

CORPORATE EXECUTIVE LEADERSHIP · JD-EMK-02

Vice President of Operations

JD NUMBER	JD-EMK-02
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	Senior Tank Farm Manager · Senior Store Manager · Facilities Coordinator (Part-Time)
DEPARTMENT	Executive

POSITION SUMMARY

The Vice President of Operations (VP Operations) is responsible for the day-to-day operational excellence of Emmonak Corporation's core business lines: tank farm fuel operations, the Emmonak Store, and asset rental services (ATV, snowmobile, and boat). Reporting to the President & CEO, the VP Operations translates corporate strategy into operational execution, manages subsidiary operating managers, and ensures that all business units meet safety, compliance, financial, and service-quality targets. The VP Operations also oversees government contracting execution in coordination with the Government Contracts Manager, ensuring performance on all federal awards.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee daily operations across tank farm, company store, and asset rental divisions, ensuring safety, regulatory compliance, and financial performance.
- Develop and manage annual operating budgets for all business units in coordination with the Senior Accounts Manager.
- Implement and continuously improve standard operating procedures (SOPs) for fuel handling, retail operations, and rental asset management.
- Ensure compliance with EPA, PHMSA, OSHA, and Alaska DEC regulations governing bulk fuel storage and retail fuel dispensing.
- Coordinate logistics for the annual fuel barge delivery season, including inventory forecasting and vendor management.
- Direct the Government Contracts Manager in proposal support, contract performance, and CPARS/past performance documentation.
- Lead hiring, onboarding, and performance management for all direct reports; champion shareholder hiring preference.

- Monitor key performance indicators (KPIs) for all operating divisions and report results to the CEO and Board monthly.
- Build relationships with regional vendors, logistics partners, and Alaska state agency counterparts.
- Manage capital expenditure planning for equipment, fuel infrastructure, and store renovations.
- Serve as acting CEO in the President's absence.
- Evaluate new business opportunities aligned with Emmonak Corporation's strategic growth plan.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Operations Management, or related field.
- Eight (8) or more years of operations management experience, with at least three (3) years managing multiple business units or locations.
- Experience in remote or rural Alaska operations, fuel logistics, or retail management preferred.
- Familiarity with federal contracting performance requirements and compliance.
- Strong leadership, organizational, and analytical skills.
- Valid driver's license; ability to travel to rural Alaska locations.
- Working proficiency in Microsoft 365 (Outlook, Teams, SharePoint, Excel, Word).

PREFERRED QUALIFICATIONS

- Alaska Native descent or prior experience working with ANC enterprises.
- Experience with PHMSA bulk fuel storage regulations or EPA Spill Prevention, Control, and Countermeasure (SPCC) plans.
- MBA or equivalent advanced degree.
- Certified Supply Chain Professional (CSCP) or equivalent certification.
- Experience managing union and non-union workforces in remote settings.
- Experience with Granite Records Management or a comparable corporate records platform.
- QuickBooks Online (QBO) familiarity for operational reporting cross-checks.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Ability to travel to Emmonak, AK (bush Alaska, accessible by small aircraft) seasonally. Must be able to walk fuel storage facilities, inspect equipment, and navigate outdoor environments including snow and ice. Occasional lifting up to 50 lbs during site visits.
Work environment	Emmonak, AK corporate office. Regular travel to Anchorage, Bethel, and other duty stations on Corporation business. On-site required for daily operational oversight.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date