



## Internal/External Job Posting

**Job Number:** 005633  
**Closing Date:** May 8, 2019

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

<b>Position Title:</b>	Integrated Planning Coordinator
<b>Salary Band:</b>	L/M
<b>Range:</b>	DOE (Salary will be determined based on experience, qualifications and attributes.)
<b>Work Location &amp; Schedule:</b>	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.
<b>Number of Positions:</b>	One (1)
<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 Engineering, Project, or related area</li> <li>▪ Three years direct or related experience</li> <li>▪ Advanced knowledge of discipline</li> <li>▪ Advanced written and verbal communication skills</li> <li>▪ Equivalent of experience may substitute for the bachelor's degree on a year-for-year basis</li> </ul>
<b>Preferences:</b>	<ul style="list-style-type: none"> <li>▪ Master Degree in Engineering, Project, or related area</li> <li>▪ Six (6) years of related work experience in maintenance scheduling and/or project controls</li> <li>▪ Seven (7) years technical experience in mechanical, electrical or instrumentation field</li> <li>▪ Experience working in a large industrial process facility</li> <li>▪ Considerable knowledge in the methods, materials, and equipment used in specific maintenance and construction crafts</li> <li>▪ Strong technical knowledge and experience in specific area of expertise</li> <li>▪ Experience using a complex, computerized maintenance application for scheduling such as Oracle EAM and/or Primavera P6</li> <li>▪ Experience using a complex database reporting application and other computer programs such as Business Objects, Oracle, and Microsoft Office</li> </ul>
<b>Accountabilities and Specific Requirements:</b>	Under general direction of the Integrated Planning Supervisor, the Integrated Planning Coordinator is accountable for the following: <ul style="list-style-type: none"> <li>▪ Ensures the quality of planning to safely, effectively, and efficiently execute work activities (projects and maintenance activities).</li> <li>▪ Facilitates resolution of work activity (project and maintenance) risks and issues compromising execution and leads the development of plans and actions to mitigate risks.</li> <li>▪ Develops plans, coordinates delivery, and monitors progress (plan readiness) for assigned work packages for projects and maintenance activities.</li> <li>▪ Monitors and tracks the development and quality assurance of work packages for projects and activities which include the validation of scope, budget/AFE, and schedule.</li> <li>▪ Coordinates material and procurement requests and manages logistics to ensure work package readiness.</li> <li>▪ Leads collaboration in conjunction with Integrated Planner to resolve all issues and queries for Integrated Scheduler to progress project tasks and activities.</li> <li>▪ Ensures appropriate planning measures are initiated to assess, negotiate, and amend scope of work responsibilities, proposals, contracts, and budgets.</li> <li>▪ Leads reporting of work package progress, risk mitigation, and issue resolution.</li> <li>▪ Provides technical input to the Integrated Planning Supervisor to ensure all work is delivered consistent with the Maintenance and Integrated Planning processes. Ensures APSC standardized tools are used for planning and scheduling.</li> </ul>



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	<ul style="list-style-type: none"> <li>Work with Integrated Planning Supervisors, Activity Leads, Implementation Leads and Integrated Planners to ensure integration of all activities into the plan / schedule and optimize it based on Portfolio prioritization, planning and scheduling constraints.</li> </ul>
<b>Knowledge, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Analysis and Problem Solving</li> <li>Emergency Response</li> <li>Contract Management</li> <li>Internal &amp; External Relations</li> <li>Interpersonal Communication</li> <li>Negotiations</li> <li>Job Specific Computer Expertise</li> <li>Planning</li> <li>Regulations</li> </ul>
<b>Contributor Level</b>	Individual Contributor
<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>

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**Alyeska Pipeline is a drug-free and alcohol-free workplace.**

**Apply on-line at [www.alyeska-pipe.com](http://www.alyeska-pipe.com)**