

KUUKPIK CORPORATION POSITION DESCRIPTION

POSITION: Subsistence Ice Road Monitor (IRM)
DEPARTMENT: Field Administration
LOCATION: Nuiqsut, AK
REPORTS TO: Subsistence Representative (SR) & Nuiqsut Office General Manager

The IRM reports to the Subsistence Representative (SR). This is an entry level position, mentored by a Subsistence Representative (SR) with the intent to gain necessary ice road experience to eventually move into an SR position.

JOB REQUIREMENTS

- Attend at least one daily toolbox meeting offered either in the morning or afternoon. It can be at any camp or with Nanuq
- Monitor and maintain cleanliness of ice roads from the day the spring ice road officially opens to the day it is officially closed
- Assist SR with observation of ongoing operator or contractor activities as it pertains to ice road development
- Accompany SR in assigned vehicle on daily routes
- Pick up trash, delineators, stakes, and other debris found along the ice roads, ice pads, and work sites
- Clean up any drips and drops left by vehicles and equipment on the ice road as is practical with hand shovels and scrapers
- Follow all operator's safety policies (i.e., wearing safety glasses, traction devices, use of seatbelts, carrying Arctic gear, using headlights, and adhering to the stop work requirement when working in cold temperatures or Phase 2 or 3 conditions)
- Report all injuries immediately to SR

Work Schedule

- The IRM winter position is a full-time seasonal position requiring up to 84 hours/week (up to 12 hours/day, 7 days/week) or more, depending on operator's operational activities, and a minimum of 8 hours/day unless interrupted by hazardous weather. For the winter season IRM would be expected to work from approximately January 1 to May 15. Summer work schedules will variate and will be on an as-needed basis.
- IRM position will work a scheduled number of days per month for each person hired. A rotational work schedule is required, and options include a 1 week on/1 week off, 2 weeks on/2 weeks off, or other approved rotation schedules.
- IRMs will only be paid for scheduled workdays when an accompanying SR is present.

- Ice Road Monitors will be paid for a maximum of 12 hours/day unless overtime is approved by operator. This includes a 1 hr. lunch with 30 minutes allowed. During active work rotations, one meal per day is allowed at the Kuukpik Hotel located in Nuiqsut (1 Buffet Line meal with 2 accompanying beverages).
- Each IRM shall accompany an SR in a truck with 2 persons using the truck on each shift.
- Time spent on the job shall be documented on a daily basis via use of a time clock or other means of approved documentation
- IRMs must notify SR and Nuiqsut General Manager if unable to report to work before start of regularly scheduled workday or be subject to immediate termination.

QUALIFICATIONS

- Mandatory Attendance: ***IRM and SR Environmental and Safety Orientation*** on a date to be determined in November. This is a condition of employment. Potential IRM's who fail to attend this training will be deemed ineligible for hire.
- Be a Kuukpik Shareholder (or immediate family member of a shareholder) or Nuiqsut resident with knowledge, skill and experience to perform duties
- Pass urinalysis (UA) pre-employment drug testing
- North Slope Training Cooperative (NSTC) Card certification
- High school diploma or GED
- If designated to drive a pickup truck, a valid drivers' license is required. IRMs without a driver's license will not operate vehicle

SALARY

The IRM wages, which are expected to be typical for similar jobs in the North Slope, will be determined by the Kuukpik Corporation based on experience and qualifications.