

Norton Sound Economic Development Corporation
Job Description

Job Title: Refrigeration Technician

Department: NSSP

Supervisor: Plant Manager

Supervisory: No

Grade: 7

Duty Station: Nome, AK

Type of Position: Regular, Full-time

Eligible for Benefits: Yes

FLSA: Non-Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause, post-accident, and seasonal random drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Refrigeration Technician is responsible for ensuring the proper operation and maintenance of refrigeration-related and other equipment, as well as general maintenance, in Northern Norton Sound Seafood Products (NSSP) operations. This is a year-round position with a greater amount of the responsibilities and effort concentrated between June and November.

Supervision Received:

The position receives supervision from the Plant Manager who monitors work performance and gives work direction. The position functions with moderate supervision.

Essential Job Functions and Responsibilities:

- Ensure that mechanical and refrigeration systems are maintained and functioning in good order.
- Assist with the installation and maintenance of mechanical systems according to industry standards and regulations.
- Help maintain equipment and facilities per OSHA, EPA and other regulations and recognized good practices.
- Facilitate plant improvements as directed.
- Assist with other NSSP/NSEDC repair and maintenance projects as assigned, including, but not limited to, vessel work, vehicle repair, and building maintenance.
- Other duties as assigned

Qualifications:

High school diploma or equivalent and at least 2 years applicable work experience is required.

- Certification in the safe use and operation of refrigeration systems is required.
- A valid driver's license is required.

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly, and represent the company in a professional manner.

- Knowledge of refrigeration, mechanical and electrical systems, their function and purpose
- Knowledge and adherence to EPA regulations, rules and record-keeping in regard to refrigeration systems
- Knowledge of OSHA and safety regulations
- Knowledge of basic electrical operations is encouraged
- Skill in troubleshooting
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications including electronic spreadsheets and database applications

Physical Requirements

- Stand and/or walk more than half the workday
- Bend, stretch, twist, crouch and/or reach
- Use hands and arms for repetitive motion tasks
- Lift or carry unaided up to 50 pounds
- Push or pull using more than moderate force
- See and hear with normal acuity

Working Conditions:

- Work is primarily conducted in a seafood processing plant.
- Work is occasionally conducted at remote, land-based seafood operations and aboard vessels which transport seafood.
- Extended work hours (including weekends) are required as needed during the busy summer fishing season.
- Some travel is required (less than 25% of the time).
- Travel is done via large aircraft.
- Travel is done via small (fewer than 16-passenger) aircraft.
- Work may be conducted outside in inclement weather conditions.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.