

Job Description

Position: Technical Specialist Safety and Environment

Location: North Slope

Duration of contract:: 11 months

Required start date: October

Number of Positions: 1

Work Description

The Technical Specialist position provides technical support to the North Slope Safety and Environmenta Team and staff of approximately 20 employees in the analysis of health, safety and environment (HSE) trends and related action plans.

This a North Slope rotational position with an alternate, working a two week on/two week off or one week on/one week off schedule.

Responsibilities

The successful candidates will have strong organizational and technical skills, plus the ability to handle multiple tasks and priorities working in a team environment. The tasks will typically have tight deadlines and requires an organized detail-oriented person.

Specific responsibilities will include:

- Provide oversight of the Safety Team O&M budget spend, and tracking.
- Create action items in Traction to ensure compliance with NS Safety annual assurance activities
- Function as technical contact for GPB (Greater Prudhoe Bay) users of Traction/Web Intelligence, Business Objects, and assist with generating ad-hoc reports as needed.
- Maintain the integrity of the GPB HSE website.
- Monitor the day to day injury reports (case management) and ensure Traction reports are properly classified.
- Assume responsibility as Program Administrator of Task Hazard Assessment(THA)database for GPB.
- Become an active member of the NS Incident Management Team
- Other relevant duties or HSE projects as assigned by Team Leader

Experience & Knowledge

To be considered for this role, applicants must have the following qualifications:

- High school diploma or equivalent
- User knowledge of basic Microsoft Office applications (Word, Excel, PowerPoint, MS exchanged, Visio and Access) at an intermediate level.
- Experience working with data
- Manage tasks independently
- Ability to multi-task
- Experience in data privacy / confidentiality

Preferred Qualifications

In addition to the required qualifications, the successful applicant is likely to be able to demonstrate the following:

- Excellent communication skills
- Ability to work as part of a team
- Proven time-management skills
- Ability to work under pressure
- Manage tasks independently
- Business awareness
- Previous North Slope experience
- Organizational skills
- Clerical ability

Any Other Relevant Information

High school diploma or equivalent
Fluency in English Required
Local Candidates Preferred