



**TIKIGAQ Corporation**  
**Office of Human Resources**  
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<b>TC FUELS MANAGER</b>	
<b>Approved Date: 2024</b>	
<b>Job Code:</b>	<b>FLSA : Exempt</b>

**JOB SUMMARY:** *Under the general direction of a lead operations supervisor, is responsible for the Point Hope Fuel Tank Farm Management and Operations contract with North Slope Borough and all other fuel related activities for Point Hope. Oversees retail fuel and propane operations. Ensures operations are fully compliant with the contract requirements as well as all governing regulations.*

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES**

Serves as Primary Point of Contact with NSB for all fuel related contract activities. Ensures contract requirements are met and enforced.

Ensures all contract requirements are scheduled and all deliverables met in a timely manner.

Supervises and schedules personnel to maintain a functioning fuel station during required hours and IAW NSB Contract.

Supervises and schedules delivery of bulk fuel and home heating fuel IAW NSB contract requirements.

Supervises and reviews all reporting requirements required by contract. Prepares daily reports covering operations.

Responsible for intake of retail payments. Ensures all retail transactions are recorded accurately and securely. Maintains accurate accountability of all funds. Reports and safeguards all monies IAW with company policy and procedures.

Ensures timely and accurate preparation of timecards. Approves all timecards.

Ensures personnel are properly trained. Schedules all required training. Ensures personnel attend all required training. Maintains training files.

Serves as primary point of contact with customers. Maintains operations to ensure positive customer interface.

Maintains personal contact with all employees and serve as positive role model. Provide ongoing training and guidance.

Develop and maintain thorough knowledge of the NSB Contract and all regulations governing fuel tank farm activities and fuel dispensing activities.

Ensure all assigned vehicles are maintained and function properly.

Responsible for monthly accounts receivable statements to customers.

Provides leadership, direction, and guidance to assigned staff. Develops goals and priorities in conjunction with employees, and assigns tasks and projects. Develops staff skills and training plans. Counsels, trains, and coaches subordinate staff. Implements corrective actions and conducts performance evaluations. Provides written evaluations when required.

Ensures all documentation is filed timely and accurately.

Responsible for maintaining a safe and clean work environment.

Maintain favorable community relations by dealing with customers directly and fairly, representing the fuel operations in positive, results-oriented activities within the community.

Performs other duties as assigned.

### **KNOWLEDGE and SKILLS**

- Skill in verbal and written communication.
- Basic computer skills. Able to use Microsoft Word.
- Skill in motivating, developing, and directing people as they work, identifying the best people for the job.
- Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Skill in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

### **MINIMUM QUALIFICATIONS**

A High School Diploma or GED; AND five (5) years professional work experience of managerial operations.

### **MINIMUM CERTIFICATION QUALIFICATION**

### **MINIMUM PHYSICAL REQUIREMENTS**

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 50 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. Pay is dependent upon qualifications and experience.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.