

CORPORATE EXECUTIVE LEADERSHIP · JD-EMK-29

Chief Operating Officer

JD NUMBER	JD-EMK-29
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	Chief Executive Officer · President & CEO while the Chief Executive Officer position is vacant
LOCATION	Emmonak, AK · onsite
SUPERVISES	Vice President of Operations · Operations Manager
DEPARTMENT	Executive · Operations

POSITION SUMMARY

The Chief Operating Officer is the senior executive responsible for every operating activity of Emmonak Corporation. The Chief Operating Officer sets operating standards, plans, and performance targets for the Tank Farm, the Store, Asset Rentals, and the corporate office, and leads the Vice President of Operations and the Operations Manager in carrying them out. The position ensures that the Corporation's fuel, retail, and rental services are safe, reliable, compliant, and financially sound for the shareholders and the community of Emmonak. Until the Vice President of Operations position is filled, the Senior Tank Farm Manager and Senior Store Manager coordinate with the Chief Operating Officer through the Operations Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Build and execute the annual operating plan, operating budgets, and capital plan with the Chief Financial Officer for approval by the Chief Executive Officer and the Board.
- Set performance targets and key performance indicators for each operating unit, and hold unit leadership accountable for results.
- Direct annual fuel supply, barge-season logistics, and freight planning to keep the community supplied through the winter.
- Oversee safety, environmental, and regulatory compliance, including SPCC, Alaska DEC, EPA, and OSHA requirements, and lead incident response at the executive level.
- Direct Store purchasing, inventory, pricing, and service standards, and guide the growth of the Asset Rentals program.
- Lead facility maintenance, equipment lifecycle, and capital improvement projects, including vendor and contractor selection.
- Establish and enforce standard operating procedures, cash-handling controls, and records-retention standards across operations.

- Lead operational performance on federal and commercial contracts, including delivery, quality, and reporting requirements.
- Develop operating leaders and build succession depth, with priority on shareholders and descendants.
- Report operating results, risks, and recommendations to the Chief Executive Officer and to the Board as requested.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Operations Management, Engineering, or a related field.
- Eight (8) or more years of progressive operations leadership, including at least three (3) years at the senior or executive level.
- Demonstrated experience running multi-unit operations in fuel, retail, logistics, utilities, or similar settings.
- Working knowledge of bulk fuel regulations, workplace safety requirements, and operating budget management.
- Proven ability to lead managers, set standards, and deliver measurable improvement.
- Working proficiency in Microsoft 365 and QuickBooks Online reporting.
- Ability to live and work in Emmonak, AK.

PREFERRED QUALIFICATIONS

- Alaska Native descent, Emmonak Corporation shareholder or descendant, or experience with an Alaska Native corporation.
- Experience operating in rural Alaska or other remote, weather-dependent supply environments.
- HAZWOPER (OSHA 29 CFR 1910.120) or comparable emergency response training.
- Experience with federal contract performance and compliance.
- Bilingual proficiency in Yup'ik and English.

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	Moderately active role. Must be able to move between the Tank Farm, Store, rental sites, and corporate office in all weather, work outdoors in extreme cold (temperatures may reach -40°F), and lift up to 50 lbs. Required PPE must be worn at all times on the Tank Farm.
Work environment	Emmonak, AK. Corporate office, Tank Farm, Store, and rental sites, with regional travel as needed. Extended hours are expected during barge season and significant events.

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).

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I have read this job description and understand the duties, qualifications, and working conditions of this position.

Signature

Date

Printed name