



Internal/External Job Posting

Job Number: 005697

Closing Date: December 13, 2020

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

Position Title:	Regulatory Compliance Manager
Salary Band:	M
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is an exempt position on an urban schedule with a 40-hour week or 9/80-work schedule. Relocation benefits may apply. Travel is required to remote locations on an intermittent basis.
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:	Applicant must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Bachelor's degree in Business, Engineering, Science or related field ▪ Four (4) years of related experience ▪ Broad and comprehensive knowledge of risk, quality or compliance or related field ▪ Proven leadership, organization and project management skills ▪ Advanced written and verbal communication skills ▪ Advanced computer skills for data analysis and compliance tracking – excel, business objects, and oracle
Preferences:	<ul style="list-style-type: none"> ▪ Master's degree in Business, Engineering, Science or related field ▪ Detailed knowledge of state and federal regulations, including USDOT/PHMSA, EPA, USCG, DOL&WD, DPS, and DF&G requirements ▪ Five (5) years' experience working in maintenance or operations ▪ Extensive knowledge of TAPS Grant and Lease Authorizations
Accountabilities and Specific Requirements:	<p>Under the general direction of the Sr. Regulatory Compliance Manager, this position is accountable for the following:</p> <ul style="list-style-type: none"> ▪ Independently manages Alyeska's direct communication and compliance with USDOT/PHMSA, BLM, EPA, USCG, DOE, DHS/TSA, DNR, DOL&WD, DPS, DF&G and DEC requirements and regulations. ▪ Provides day-to-day interpretations of regulations and acts as the direct liaison between Alyeska personnel and agency representatives. ▪ Develops and maintains positive relationships through direct regular interface to include crucial communication with both internal/external stakeholders. This included travel to remote locations, which may at times be independent or with agency personnel. ▪ Provides daily regulatory compliance direction company/system-wide, to operations, engineering, environment, and projects. ▪ Reviews engineering studies, reports, and engineering records for completeness and compliance with state and federal requirements. ▪ Acts as regulatory SME for review of numerous operation manuals several program documents. ▪ Supports the management of Alyeska Compliance and Ethics Program, including annual events and education.



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	<ul style="list-style-type: none"> ▪ Assesses & analyzes compliance information; recommends and implements improvements and reports internally on compliance metrics. ▪ Identifies actions needed to improve effectiveness of processes; monitors, trends and analyzes data. ▪ Provides advice and guidance on application of regulatory requirements, methods of compliance, monitoring and reporting. ▪ Accountable for coaching employees and the management of internal trainings regarding the policies and procedures used to ensure compliance with USDOT/PHMSA, BLM, EPA, USCG, DOE, DHS/TSA, DNR, DOL&WD, DPS, DF&G and DEC regulations and Grant and Lease requirements. ▪ Supports management by offering historical and subject matter expertise to advise on strategies and communications with regulators. ▪ Coordinates, compiles, and submits responses to inquiries and enforcement actions. Arranges for appropriate input to ensure success. ▪ Provides reporting as required to regulators - includes special requests, and annual and event-driven reporting. ▪ Provides subject matter expertise in translating regulations and right-of-way agreements into operational action. ▪ Understand the Incident and Crisis Management processes and crisis management decision making aides; attend an annual crisis management exercise.
<p>Knowledge, Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Analysis and Problem Solving ▪ External/Internal Relations ▪ Interpersonal Communication ▪ Regulations ▪ Contract Management ▪ Internal & External Relations ▪ Operations Planning
<p>Contributor Level</p>	<p>Manager</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