

ASSET RENTALS · JD-EMK-22

Fleet Mechanic / Outboard Technician

JD NUMBER	JD-EMK-22
FLSA STATUS	Non-Exempt
EEO CATEGORY	Operatives
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	N/A
DEPARTMENT	Operations

POSITION SUMMARY

The Fleet Mechanic / Outboard Technician maintains and repairs Emmonak Corporation's entire mobile asset fleet, including bulk fuel delivery trucks, ATVs, snowmobiles, and outboard motor boats used in the rental program and corporate operations. This role is critical to operational continuity in a remote location where parts and outside service are extremely limited, and where delays in equipment availability can directly affect community safety and service delivery. The Fleet Mechanic performs preventive maintenance, diagnoses mechanical and electrical faults, orders parts through approved vendors, and keeps all fleet assets in roadworthy and mission-ready condition year-round. 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

- Perform scheduled preventive maintenance (oil changes, filter replacements, fluid checks, belt and chain inspections) on all fleet vehicles and equipment per manufacturer specifications.
- Diagnose and repair mechanical, electrical, and hydraulic faults in bulk fuel delivery trucks, ATVs, snowmobiles, and outboard motors.
- Maintain detailed service records for each asset, including inspection dates, maintenance performed, parts used, and labor hours.
- Order and manage a spare parts inventory appropriate to the remote operating environment; minimize downtime by anticipating seasonal maintenance needs.
- Perform pre-season and end-of-season preparation for snowmobiles, boats, and ATVs including winterization and de-winterization.
- Service and repair outboard motors (2-stroke and 4-stroke) for the rental boat fleet; maintain propellers, fuel systems, and cooling systems.
- Inspect and maintain bulk fuel delivery truck systems including fuel pumps, meters, hoses, and nozzles.
- Respond to emergency roadside or field breakdowns of corporation vehicles and equipment.

- Coordinate with the Senior Tank Farm Manager and Asset Rental Coordinator on maintenance scheduling to minimize equipment downtime.
- Maintain a clean, organized, and safe shop environment; safely store lubricants, solvents, and chemicals per OSHA and EPA standards.
- Advise management on equipment replacement decisions based on repair-vs-replace analysis.
- Assist with barge unloading operations using corporation vehicles during the annual fuel delivery season.

REQUIRED QUALIFICATIONS

- High school diploma or GED; completion of vocational automotive or small engine program preferred.
- Three (3) or more years of experience as a mechanic on trucks, ATVs, snowmobiles, or outboard motors.
- Demonstrated ability to diagnose and repair both gasoline and diesel engines.
- Experience with outboard motor service (Yamaha, Mercury, or Honda preferred).
- Ability to operate and maintain all equipment types in the corporation fleet.
- Willingness to live and work in Emmonak, AK in austere conditions.

PREFERRED QUALIFICATIONS

- Alaska Native descent or prior experience in rural Alaska mechanical roles.
- Yamaha, Mercury, or Honda Marine outboard motor certification.
- ASE certification in relevant vehicle categories.
- Experience with Polaris or Arctic Cat snowmobile systems.
- Welding certification (MIG/TIG) for field repairs in remote locations.
- Working familiarity with Microsoft 365 for work-order documentation.

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	Highly physically demanding role. Must be able to lift 75 lbs, work in confined spaces under vehicles and equipment, operate in extreme cold (shop may be unheated or partially heated), perform overhead work, and handle fuel and chemical components with appropriate PPE. Outdoor work required for field repairs and equipment retrieval.
Work environment	Emmonak, AK maintenance shop. On-site required for hands-on repair and diagnostic work on ATVs, snow machines, boats, and outboard engines. Activates when the Asset Rentals program launches.

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