

TANK FARM OPERATIONS · JD-EMK-18

Fuel Clerk (Tank Farm)

JD NUMBER	JD-EMK-18
FLSA STATUS	Non-Exempt
EEO CATEGORY	Service Workers
REPORTS TO	Tank Farm Manager
LOCATION	Emmonak, AK
SUPERVISES	None (individual contributor)
DEPARTMENT	TANK FARM

POSITION SUMMARY

The Fuel Clerk is the front-line face of Emmonak Corporation's fuel operations. The role runs the pump house, serves customers safely and courteously at the fuel point, takes daily tank readings, and keeps the site clean and orderly. This is one of the most important community-facing jobs at the corporation — every interaction at the pump is a direct interaction with a shareholder, elder, or neighbor.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Operate retail and bulk dispensing pumps safely; verify metering accuracy on every transaction.
- Provide friendly, respectful customer service to all fuel customers — shareholders, community members, contractors, agencies.
- Take daily tank stick / ATG readings and record them in the gauging log.
- Conduct walk-around inspections of tanks, valves, hoses, and containment areas; report deficiencies.
- Maintain the cleanliness and order of the pump house, fuel point, and immediate yard.
- Reconcile cash, card, and account-charge transactions at end of shift.
- Follow all safety procedures including grounding, bonding, and spill-response protocols.
- Assist with barge unloading and bulk transfers as directed.
- Notify the Assistant Tank Farm Manager of any leaks, releases, or off-spec product immediately.

REQUIRED QUALIFICATIONS

- High school diploma or GED.
- Customer-service orientation and ability to handle cash accurately.
- Willingness to complete HAZWOPER 24-hour training within 60 days of hire.
- Ability to work outdoors year-round in Emmonak, AK.
- Valid Alaska driver's license.

PREFERRED QUALIFICATIONS

- Alaska Native descent — Emmonak shareholders strongly encouraged to apply.
- Bilingual English / Yup'ik.
- Prior pump-attendant, retail, or convenience-store experience.
- Prior experience with point-of-sale systems.

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. Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Active outdoor role. Must be able to stand for extended periods, lift up to 50 lbs, work in extreme cold (-40°F), bend, climb, and handle hoses and fuel-transfer equipment. PPE required.
Work environment	Emmonak, AK Tank Farm dispensing island. Outdoor work at the pumps and adjacent workspaces. 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 strongly encourages shareholders to apply.

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