ten (10) years of related experience ▪ Project Management Certification ▪ Experience with Oracle ▪ Experience with Business Objects
Accountabilities and Specific Requirements:	Under general direction of the IT Project Manager the Project Controls Specialist is accountable for the following: <ul style="list-style-type: none"> ▪ Plan, control, measure project performance in support of the Project Manager(s) which includes developing the work breakdown structure (WBS), verifying estimates, monitoring cost, evaluating and analyzing performance including measurement and rules of credit and earned value. ▪ Analyze actual cost versus planned costs, develops financial forecasts and determine trends and make projections of final cost and schedule completion dates. Produce variance justification reporting. ▪ Coordinate with contractors for alignment with cost, scheduling and progress. ▪ Coordinate cost and schedule for alignment - WBS, progress, earned value, time phasing and forecast. ▪ Provide guidance to Project Management Team on project controls issues. ▪ Support weekly progress and key performance indicator (KPI) reporting and analysis. ▪ Develop and maintain Project Control reporting system, including forecast, committed and incurred costs. ▪ Coordinates with Alyeska's Accounting Department to assist in maintaining accuracy of accounting records, closing financials and placing assets in service. ▪ Perform monthly and year end accruals. ▪ Incorporate all project change orders into the project management plan. ▪ Ability to work independently and perform successfully in a team environment. ▪ Ability to maintain confidentiality on sensitive information.



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Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Project Management/Project Controls ▪ Financial Management ▪ Proven analytical and problem solving skills ▪ Ability to write and speak effectively and influence results ▪ Strong organizational skills, ability to multi-task ▪ Ability to establish and maintain cooperative relationships within the work place ▪ Excellent interpersonal and communication skills
Contributor Level	Individual Contributor
TAPS Safety Culture	<p>Act With Discipline Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p>Take a System View Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p>Make Sound Decisions Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p>Learn, Improve, Innovate No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p>Speak Up, Step Up Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
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

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