

KUUUKPIK CORPORATION POSITION DESCRIPTION

POSITION: Subsistence Representative (SR)
DEPARTMENT: Field Administration
LOCATION: Nuiqsut, AK
REPORTS TO: Nuiqsut Office HR Manager and General Manager

The Subsistence Representative (SR) position is a full-time seasonal position. SRs are expected to observe, but not interfere with, ongoing oil and gas activities within the Kuukpiik Withdrawal Area and, occasionally, beyond.

JOB REQUIREMENTS

- Travel to exploration drilling, ice roads and off-pad development locations on a periodic basis and observe ongoing activities and identify any potential concerns with current or future operations. The SR will be expected to monitor and evaluate impacts of operator activities on tundra, water resources, wildlife, and traditional subsistence use.
- Work with the operator's Environmental Coordinators (EC) and the Village Outreach Liaison (VOL) to observe ongoing operator and contractor activities as they occur at exploration drilling, ice road construction and maintenance locations, and off-pad development locations.
- Provide reports of potential subsistence issues observed in the field to the EC and the VOL.
- Daily contact (telephone or personal) with the VOL and the BC.
- Alert operator and contractor personnel to any problems or concerns identified in the field that could damage or negatively affect the subsistence activities of the village.
- Monitor changes in subsistence activities, subsistence resources, and village activities as related to operator activities.
- Attend at least one Toolbox meeting per 12-hour shift.

Responsibilities and Duties

- SRs must adhere to all Kuukpiik Corporation policies outlined in the employment handbook.
- SRs must adhere to operator's Policies, Procedures, and SOPs involving safety and environmental issues.
- The SRs will be responsible for a work area defined as the ice road, ice pads and ice bridges associated with construction of ice road, ice drilling pads, and other ice road and rolligon routes that support operator exploration, construction, and development activities.

- SRs must keep records in a logbook of daily work times, truck mileage, and job observations and communications.
- SRs must notify operator on sensitive operating areas or other features in work areas.
- Report any potential or current threats to subsistence activities observed in the field resulting from operator or contractor activities.
- Report (check in) daily either in person or via phone or radio with the operator Village Outreach Liaison (VOL) or the operator Environmental Coordinator (EC).
- Contact the VOL or the EC as soon as possible about any concerns or issues related to the operator activities.
- Report all spills on ice road immediately to BC. Take photos, GPS location, and document in daily log.
- Inspect spill areas to confirm cleanup. Contact the VOL or the EC if additional follow-up is needed.
- Report all tundra disturbances immediately to EC. Take photos, GPS location, and document in daily log.
- Drive entire ice road route daily and routinely as dictated by ongoing operator activities.
- Identify and pick up trash such as delineators, stakes, and other debris that is observed along the ice roads, ice pads, and work sites.
- Check daily to make sure contractors are using duck ponds/liners. Work with operator and contractors to enforce liner policy.
- Inspect water source lakes for cleanliness and good housekeeping throughout the season.
- Coordinate with VOL and EC to approve closure of all lakes used for water withdrawal. Sign off on each lake if satisfied with lake cleanups.
- Approve closure of drilling ice pads, equipment staging pads, ice mining areas. Ice mining areas and snow removal areas are to be approved for closure immediately after use is completed, not at the end of the season.
- Follow all speed limits posted on ice and gravel roads and pads.
- Report all injuries immediately to your supervisor, operator's VOL and BC, and Kuukpiik. Operator's security is responsible for enforcing traffic or safety issues. SRs will not issue tickets or citations.

Work Schedule

- The SR 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 SRs would be expected to work from approximately December 1 to May 15. Summer work schedules will vary and will be on an as-needed basis.

- SR 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.
- SRs will only be paid for scheduled workdays.
 - Subsistence reps will be paid for a maximum of 12 hours/day unless overtime is approved. This includes a 1 hr. lunch with 30 minutes allowed at operator's and other construction or drilling camps. 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).

QUALIFICATIONS

- Mandatory Attendance: ***IRM and SR Environmental and Safety Orientation*** on November 13, 2021. 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 an immediate family member of a shareholder) or a Nuiqsut resident
- High school diploma or GED
- Valid Alaska driver's license
- Pass a urinalysis (UA) pre-employment drug testing
- Complete North Slope Training Cooperative (NSTC) and any other site-specific training that may be required
- Must be familiar with the types of subsistence activities and the environment in the area permitted for CPAI work
- Alpine Camp Emergency Plan (REQ-010-ALP) — view site specific materials and camp orientation video
- Polar Bear Awareness (REQ-230-MIX)
- Any other operator training required for position

SALARY

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