



Internal/External Job Posting

Job Number: 005510

Closing Date: September 10, 2017

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

Position Title:	Transportation & Facilities Coordinator II/III
Salary Band:	K/L
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage, Fairbanks or Valdez This is a regular non-exempt (K) or exempt (L) Anchorage, Fairbanks, or Valdez- 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 & Recruiting Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicant must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Bachelor’s degree. ▪ Two (2) years of experience with aviation, facilities, or vehicle/equipment technology and automobile industry or two (2) years of experience with operations or maintenance in an industrial facility. ▪ Knowledge of aviation, facilities, or fleet practices and principles. ▪ Advanced written and verbal communication skills. <p><i>Note: Additional related experience may be substituted for the education requirement.</i></p>
Preferences:	<ul style="list-style-type: none"> ▪ Five (5) years of experience with aviation, facilities, fleet (equipment & light vehicles) operations or maintenance in an industrial facility. ▪ Strong understanding of the oil and gas industry, Facilities and Transportation management ▪ Advanced experience providing guidance to peers, staff and supervisors. ▪ Comprehensive knowledge of aviation, facilities, and fleet maintenance practices and procedures. ▪ Experience facilitating activities of groups in different reporting structures. ▪ TAPS operations, facilities and maintenance, or projects experience.
Accountabilities and Specific Requirements:	<p>Under the direction of the Transportation and Facilities Manager, the Facilities and Transportation Coordinator is accountable for the following:</p> <ul style="list-style-type: none"> ▪ Overseeing, planning, and coordinating various aspects of the management of Alyeska’s aviation, facilities, and fleet operations. ▪ Prepares, approves and coordinates low to mid range cost estimates for building renovations and space allocations, aviation operations, and fleet maintenance and repair work requests. ▪ Assists the Transportation and Facilities Manager with larger operational related projects. ▪ Serves as contract representative for various Transportation and Facilities contracts that includes contract compliance, invoice reviews, and tracking supplier performance against measures & guidelines. ▪ Assists the Transportation and Facilities Manager with various aviation, facility, and fleet contracts for Alyeska. ▪ Act under the direction of the manager as the Emergency Response Coordinator program Manager for urban facilities. ▪ Assist with the large number of requests to manage special projects, draft government agency letters, advise on procedures, and edit prescriptive department facility, aviation, and fleet manuals. ▪ Evaluate and recommend different courses of action to achieve predetermined goals and performance levels. ▪ Coordinating recommendations related to the ongoing course of business within the department. ▪ Coordinates and represents the company in handling of concerns and resolution of other complaints/disputes related to the pertinent contracts stewarded by this job.
Knowledge Skills and Abilities:	<ul style="list-style-type: none"> ▪ Analysis & Problem Solving ▪ Financial Management ▪ Interpersonal Communication ▪ Planning



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	<ul style="list-style-type: none"> ▪ Information Management ▪ Job Specific Computer Expertise ▪ Regulations
Contributor Level	Individual Contributor – Non - Exempt /Professional
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 positive 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"> ▪ This position includes working and/or travel to Alyeska's Valdez Marine Terminal (VMT), 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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 EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY**
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