



Internal/Current Contractors Job Posting

Job Number: 005615

Closing Date: December 5, 2018

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

Position Title:	Senior Telecom Analyst III
Salary Band:	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 or equivalent years' experience on a year for year basis. ▪ Three (3) years of related experience with business process, systems analysis, Mobility and MDM services in a corporate environment ▪ Advanced technical knowledge of Information Technology systems ▪ Advanced written and verbal 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"> ▪ Working knowledge of the capabilities and limitations of various types of communication equipment and transmission media ▪ Cable distribution Systems including IEEE standards ▪ Advanced voice and data communications systems and equipment ▪ Land Mobile Radio systems and FCC compliance knowledge ▪ Business Networking, including switching and routing ▪ Ability to read, interpret and update circuit diagrams, blueprints and electronic schematics ▪ Working knowledge of the policies, regulations, guides and precedents pertinent to the area of assignment ▪ Ability to gather; correlate, summarize and interpret a variety of technical information and data ▪ Ability to analyze implications, to project trends to apply conclusions in devising solutions to complex problems ▪ Build and maintain effective working relationships with personnel of varied backgrounds, interests and degrees of technical knowledge of communications
Accountabilities and Specific Requirements:	Under general direction of the IT Operations Manager, performs duties to operations, maintenance and project support for various telecommunications, business and voice networks and systems. This position is a member of the Information Technology team interacting with both Network and Telecommunications. This position will provide operational oversight and management of contracts or contractors who are responsible for installing, maintaining, repairing servicing, modifying and troubleshooting a variety of complex communication systems and electronics equipment. This includes microwave and fiber based digital communications systems, traditional voice and IP based telephony systems, voice mail systems, business networks, cellular and satellite based telephony, 2 way radio systems, intercoms, public address, paging, and video teleconferencing and cable distribution systems. This position will participate in or conduct lifecycle analysis and evaluation of present communication systems and technologies, recommending system expansion, modification, and replacement as necessary. This position will regularly interface with telecommunication and network services vendors, baseline service providers as well as internal customers. Occasional support of companywide communications (executive briefings), audio, video or web based conferences will be required. This position will support the activation of Alyeska's Crisis and Incident Management centers and the field during training, drills or actual events. Working under the direction of the Telecom Lead, this position participates in overseeing or leading



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	<p>various networking projects including renewal or extensions of the voice, business or telecommunication networks, radio and other electronic communication systems. This position will play an important role in the development and implementation of a comprehensive electronic communications strategy implementation and the life cycle renewal of the associated infrastructure necessary to provide a broad range of communication services to Alyeska. In this position, the candidate will be responsible for business analysis, system design project planning, implementation, maintenance and support of enterprise electronic communication systems.</p> <p>In addition, the position is directly responsible for overseeing the development and maintenance of standards, operating and maintenance procedures for electronic communication equipment and systems. This position may be tasked with developing; supervising and/or conducting communications-related training for TAPS employees who utilize IT managed communication systems.</p> <p>Assures problems are quickly diagnosed and equipment failures and malfunctions are corrected. Plays a supportive role in the resolution of problems</p> <p>Participates in planning, budgeting, implementing and managing communications systems</p> <p>Supports the introduction of new communications infrastructure or devices as required. Coordinates with contractors and telecommunications company representatives to coordinate and participate in new installations and upgrades</p> <p>Supports Alyeska companywide teleconferencing solutions</p> <p>Responds to state and federal regulatory agencies for requests for information as directed</p>
<p>Knowledge, Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Project Management - Able to manage projects following Project management standards ▪ Time Management - Able to effectively multitask, prioritize daily projects and able to re-organize if priorities shift ▪ Customer Service Orientation - Provides customers with quality experiences, establishing and maintaining effective relationships ▪ Writing - Produces presentations and communications that are clearly and concisely written ▪ Make independent decisions quickly in emergency situations ▪ Remain aware of changes in the field by reading, attending training, actively participating in the day-to-day activities of the job, etc. ▪ Work cooperatively with other Alyeska employees or contractors within IT and throughout the business ▪ Work under pressure, handling significant problems or tasks which come up simultaneously or unexpectedly ▪ Establish priorities for own workload ▪ Has the ability to pursue and complete work assignments with minimum supervision ▪ Executes work assignments competently and efficiently ▪ Demonstrates the ability to plan, organize and prioritize work flow ▪ Has the capability to serve as the Telecommunication's lead in the absence of the Telecom Lead
<p>Contributor Level</p>	<p>Individual Contributor - Professional</p>
<p>TAPS Safety Culture</p>	<p><u>Act With Discipline</u> 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><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> 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>



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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 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"> ▪ 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