

Olgoonik Corporation Job Description

Job Title: **Fuel Station Manager**

Department: Fuel
Reports To: President
FLSA Status: Non-Exempt
Updated: July 2009

Summary - Manages fuel service station by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plans, develops, and implements policies for operating station such as hours of operation, workers required and duties, scope of operations, and prices for products and services.

Prepares work schedules and assigns workers to specific duties such as customer service, fuel deliveries, or repair work.

Directs, coordinates, and participates in performing customer service activities such as pumping gasoline, checking engine oil, tires, battery, and washing windows and windshield on equipment.

Reconciles cash with gasoline pump meter readings, sales slips, and credit card charges.

Orders, receives, and inventories gasoline, oil, automotive accessories and parts.

Must be able to accomplish the necessary tasks that are stated in the NSB Contract for the fuel division.

Supervisory Responsibilities - Directly supervises three employees in the Fuel Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have a high school diploma or equivalent and some post secondary education or training.

Must have at least one year of responsible work experience that included at least six

months of management or supervisory experience.

Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to write reports and correspondence.

Must be able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume.

Must be able to apply common sense understanding to carry out instructions furnished in written or oral form.

Must have a valid Commercial Drivers License, a current 40 Hour Hazardous Waste Operations certificate (HazWoper Card), and a First Aid Card. A CPR Card not required, but preferred.

Must have a working knowledge of the internet, email systems, and Microsoft's spreadsheets, and word processing software.

COMPETENCIES - To perform the job successfully, an individual should demonstrate the following competencies:

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Responds promptly to customer needs.

Listens and gets clarification.

Writes clearly and informatively.

Delegates work assignments.

Inspires and motivates others to perform well.

Understands business implications of decisions.

Works within approved budget.

Treats people with respect.

Follows policies and procedures.

Observes safety and security procedures.

Adapts to changes in the work environment.

Follows instructions, responds to management direction.

Physical requirements - While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, talk, and hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Incumbents are regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

LOCATION: Wainwright

PAY: DOE

APPLICATION PROCESS: Please send a completed application to:

Olgoonik Corporation

POBox 29

Wainwright, AK 99782

FAX: 907.763.2926

Email: dnashoalook@ain.olgoonik.com

Applications will be accepted until position is filled.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. NOTE: This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.