



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Bulk Fuel Operator with Public Works Department – Bulk Fuel Utility

### **POSITION LOCATION:**

Saint Paul Island, Alaska.

### **POSITION CLASSIFICATION AND HOURS:**

Regular Appointment, Full-Time. Hours may vary.

### **JOB SUMMARY:**

A Bulk Fuel Operator dispenses fuel at the gas station, heating fuel, to residential and commercial customers and is responsible for ensuring the safe and accurate handling of fuel. This position also ensures the preventive maintenance of equipment and machinery. This position works under the general supervision of the Public Works Director or designee. This is considered an entry-level position where work is performed according to established procedures with little variance from those procedures required.

The position involves extensive contact with the public and division employees, frequent contact with other departments and other entities on Saint Paul Island. Contact requires the exercise of diplomacy. The working environment is inherently dangerous due to the nature of the position and the work involved. Close attention to the safety of the work environment is required.

### **ESSENTIAL JOB FUNCTIONS:**

The following are essential job functions:

1. Operates fuel dispensing pumps and related equipment and machinery.
2. Completes sales tickets and gives copy to customer; maintains sales, meter register and work activity logs; calls for sales approval of new vessels.
3. Assists with fuel barge off loads and fuel transfers.
4. Inspects and tests equipment to ensure proper and safe operations.
5. Assists with oil, fuel and other hazardous material spill clean-up and disposal activities.
6. Participates in spill prevention activities in accordance with the City spill plan.
7. Performs preventive maintenance on equipment, machinery, tanks, piping, and other items associated with the Bulk Fuel Utility.
8. Performs checks and inspections equipment, machinery, tanks, piping, and other items associated with the Bulk Fuel Utility in accordance with the City spill plan and standard operating procedures.
9. Reports defects and hazards; recommends improvements, alterations, and repairs.
10. Performs other activities as required or as directed by the Public Works Director or designee.

### **QUALIFICATIONS:**

1. High school education or equivalent.
2. Must be at least eighteen (18) years of age.
3. Must be a team player.
4. Must possess a valid Alaska Driver's License.
5. Must have a clean driving record.
6. Ability to communicate effectively with City personnel and supervisor.
7. Ability to lift 70 pounds or more.



8. 40-Hour HAZWOPER, or ability to obtain within one (1) year of hire.
9. Bulk Fuel Operator certification, or ability to obtain within one (1) year of hire.
10. Practice safety procedures to protect against exposure to hazardous materials, high places, and other hazardous situations encountered while performing job responsibilities.
11. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug test.
12. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
13. Other combinations of education and experience could provide the competencies, knowledge, skills, and abilities listed.

**WAGE AND BENEFITS:**

The hourly wage for this position is \$22.25 to \$33.38 per hour depending on experience, education, skill, abilities. Standard City of Saint Paul benefits per City ordinance.

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing an Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact [hr@stpaulak.com](mailto:hr@stpaulak.com) or go to [www.stpaulak.com](http://www.stpaulak.com).

*Posted September 27, 2023*