



## Internal/Current TAPS Contractors Job Posting

**Job Number:** 005643  
**Closing Date:** August 8, 2019

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

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| <b>Position Title:</b>                             | <b>Contractor Safety Program Coordinator</b>  |
| <b>Salary Band:</b>                                | L   |
| <b>Range:</b>                                      | DOE<br>(Salary will be determined based on experience, qualifications and attributes.)  |
| <b>Work Location &amp; Schedule:</b>               | Anchorage<br>This is a regular exempt position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits do not apply.  |
| <b># of Positions:</b>                             | One (1)   |
| <b>Recruiting Contact:</b>                         | Tracey L. Mueller, Employee Relations Manager<br>Alyeska Pipeline Service Company<br>E-Mail: alyeska_jobs@alyeska-pipeline.com<br>Apply on-line at <a href="http://www.alyeska-pipe.com">www.alyeska-pipe.com</a>   |
| <b>Minimum Qualifications:</b>                     | Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> <li>▪ A Bachelor's Degree*</li> <li>▪ Minimum three (3) years of experience related to safety, regulatory compliance, quality assurance, risk management.</li> <li>▪ Advanced technical knowledge in behavior-based safety tools.</li> <li>▪ Ability to provide Statistical Analysis &amp; Modeling to stakeholder.</li> <li>▪ Ability to provide continuous improvement recommendations to TAPS contractor management.</li> <li>▪ Advanced written and verbal communication skills.</li> <li>▪ A valid Driver's License.</li> </ul> <p><i>*Note: Related work experience above the minimum may be considered as a year-for-year substitute for all or part of the formal educational requirements.</i></p>  |
| <b>Preferences:</b>                                | <ul style="list-style-type: none"> <li>▪ A high level of emotional intelligence and successful influencing skills.</li> <li>▪ Excellent interpersonal, communication, and documentation skills</li> <li>▪ Ability to work independently and perform successfully in a team environment</li> <li>▪ Ability to develop and maintain superior working relationships.</li> </ul>  |
| <b>Accountabilities and Specific Requirements:</b> | <p>Under general direction of the Corporate Health and Safety Supervisor, the Contractor Safety Assurance Coordinator is accountable for the following:</p> <p>This role coordinates the development, application, and maintenance of Alyeska's Safety programs, policies, and procedures to comply with applicable regulations that create a safe and environmentally sound workplace. Research, plan, develop, and implement safety and risk related program modifications and initiatives. Participate and conduct compliance assessments and audits. Work with contractor workforce to ensure compliance to Alyeska's safety and risk expectations. Additionally, this role manages large projects regarding program development to include client feedback and organization and analysis of data generated within the reporting system. An additional core function of this role is to develop, administer, and maintain Alyeska's Contractor Safety Assurance Program SM-450 D-1). This includes:</p> <ul style="list-style-type: none"> <li>- Perform vendor qualifications</li> <li>- Perform contractor safety program reviews</li> <li>- Review and approve contractor safety training requirements</li> <li>- Development of scope-specific KPIs</li> <li>- Conduct contractor performance assessments</li> <li>- Maximize the use of existing systems for consistent and efficient monitoring of contractor performance.</li> </ul> |



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| <b>Knowledge, Skills and Abilities:</b>       | <ul style="list-style-type: none"> <li>▪ Proven analytical and problem-solving skills.</li> <li>▪ Understanding of data processing using industry standard tools and processes.</li> <li>▪ Familiar with project planning and/or project management.</li> <li>▪ Familiar with pipeline regulations, codes, and industry standards.</li> <li>▪ Proven planning/organizing skills, ability to multi-task.</li> <li>▪ Ability to work independently and perform successfully in a team environment.</li> </ul>  |
| <b>Contributor Level</b>                      | Individual Contributor   |
| <b>TAPS Safety Culture</b>                    | <p><b>Act With Discipline</b><br/>         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>Take a System View</b><br/>         Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><b>Make Sound Decisions</b><br/>         Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><b>Learn, Improve, Innovate</b><br/>         No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><b>Speak Up, Step Up</b><br/>         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.<br/> <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)**