



## Internal / External Job Posting

Closing Date: August 1, 2007 *REPOST*

**Position Title:** Fire Safety Industrial Hygiene (Subject Matter Expert)  
Coordinator  
**Work Location:** Fairbanks, Alaska  
**Job Number:** 4878  
**Number of Positions:** One (1)

### **Minimum Qualifications:**

(Applicant must meet or exceed these minimum job requirements to apply for this position.)

- Four-year degree Bachelor degree; work experience above the minimum may be considered as a substitute for all or part of the formal educational requirements
- Five (5) years of related experience of which three or more years should be of management or supervisory experience
- Strong communication skills and investigative skills
- Extensive knowledge of industrial safety and health standards

### **Preferences:**

- Bachelors degree in Safety, Industrial Hygiene or Science
- Certified Occupational Health / Safety Technician
- Certified Associate Safety Professional
- Certified Safety Professional
- Experience in Petro / Chemical environment

### **Accountabilities and Specific Requirements:**

#### **Job Knowledge and Skills**

- Analysis and Problem Solving
- Health and Wellness Management
- Training
- Emergency Response
- Industrial Health
- Safety Management
- Regulatory Compliance

### **Major Deliverables**

This position will work directly with P/L Management and Supervision as FSIH SME, provide guidance related to incident investigate/analysis, project planning and safety, Loss Prevention System tools, safety plan review, provide training upon request, and corporate safety manual interpretation and review. Assist in the development and application of the company's FSIH standards (including maintenance/revisions of SA-38), policies and procedures to comply with applicable regulations that create a safe and environmentally sound workplace. Participate and conduct compliance assessments and audits. Provide safety support for the Emergency Response and Incident Management Teams in the role of Incident Safety Officer. Interact with the Industrial Hygienist by assisting in the conduct of workplace hazard assessments, sampling and monitoring.

### **Location/Schedule:**

This is an exempt level professional Fairbanks-based position with an urban schedule of a 40-hour week or 9/80-work schedule.

### **Expected Core Competencies:**

The successful candidate will be held to a detailed annual performance contract based upon the Expected Core Competencies listed below.



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**Professional and Technical Expertise and Business Acumen:**

**Professional and Technical Expertise**

- Demonstrates fundamental competence in discipline area
- Maintains currency in technical knowledge areas required for successful work completion
- Utilizes information and applies procedures to resolve problems

**Business Acumen**

- Demonstrates awareness of business and budgetary strategies and issues
- Understands the financial implications of own actions
- Understands business decision-making at Alyeska and how to add value to these decisions
- Seeks to improve efficiencies of processes and procedures

**Health, Safety, and Environmental Stewardship:**

- Participates in the Loss Prevention System
- Reports unsafe working conditions and operational problems
- Checks safety of equipment and work area regularly
- Conducts Fire, Safety, I/H inspections, audits and assessments
- Follows safety, environmental and emergency response plan requirements and procedures
- Satisfactorily completes safety, environmental, and other required training
- Complies with laws and regulations, including company policies and procedures

**Communication and Diversity:**

**Communication**

- Clearly conveys thoughts and ideas to others
- Selects the best method of communication to avoid misunderstandings
- Seeks to understand and respond to others appropriately
- Seeks and responds appropriately to feedback
- Supports opinions with relevant and accurate information

**Diversity**

- Treats all people with dignity and respect
- Participates in activities that enhance understanding of people and differences
- Seeks opportunities to gain a better understanding of diversity
- Respects and values others' differences in experiences and cultural backgrounds

**Leadership and Teamwork:**

**Leadership**

- Models high standards of ethical behavior
- Adheres to codes of conduct
- Accepts responsibility for personal behaviors and for meeting work commitments
- Demonstrates personal commitment to team goals and teamwork
- Seeks to promptly and appropriately resolve issues with others
- Embraces and effectively adjusts to change

**Teamwork**

- Works effectively and constructively with team members
- Understands the importance of contributing to team success
- Willingly shares information and ideas with other team members

Salary will be determined based on experience, qualifications and attributes.



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**Salary Band:** L  
**Salary Range:** \$76,886.00 to \$106,779.00 (midpoint of range)  
**Recruiting Contact:** **Internal/External:**

James Allen  
Alyeska Pipeline Service Company  
E-Mail: [alyeska\\_jobs@alyeska-pipeline.com](mailto:alyeska_jobs@alyeska-pipeline.com)

**Closing Date:** Tuesday, July 13, 2007  
Resumes received in our office after the closing date will not be considered.

**For Office Use Only:** JCPC

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WORKPLACE DIVERSITY.***

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See us on the web at [www.alyeska-pipe.com](http://www.alyeska-pipe.com)***



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**Core Job Content Information**

Status : Active

Last Modified Date: 6/4/2007

Core Job Title: FSIH SME Coord

MVP Band: L

Authority Level: Individual Contributor

Compensation Review Date: 1/1/0001

Job Code: 11C028

Job Owner: Postishek, Andrew W

Job Family: Environment- Health & Safety

**Role**

This position will work directly with P/L Management and Supervision as FSIH SME, provide guidance related to incident investigate, project planning and safety, Job and Task Loss analysis and investigation, safety plan review, provide training upon request, and corporate safety manual interpretation and review. Assist in the development and application of the company's FSIH standards (including maintenance/revisions of SA-38), policies and procedures to comply with applicable regulations that create a safe and environmentally sound workplace. Participate and conduct compliance assessments and audits. Work daily with contractor FSIH personnel and their workforce to ensure compliance to the company's FSIH expectations. Provide safety support for the Emergency Response and Incident Management Teams in the role of Incident Safety Officer. Interact with the Industrial Hygienist by assisting in the conduct of workplace hazard assessments, sampling and monitoring.

**Management & Supervisory Responsibility**

**Knowledge, Skills & Abilities**

Analysis & Problem Solving  
Health & Wellness Management  
Regulations  
Training

Emergency Response  
Industrial Health  
Safety Management

**Education & Experience**

Required Education Level : Bachelors Level Degree

Required Education Major : Safety

Required Certification :

**Required Minimum Level of Job Related Experience**

Required Previous Direct Work Experience With Degree(years) : 0 years

Details of Direct Experience :

Required Previous Related Work Experience With Degree(years) : 5 years

Details of Related Experience :

Preferred Education Level : Bachelors Level Degree

Preferred Education Major 1 : Safety

Preferred Education Major 2 : Industrial Hygiene

Preferred Education Major 3 : Science

Preferred Certifications : Occupational Health / Safety Technician Associate Safety Professional



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Certified Safety Professional  
 Preferred Minimum Years of Experience : 7 years

Decision Type	Decision Authority	Frequency
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Responsibility Type	Standard Responsibility	Frequency	Reg	Description
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**Job Qualification Additional Information**

Comprehensive knowledge of health and safety standards and regulations.

**Comments**

Comprehensive knowledge and understanding of Safety and Industrial Hygiene practices including programmatic and management aspects for Alyeska employees and TAPS Contractors, Safety and Industrial Health hazards, Hazard Identification and mitigation controls and techniques. Extensive knowledge of regulatory requirements and industry standards and codes that affect all aspects of Alyeska's Safety and Industrial Health 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 and Industrial Health issues relating to Emergency Responses, including oil, chemical, natural disasters, and NIMS, ICS, IMT, and CMT processes and procedures. This position must be able to perform such tasks with minimal or no supervision. Serves a Regulatory Compliance Specialist for FSIH regulations including maintenance of RCI.

**Essential Job Function summary Details of Job**

Physical Classification : Medium

Travel Requirements

by land : Y

by air : Y

by water : Y

Drivers License Required : Y

Driving Requirements : Light utility vehicles during field travel

Issued Clothing : FRC and winter gear

Essential Job Duty Description :

Tool Requirements :

Electronic Devices/Software Requirements :

Other Machine Requirements :

Heavy Equipment Operated :

Spill/Drill Team Functions :

Fire/Explosion Response Team Functions :