



Internal/External Job Posting

Job Number: 005656
Closing Date: October 17, 2019

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

Position Title:	Integrated Planning Supervisor
Salary Band:	M/N
Range:	DOE (Salary will be determined based on experience)
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, Project, or related area ▪ Four (4) years direct or related experience ▪ Broad knowledge of concepts, practices, and procedures ▪ Advanced written and verbal communication skills ▪ Ability to provide technical guidance to urban and field based technical planners ▪ Equivalent of experience may substitute for the bachelor's degree on a year-for-year basis
Preferences:	<ul style="list-style-type: none"> ▪ Master Degree in Engineering, Project, or related area ▪ Eight (8) years of related work experience in maintenance scheduling and/or project controls ▪ Seven (7) years technical experience in mechanical, electrical or instrumentation field ▪ Experience working in a large industrial process facility ▪ Considerable knowledge in the methods, materials, and equipment used in specific maintenance and construction crafts ▪ Strong technical knowledge and experience in specific area of expertise ▪ Experience using a complex, computerized maintenance application for planning and scheduling such as Oracle EAM and/or Primavera P6 ▪ Experience using a complex database reporting application and other computer programs such as Business Objects, Oracle, and Microsoft Office ▪ General work management, planning, scheduling, and data reporting experience ▪ Experience providing technical guidance to staff, peers, and management ▪ Technical communication ability (preparation and facilitation of presentations regarding engineering, maintenance planning and implementation projects to all levels of organization, written procedures and guidelines, modification requests and justifications, etc.) ▪ Strong critical thinking and assessment skills
Accountabilities and Specific Requirements:	The Integrated Planning Supervisor reports to the Integrated Planning Manager and provides supervisory direction for APSC field and urban Integrated planning staff: <ul style="list-style-type: none"> ▪ Ensures team helps facilitate delivering work packages in a timely manner. ▪ Serves as central point of contact for the coordination of many divergent groups and individuals involved in planning and performing work. ▪ Ensures safe, effective and efficient planning and scheduling of work, system wide including engineering, maintenance and project activities. ▪ Supports the integration of planning and scheduling requiring execution into a single schedule for all routine, non-routine and complex work, e.g. modifications, correctives campaign maintenance, pipeline outages and shutdowns. ▪ Supports the Integrated Planning Manager to ensure all work is delivered consistent with work management, integrated planning and the portfolio prioritization processes, procedures and resource guides.



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	<ul style="list-style-type: none"> ▪ Ensures standardized tools are used for planning and scheduling. ▪ Develops plans, coordinates delivery, and monitors progress (plan readiness) for assigned work packages for projects and maintenance activities. ▪ Monitors and tracks the development and quality assurance of work ▪ Leads collaboration in conjunction with Integrated Planner to resolve all issues and queries for Integrated Planner/Scheduler to progress tasks and activities. ▪ Leads reporting of work progress, risk mitigation, and issue resolution. ▪ Provides technical input to the Integrated Planning Manager to ensure all work is delivered consistent with the Maintenance and Integrated Planning processes. ▪ Supervises internal and contractor resources to optimize project controls performance ▪ Perform analysis to determine trends and make projections of final cost and schedule completion dates and make corrective action recommendations ▪ Maintains effective working relationship with various stakeholders including Operations, Maintenance, Business Groups, Executive Management, Contractors, and Owners.
<p>Knowledge, Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Planning and scheduling of field maintenance and projects work, including outages and shutdowns ▪ Maintenance execution best practices ▪ Logistics in remote locations ▪ D&RA / Risk-based decision making ▪ Planning and Scheduling Technology ▪ Strong business acumen to identify opportunities for efficiencies and establish performance management data and practices. ▪ Strong change leadership skills including inspiring change, implementing new ways of working, overcoming resistance to change. ▪ Supporting a new team through the hiring and development of talent, defining new work processes, and guiding team performance to achieve organizational goals. ▪ Effective conflict resolution with employees, peers and management to achieve best outcomes. ▪ Best practices for safety, environment, and compliance management related to field maintenance and support functions
<p>Contributor Level</p>	<p>Supervisor</p>
<p>TAPS Safety Culture</p>	<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>
<p>Pre-Employment Drug Screen Testing</p>	<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).



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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