



## Internal/External Job Posting

**Job Number:** 005598

**Closing Date:** December 5, 2018

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

<b>Position Title:</b>	Civil Maintenance Coordinator
<b>Salary Band:</b>	M
<b>Range:</b>	DOE (Salary will be determined based on experience, qualifications and attributes.)
<b>Work Location &amp; Schedule:</b>	Fairbanks This is a field-exempt position that requires 14-day on/14-day off rotational schedule. Crew change point of departure is Anchorage or Fairbanks.
<b>Number of Positions:</b>	Two (2)
<b>Recruiting Contact:</b>	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at <a href="http://www.alyeska-pipe.com">www.alyeska-pipe.com</a>
<b>Minimum Qualifications:</b>	<b>Applicants must meet or exceed these minimum job requirements to apply for this position.</b> <ul style="list-style-type: none"> <li>▪ Bachelor's degree in Civil Engineering, Environmental Science, or other related discipline.*</li> <li>▪ Four (4) Years of direct experience in field civil maintenance or pipeline related field work</li> <li>▪ Broad technical knowledge of multiple areas of civil maintenance and pipeline operations</li> <li>▪ Ability to analyze and prioritize work while making good business decisions</li> <li>▪ Advanced written and oral communication skills</li> <li>▪ Oil Spill/Emergency response experience</li> </ul> <p>* Equivalent experience may substitute for the Bachelor's degree on a year-for-year basis</p>
<b>Preferences:</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated ability to direct and lead work projects</li> <li>▪ Five (5) years relevant field civil maintenance experience</li> <li>▪ Ability to make business decisions with a high consideration to safety and system integrity</li> </ul>
<b>Accountabilities and Specific Requirements:</b>	Under general direction of the System Wide Maintenance Sr. Manager, this position is a field based position and the assignment can be at any pump station or response base facility along the pipeline. The position requires extensive travel along state highways and the pipeline access roads and right-of-way. Travel will be by truck, off-road vehicle, helicopter, or fixed wing aircraft. This position is accountable for the following: <ul style="list-style-type: none"> <li>▪ Directs civil maintenance activities for the TAPS Right-of-Way (ROW), pump stations, and response base facilities ensuring pipeline, fuel gas line, and pump station and response base integrity.</li> <li>▪ Focus on completing all work and tasks with safety of personnel, integrity of the system, and protection of the environment as the top priority.</li> <li>▪ Ensures compliance with the Pipeline Oil Spill Contingency Plan, which includes readiness of ten to thirty response personnel, accountability for readiness of multi-million dollar response equipment, and performing as the on-scene commander for emergencies and coordinating oil spill response forces of 75-150 personnel.</li> <li>▪ Responsible for identifying, planning, and supervising maintenance and repair activities. This position is the responsible supervisor to ensure all pipeline maintenance is performed safely, consistently, and in compliance with all codes, including stipulations in the State Lease and the Federal Agreement and Grant of Right-of-Way for the Trans Alaska Pipeline System (TAPS) and any pertinent PHMSA requirements (CFR Part 195 and 192).</li> <li>▪ Performs and directs others in the monitoring and surveillance of the TAPS pipeline, ROW, and related facilities.</li> <li>▪ May manage special multi-million dollar assignments of major capital and expense projects on the pipeline ROW and at remote TAPS facilities</li> <li>▪ Responsible for implementing maintenance, response strategies, and implements both complex and routine maintenance and emergency response decisions.</li> <li>▪ Oversees various functional areas of the ROW and Contract Craft Employees.</li> </ul>



## Internal/External Job Posting

**Job Number:** 005598

**Closing Date:** December 5, 2018

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

<b>Knowledge, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Analysis &amp; Problem Solving</li> <li>▪ Business Management</li> <li>▪ Emergency Response</li> <li>▪ External Relations</li> <li>▪ Financial Management</li> <li>▪ Human Resource</li> <li>▪ Interpersonal Communication</li> <li>▪ Operations</li> <li>▪ Regulations</li> <li>▪ Safety Management</li> </ul>
<b>Contributor Level</b>	Individual Contributor - Professional
<b>TAPS Safety Culture</b>	<p><b><u>Act With Discipline</u></b> 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><b><u>Take a System View</u></b> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><b><u>Make Sound Decisions</u></b> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><b><u>Learn, Improve, Innovate</u></b> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><b><u>Speak Up, Step Up</u></b> 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>
<b>Pre-Employment Drug Screen Testing</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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).</li> </ul>
<b>Employment Verification using E-Verify</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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. <a href="http://www.dhs.gov/e-verify">http://www.dhs.gov/e-verify</a></li> </ul>
<b>TWIC</b>	<ul style="list-style-type: none"> <li>▪ 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. <a href="http://www.tsa.gov">http://www.tsa.gov</a></li> </ul>

**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](http://www.alyeska-pipe.com)**