



**KUUKPIK CORPORATION
POSITION DESCRIPTION
JOB OPENING**

POSITION: Summer Subsistence Representative
LOCATION: Nuiqsut, AK
OPENING: May 15, 2022
Closing: June 6, 2022
Pay Rate: \$35.00 an hour/8-hour days
REPORTS TO: Nuiqsut Office General Manager

Position: Subsistence Representative SR – ConocoPhillips Alaska Inc. (CPAI)

1 position (1 person) to start work as soon as possible and work until approximately December 1. This position is a full-time seasonal position (non-ice road season) requiring up to 40 hours/week (up to 8 hours/day, 5 days/week) or more, depending on CPAI's operational activities. Position may transfer directly into ice road season subsistence representative after December 1.

Department: Seasonal

Reports to: Kuukpik Corporation General Manager

- **Pay:** \$35 per hour - Subsistence rep will be paid for a maximum of 8 hours/day up to 40 hours per week unless overtime is approved. Hours can be spread out over seven days/week if necessary.

Major responsibilities & duties:

- Non-ice road season duties include:
 - Participate in a minimum of one safety or tool box meeting per week
 - The SR will be expected to work with the Alpine Helicopter Coordinator and CPAI Village Outreach Liaison (VOL) to advise where subsistence activities are occurring. They will provide information to the Helicopter Coordinator during a daily conference call at 9:030 am on workdays, in order to mitigate any interaction between air traffic and subsistence activities.
 - Upon request of CPAI the SR will participate in site inspections from previous winter activities.

- The SR will be expected to keep a daily written log of all events and issues encountered and turn completed logs into the Kuukpikmuit Subsistence Oversight Panel (KSOP) Executive Director at the end of the week. The log should include time spent with each activity.
 - At least once per week, the SR will check in with the CPAI Village Liaison and report any personnel/safety issues or concerns.
- SRs will adhere to all CPAI Policies, Procedures, and SOPs involving safety and environmental issues. This also includes adhering to stipulations contained in regulatory permits administered by the NSB, the ADNR, the BLM, and other agencies involved in CPAI permitted activities
 - Contact the VOL as soon as possible about any concerns or issues related to the CPAI activities.
 - Any additional training to be conducted with CPAI once hired.

Equipment

- A list of CPAI approved equipment and supplies necessary to perform SR duties will be provided
- A list of KSOP-provided gear will also be provided to the SRs
- No gear outside of these lists will be approved for payment by CPAI

Qualifications

- Advanced knowledge of subsistence activity as demonstrated by length of time residing in the Colville River Delta and/or Arctic Slope Region, participation as a subsistence hunter and gatherer, knowledge of seasonal round of subsistence activities
- Lead by Example
- Demonstrate professional demeanor interacting with village residents, construction personnel and the regular Alpine workforce
- Pass Urinalysis (UA) pre-employment drug testing
- North Slope Training Cooperative (NSTC) Card certification
- High school diploma or GED
- Valid drivers' license
- Alpine Camp Emergency Plan (REQ-010-ALP) – view site specific materials and camp orientation video
- Be a Kuukpik Shareholder (or immediate family member of a shareholder) or Nuiqsut resident