



Internal/External Job Posting

Job Number: 005625

Closing Date: March 24, 2019

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

Position Title:	Engineering and O&M Auditor
Salary Band:	L/M
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 Engineering ▪ Three (3) years' experience in performing various assessment and assurance type activities such as monitoring and evaluating performance against stated expectations ▪ Advanced knowledge and use of applying concepts, practices and procedures of internal controls such as those described in processes, procedures and programs ▪ Advanced written and verbal communication skills
Preferences:	<ul style="list-style-type: none"> ▪ Six (6) to Ten (10) years of experience in oil and gas engineering or operations related fields ▪ Experience in applying concepts of internal controls through performing assurance activities such as assessments, inspections, audits, and process reviews ▪ Knowledge of Company's engineering, operational or technical programs. ▪ Analytical skills to evaluate complex processes and operations ▪ Proven ability to initiate and follow through on work objectives, self-motivation and time management skills ▪ Effective inter-personal skills to work across teams, at all levels within the organization, and constructively assist in the identification of effective solutions to programmatic and procedural compliance issues ▪ Proficient in the use of MS Word and Excel ▪ Experience with various enterprise IT applications and tools (e.g., Oracle EBS, TDDI, EDM, EMIS, CATSWeb, IMPACT)
Accountabilities and Specific Requirements:	Under general direction of the General Audit Manager, the Engineering and O&M Auditor is accountable for the following: <ul style="list-style-type: none"> ▪ Performing internal audits on the Company's engineering, operational and technical programs and processes to provide assurance that objectives are being met and risks to those objectives are being mitigated, through the application of internal/business controls. The individual will work across the Company, be exposed to various processes, locations and personnel, and must have the ability to work professionally in potentially contentious situations with all levels of the organization. ▪ The position will act as a lead auditor on certain engagements and act in a supporting role on other engagements. The position requirements include: engagement planning, researching topics, developing an audit scope, leading a team of auditors, preparing an audit program (tests to perform), preparing findings and observations, writing reports, preparing recommendations for corrective and preventive actions, conducting meetings, preparation



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	<p>and completion of audit documentation, and communications with various levels of management.</p> <ul style="list-style-type: none"> The successful candidate will also receive on the job audit training to the Company's audit process and be expected to acquire skills within a reasonable amount of time to act as a lead auditor on certain engagements. Membership in technical or audit related organizations; together with the desire to obtain future relevant certifications is preferred. This person will be a member of the Internal Audit Team and must be a self-starter and able to work independently in an often-challenging environment. The successful candidate must be willing to work in, and foster a working environment that is open, professional and free of harassment, intimidation, retaliation and discrimination.
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> Analysis & Problem Solving Internal and External Relations Negotiations Planning and organization skills Business report writing skills Ability to relate to people at all levels both inside and outside the organization
Contributor Level	Individual Contributor - Professional
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



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