



## Internal/External Job Posting

**Job Number:** 005694

**Closing Date:** November 22, 2020

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

<b>Position Title:</b>	Fire, Safety, and Industrial Health (FSIH) Coordinator Subject Matter Expert (SME)
<b>Salary Band:</b>	L
<b>Range:</b>	DOE (Salary will be determined based on experience, qualifications and attributes.)
<b>Work Location &amp; Schedule:</b>	Pipeline This is a regular field-exempt Line wide based position that requires a 14-day on/14-day off rotational schedule. No relocation benefits.
<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 Fire, Safety, Industrial Hygiene*</li> <li>▪ Three years of related experience in regulatory compliance, emergency response, safety management</li> <li>▪ Advance technical knowledge in Loss Prevention System tools</li> <li>▪ Advance written and verbal communication skills</li> </ul> <p>* Equivalent of experience may substitute for the Bachelor's degree on a year-for-year basis</p>
<b>Preferences:</b>	<ul style="list-style-type: none"> <li>▪ Experience facilitating activities in groups in different reporting structures</li> <li>▪ Incident Action Plan software system or an incident management databases and processes experience.</li> <li>▪ Understanding of applicable codes and industry standards</li> <li>▪ Prior Oil and Gas industry experience</li> <li>▪ Experience working with multiple contractors in administering H&amp;S programs</li> </ul>
<b>Accountabilities and Specific Requirements:</b>	<p>Under general direction of the FSIH Supervisor this position is accountable for the following:</p> <p>This position is field based and supports various clients to assure effective implementation/administration of Fire, Safety and Industrial Hygiene Programs and processes on TAPS. Accountable for development, review, approval, implementation and adherence to various fire and life safety codes, safety programs, plans, project documents and company policies that support the unimpeded transportation of oil and safe working environment for TAPS employees that is in compliance with State and Federal regulations.</p> <p>Provide guidance and technical advice to clients (e.g., Operations, Maintenance, Projects, etc.) and contractors. Investigates and helps resolve Fire, Safety, Industrial Hygiene, and Compliance issues in conjunction with team supervision and clients. Provides on-site support to field locations in the following areas but not limited to: LPS/IMPACT, job site and facility inspections, participates in safe operating committees, and local safety meetings. Conducts training in various safety subjects, and provides interpretation and review of the corporate safety manual (SA-38). Participate and conduct FSIH compliance assessments and audits. Provide fire and safety support for the Emergency Response and Incident Management Teams in the role of Incident Safety Officer.</p> <p>Comprehensive knowledge and understanding of industrial safety, fire prevention and code compliance, and working knowledge of industrial hygiene practices including programmatic and management aspects for Alyeska employees and TAPS Contractors, hazard identification and mitigation controls and techniques. Knowledge of regulatory requirements and industry standards and codes that affect all aspects of Alyeska's Fire, Safety and Industrial Hygiene business including, but are not limited to: OSHA, ACGIH, DOT, API, NFPA, ANSI, EPA, and others, including Alyeska's Federal Grant and State Lease of ROW; Extensive knowledge of all aspects of Safety issues relating to Emergency Responses, including oil, chemical, natural disasters, and NIMS, ICS, IMT, and CMT processes and procedures.</p>



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	This position must be able to perform such tasks with minimal or no supervision. Serves as a Regulatory Compliance Specialist for FSIH regulations including maintenance of RCI.
<b>Knowledge, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Analysis &amp; Problem Solving</li> <li>▪ Health and Wellness Management</li> <li>▪ Training</li> <li>▪ Emergency Response</li> <li>▪ Industrial Health</li> <li>▪ Safety Management</li> <li>▪ Regulatory Compliance</li> </ul>
<b>Contributor Level</b>	Individual Contributor - Professional
<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>

**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)**