

OPERATIONAL MANAGEMENT — NEXT-IN-CHARGE · JD-EMK-08

# Tank Farm Manager

|              |                                        |
|--------------|----------------------------------------|
| JD NUMBER    | JD-EMK-08                              |
| FLSA STATUS  | Non-Exempt                             |
| EEO CATEGORY | First/Mid-Level Officials and Managers |
| REPORTS TO   | Senior Tank Farm Manager               |
| LOCATION     | Emmonak, AK                            |
| SUPERVISES   | Fuel Clerk (Tank Farm)                 |
| DEPARTMENT   | TANK FARM                              |

## POSITION SUMMARY

The Tank Farm Manager is the operational deputy at Emmonak Corporation's bulk fuel terminal. The role backs up the Senior Tank Farm Manager on safety, compliance, dispatch, and shift coverage — and steps in to run the facility during the Manager's absence. The Assistant ensures the daily rhythm of fuel receipt, storage, quality control, and retail dispensing happens correctly, on time, every day.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as the on-shift operational lead in the absence of the Senior Tank Farm Manager.
- Supervise daily fueling, dispatch, gauging, and pump-house operations.
- Review and sign off on daily inventory reconciliations, gauging logs, and meter tickets.
- Lead pre-shift safety briefings; verify PPE compliance; conduct unit-level safety drills.
- Coordinate barge season receipt logistics: shore-side staffing, transfer hoses, line walks, and metered transfer documentation.
- Maintain the SPCC plan documentation, Tier II reporting inputs, and Alaska DEC tank-registration packets.
- Conduct first-response actions for spills or releases; coordinate notifications and clean-up.
- Schedule shift coverage, PTO, and on-call rotations for tank farm staff.
- Support the Operations Manager with budget tracking, capital project execution, and vendor management.
- Cross-train on all tank farm roles to ensure continuity of operations.

## REQUIRED QUALIFICATIONS

- High school diploma or GED required; Associate's or Bachelor's preferred.
- Three (3) or more years of bulk-fuel terminal, oil-and-gas downstream, or comparable industrial supervisory experience.
- Working knowledge of EPA SPCC, Alaska DEC, OSHA, and PHMSA regulations.

- Valid CDL (Class A or B) with HazMat endorsement, or ability to obtain within 90 days.
- HAZWOPER 24-hour or 40-hour training (current) or willingness to complete within 60 days.
- Ability to work and live in Emmonak, AK year-round.
- Proficiency in Microsoft 365 (Outlook, Teams, Excel) for ops reporting.

### PREFERRED QUALIFICATIONS

- Alaska Native descent or prior experience in rural Alaska bulk-fuel operations.
- Prior experience with metered transfer, Veeder-Root or comparable ATG systems, and Coriolis meters.
- First Responder or EMT certification.
- QuickBooks Online familiarity for tank-farm cost-center reporting.

### 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 and FMCSA where applicable). Candidates must consent to these screenings as part of the application process.

### PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

|                              |                                                                                                                                                                                                                     |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical requirements</b> | Physically demanding role. Must be able to lift up to 75 lbs, work outdoors in extreme cold (temperatures may reach -40°F), climb tanks and loading racks, and respond to emergency spill situations. PPE required. |
| <b>Work environment</b>      | Emmonak, AK Tank Farm. Includes daily movement across the fuel farm, dispensing island, and delivery routes. 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 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                |