

SENIOR OPERATIONAL LEADERSHIP · JD-EMK-05

Senior Tank Farm Manager

JD NUMBER	JD-EMK-05
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	Tank Farm Manager · Bulk Fuel Delivery Driver/Operator · Fuel Quality & Inventory Technician · Fuel Clerk (Tank Farm)
DEPARTMENT	Tank Farm

POSITION SUMMARY

The Senior Tank Farm Manager directs all aspects of Emmonak Corporation's bulk fuel storage and distribution operations at the Emmonak tank farm facility, one of the most critical infrastructure assets serving the Emmonak village and surrounding communities in the Yukon-Kuskokwim Delta. This role oversees the safe receipt, storage, quality control, and retail dispensing of heating fuel, aviation fuel, and gasoline from the annual barge delivery season through the winter draw-down cycle. The Manager also supervises rental asset operations and ensures the facility meets all federal and state environmental compliance standards. Reporting note (Aug 2026): Reports directly to the President & CEO while the Vice President of Operations position remains vacant. Once filled, reporting will transfer to the Vice President of Operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage daily tank farm operations including fuel receipt from barge deliveries, bulk storage inventory control, and retail fuel dispensing.
- Ensure compliance with EPA Tier II reporting, SPCC plan requirements, Alaska DEC tank registration, and PHMSA regulations for bulk liquid petroleum storage.
- Oversee the annual barge delivery season: coordinate with fuel suppliers, barge operators, and community stakeholders to execute safe and timely fuel transfers.
- Supervise and schedule the Bulk Fuel Delivery Driver/Operator and Fuel Quality & Inventory Technician; conduct regular performance evaluations.
- Maintain accurate inventory records using both manual gauging and automated level monitoring systems; reconcile deliveries against invoices.
- Direct fuel quality sampling, testing, and documentation to ensure all fuel meets applicable ASTM and government specifications.
- Maintain facility safety standards, conduct regular safety drills, and ensure all staff hold required hazmat training certifications.

- Oversee the asset rental program (ATVs, snowmobiles, boats) in coordination with the Asset Rental Coordinator.
- Manage facility maintenance, equipment inspections, and capital improvement projects for tank farm infrastructure.
- Respond to and document any spills, leaks, or environmental incidents; notify regulatory agencies as required.
- Prepare monthly operations reports including fuel sales volume, inventory levels, safety incidents, and equipment status.
- Coordinate with VP Operations on pricing strategy, supply contracts, and budget management for fuel operations.

REQUIRED QUALIFICATIONS

- High school diploma or GED required; Associate's or Bachelor's degree in Operations Management, Environmental Science, or related field preferred.
- Five (5) or more years of experience in bulk fuel storage, petroleum terminal operations, or related industrial operations.
- Knowledge of EPA SPCC plan requirements, Alaska DEC fuel storage regulations, and OSHA standards for petroleum facilities.
- Demonstrated supervisory experience managing a small team in a remote or rural setting.
- Valid CDL (Class A or B) with hazmat endorsement, or ability to obtain within 90 days of hire.
- Ability to work and live in Emmonak, AK — a remote community accessible by small aircraft and boat.
- Working proficiency in Microsoft 365 (Outlook, Teams, Excel) for operational reporting and inventory tracking.

PREFERRED QUALIFICATIONS

- Alaska Native descent or prior experience working in rural Alaska communities.
- Experience operating bulk fuel facilities in arctic or subarctic conditions.
- Certification in HAZMAT Operations (OSHA 29 CFR 1910.120) or equivalent.
- Familiarity with commercial boat operations, outboard motor maintenance, or ATV/snowmobile fleet management.
- First Responder or emergency response training applicable to fuel spills.
- QuickBooks Online familiarity for cost-center reporting on fuel operations.

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	Physically demanding role. Must be able to lift up to 75 lbs, work outdoors in extreme cold (temperatures may reach -40°F), navigate icy and uneven terrain, climb tanks and loading racks, and operate heavy equipment. Must be physically capable of responding to emergency spill situations. PPE including cold-weather gear, steel-toed boots, and chemical-resistant gloves required at all times on the tank farm.
Work environment	Emmonak, AK Tank Farm. Includes daily movement across the fuel farm, dispensing island, delivery routes, and corporate office. Outdoor work in all weather; winter temperatures regularly below -30°F.

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