

TANK FARM OPERATIONS · JD-EMK-17

Fuel Quality & Inventory Technician

JD NUMBER	JD-EMK-17
FLSA STATUS	Non-Exempt
EEO CATEGORY	Operatives
REPORTS TO	Senior Tank Farm Manager
LOCATION	Emmonak, AK
SUPERVISES	N/A
DEPARTMENT	Tank Farm

POSITION SUMMARY

The Fuel Quality & Inventory Technician is responsible for maintaining accurate inventory records, performing routine fuel quality testing, and supporting the Senior Tank Farm Manager with regulatory compliance and documentation for Emmonak Corporation's bulk fuel facility. This role ensures that all stored fuels meet applicable ASTM specifications and government procurement standards, and that inventory reconciliation is accurate throughout the annual delivery and draw-down cycle. The Technician also supports SPCC compliance activities and environmental monitoring at the tank farm.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform daily and weekly tank gauging using manual dip sticks and automated level monitoring systems; record and reconcile all inventory data.
- Conduct fuel quality sampling and field testing (water cut, visual clarity, API gravity) on each product grade; document results per ASTM D4176 and applicable standards.
- Maintain inventory management records and prepare monthly reconciliation reports comparing receipts, deliveries, and ending inventory.
- Assist in barge receipt operations: monitor transfer rates, check product quality at offloading, and document received quantities against shipping documents.
- Maintain SPCC secondary containment inspection logs, storm drain monitoring records, and facility inspection checklists.
- Coordinate with the Senior Tank Farm Manager on any out-of-spec fuel disposition, supplier claims, or quality discrepancy reports.
- Operate and calibrate field testing equipment; maintain calibration records for all measurement instruments.
- Support Tier II environmental reporting data collection and annual SPCC plan review.
- Assist the Bulk Fuel Delivery Driver with delivery documentation and manifest preparation.

- Conduct weekly perimeter and secondary containment inspections; document and report any anomalies.
- Maintain organized file system for all quality and inventory documentation per regulatory requirements.

REQUIRED QUALIFICATIONS

- High school diploma or GED required; technical training in chemistry, petroleum technology, or related field preferred.
- Two (2) or more years of experience in fuel storage, quality testing, or inventory management.
- Familiarity with ASTM petroleum quality standards and bulk fuel sampling procedures.
- Basic mathematical and data-entry skills; proficiency with spreadsheet software.
- Ability to work outdoors in extreme cold and navigate tank farm facilities safely in PPE.
- Willingness to live and work in Emmonak, AK.
- Working proficiency in Microsoft 365 (Excel, Outlook, Teams) for inventory reporting and quality logs.

PREFERRED QUALIFICATIONS

- Alaska Native descent or prior rural Alaska residency.
- Experience with petroleum terminal automation systems or computerized inventory management.
- HAZMAT Awareness or Operations level certification.
- Familiarity with EPA SPCC inspection requirements.
- Prior quality technician or laboratory experience.
- Familiarity with QuickBooks Online inventory items for cost-recovery 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, 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	Must be able to climb tank access ladders, collect fuel samples from elevated sampling ports, and work outdoors in extreme cold down to -40°F or below. Must be able to lift 50 lbs, operate sampling equipment, and perform field inspections on icy and uneven terrain while wearing cold-weather PPE and chemical-resistant gloves.
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Work environment	Emmonak, AK Tank Farm. Includes movement across the fuel farm and storage tanks. Outdoor work in all weather; winter temperatures regularly below -30°F.
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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