



Internal/External Job Posting

Job Number: 005617

Closing Date: December 5, 2018

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

Position Title:	Operations & Maintenance Analyst
Salary Band:	H
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular non-exempt Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule.
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"> ▪ High School Diploma ▪ Three (3) years of related experience in providing administrative and technical support ▪ General knowledge and experience in office procedures and database management ▪ Experience with business processes in the Microsoft suite particularly Word and Excel ▪ Strong written and oral communication skills
Preferences:	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Business Administration or other related discipline ▪ Five (5) or more years of administrative & technical experience ▪ Strong record management skills ▪ Excellent interpersonal skills to communicate effectively with internal clients
Accountabilities and Specific Requirements:	Under general direction of the Operations Control Center Manager or Operations Director. The O&M Analyst is accountable for the following: <ul style="list-style-type: none"> ▪ Performs complex administrative as well as technical duties related to maintaining, tracking and forecasting monthly cost data for work in progress for the Operations Control Center cost center and provide to the department Business Analyst. ▪ Develops and oversees the SharePoint database site to assist in managing Operations activities. ▪ Assists in the development and coordination of work activities to include coordinating meetings with multiple internal and external participants, organizing and tracking department commitments. ▪ Maintains confidentiality of sensitive Department documents and information. ▪ Provides administrative support to the Department's Electronic Document Management System. ▪ Distributes office mail on a daily basis. ▪ Plan, coordinate and schedule meetings and events on a daily, weekly, monthly and yearly basis. ▪ Creates, composes and edits correspondence and other written materials as requested with accurate grammatical and formatting parameters. ▪ Generates financial and accounting reports, account reconciliations, and expense reports for identified staff. ▪ Maintains office supplies, break room supplies, office equipment, and copier room. ▪ Maintains and retrieves documents using the company-wide file pattern. ▪ Collects and publish pertinent information to the Web sites as needed. ▪ Handles requests from multiple sources/areas. ▪ Perform complex to highly complex secretarial, clerical and/or technical duties to support the Department with minimal supervision. ▪ Develop and manage various spreadsheets, graphs and charts to aid in tracking the status of various business activities. ▪ Manage the team internet pages using SharePoint. ▪ Interface with and support staff on a daily basis



Internal/External Job Posting

Job Number: 005617

Closing Date: December 5, 2018

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

Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Internal & External Relations ▪ Interpersonal Communication ▪ Records Management ▪ Analysis & Problem Solving ▪ Information Management ▪ Job Specific Computer Expertise
Contributor Level	Individual Contributor/Non-exempt
TAPS Safety Culture	<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>
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