

CORPORATE GOVERNANCE, COMPLIANCE & FEDERAL · JD-EMK-34

Health, Safety & Environmental Coordinator

JD NUMBER	JD-EMK-34
FLSA STATUS	Non-exempt
EEO CATEGORY	Professionals
REPORTS TO	Chief Operating Officer · President & CEO while the Chief Operating Officer position is vacant
LOCATION	Emmonak, AK · onsite
SUPERVISES	None
DEPARTMENT	Operations · Health, Safety & Environmental

POSITION SUMMARY

The Health, Safety & Environmental Coordinator keeps Emmonak Corporation's people, community, and environment safe. The position owns the Corporation's safety and environmental compliance program across the Tank Farm, Store, rental fleet, and facilities, including spill prevention, emergency response readiness, training, inspections, and incident records. The Coordinator works alongside the Senior Tank Farm Manager and other unit leaders so that compliance is built into daily work rather than handled after the fact. The position may begin on a part-time basis.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain the Spill Prevention, Control, and Countermeasure (SPCC) Plan, facility response plans, and emergency action plans, and keep them current with actual operations.
- Track regulatory requirements and deadlines for EPA, Alaska DEC, OSHA, and other agencies, and prepare required reports and notifications.
- Schedule and document safety training, including HAZWOPER, fire extinguisher, spill response, and PPE training.
- Conduct routine facility inspections, tank and secondary containment checks, and safety walkthroughs, and track corrective actions to completion.
- Plan and lead spill response drills and emergency exercises with staff and community partners.
- Investigate incidents and near misses, document root causes, and recommend corrective action.
- Maintain safety data sheets, PPE inventory, first aid supplies, and spill response equipment.
- Report safety and environmental performance monthly to the Chief Operating Officer.

REQUIRED QUALIFICATIONS

- High school diploma or GED required. Associate's or Bachelor's degree in Occupational Safety, Environmental Science, or a related field preferred.
- Two (2) or more years of experience in safety, environmental compliance, or fuel or industrial operations.
- Current HAZWOPER (OSHA 29 CFR 1910.120) certification, or ability to obtain it within ninety (90) days of hire.
- Working knowledge of SPCC requirements, OSHA general industry standards, and spill response practices.
- Strong organization and recordkeeping skills.
- Ability to live and work in Emmonak, AK.

PREFERRED QUALIFICATIONS

- Alaska Native descent, Emmonak Corporation shareholder or descendant, or experience in rural Alaska communities.
- OSHA 30-hour General Industry, CPR/First Aid instructor, or Certified Safety Professional credentials.
- Experience with bulk fuel facilities in arctic or subarctic conditions.
- Experience with Alaska DEC facility response or contingency plans.

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	Physically active role. Must be able to climb tanks and ladders, walk uneven and icy terrain, work outdoors in extreme cold (temperatures may reach -40°F), lift up to 50 lbs, and respond to emergency spill situations. Required PPE must be worn at all times on the Tank Farm.
Work environment	Emmonak, AK. Tank Farm, Store, rental sites, and corporate office. After-hours response may be required for incidents.

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