

Norton Sound Economic Development Corporation
Job Description

Job Title: S.NSSP Plant Manager

Department: NSSP

Supervisor: Operations Manager

Supervisory: Yes

Grade: 12

Duty Station: Unalakleet, AK

Type of Position: Regular, Full-time

Eligible for Benefits: Yes

FLSA: Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 9,200 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 and post-accident 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 Plant Manager is responsible for all operations at their respective plant(s) and other assigned facilities, including buying stations. Responsibilities include the buying and processing of seafood products from multiple locations within the Norton Sound region; compliance with state, and federal regulations and reporting governing NSSP operations; procurement of permits, operational supplies and materials; management of full-time and seasonal employees; and overseeing maintenance and operations of facilities and equipment. The Plant Manager is responsible for developing and maintaining good relations with local fishermen and fostering a support-oriented atmosphere within NSSP.

Supervision Received:

The position receives supervision from the Operations Manager who monitors work performance and gives work direction. The position functions with general independence.

Essential Job Functions and Responsibilities

- Supervise daily operations and production activities at the seafood plant and other assigned facilities, including buying and processing fresh, live and frozen seafood products; secondary processing of seafood products; and associated retail sales.
- Implement measures and standards with fisherman to assure a high-quality product while maintaining a good working relationship with fisherman
- Oversee all hiring, supervising, orientation and training (in conjunction with Safety Manager) of regular and seasonal personnel in accordance with NSEDC policies and procedures.
- Ensure safe working conditions at all NSEDC/NSSP processing and related facilities according to local, state and federal regulations and company policy.

- Ensure assigned remote facilities are properly supervised and provisioned, and receive timely and appropriate communication regarding operations, policy and protocols.
- In coordination with Facilities & Fleet Manager, ensure all plant facilities, systems and equipment are regularly inspected, maintained and in good operating condition. Maintain proper recordkeeping and documentation of repairs and maintenance.
- Coordinate and maintain consistent communication with Operations Manager, Vessel Manager, and ADF&G to maximize fishing opportunities while ensuring sufficient tendering capacity and the delivery of quality product for processing.
- Work with Operations Manager to develop and monitor the annual operations plan and department budget.
- Ensure all records, operating permits and other required documentation, such as HACCP plans, and inspection/monitoring reports, are maintained as required by state and federal agencies such as ADF&G, DEC, FDA, EPA, and OSHA.
- Ensure processing and operating facilities are operating in compliance with all company policies and local, state and federal regulations.
- Prepare all seafood buying and processing reports as required by state and federal agencies. Prepare various reports relating to assigned areas of operation for the COO and/or CEO and the Board of Directors.
- Other duties as assigned

Qualifications:

A Bachelor’s Degree in a management related field from an accredited university is required. Year-for-year applicable work experience may be substituted for degree requirement. Current HACCP certification or ability to qualify and obtain certification within first year of employment is required. Five years of seafood processing, management and fishing industry experience preferred. Experience in retail sales and marketing, mechanical aptitude, and experience working with processing equipment, machinery and vehicles is also preferred.

- A valid Alaska driver’s license and insurable under NSEDC’s auto insurance required
- Resident of the Norton Sound region is preferred

Required Supervisory Experience:

A minimum of five years of supervisory experience 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 customer services concepts and practices
- Knowledge of sanitation and safe food handling practices
- Knowledge of retail and marketing strategies for seafood products
- Knowledge of safety practices and protocols for equipment and operations related to seafood processing
- Knowledge of regulatory compliance practices and procedures
- Skill in operating office equipment
- 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
- Skill in assessing and prioritizing multiple tasks, projects and demands
- Skill in reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations
- Skill in leading and supervising a team
- Skill in establishing commercially responsible prices and policies

Physical Requirements

- Use hands and arms to operate office or equipment
- Stand and/or walk more than half the workday
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time
- Use hands and arms for repetitive motion tasks
- Lift or carry unaided 25 to 50 pounds
- Push or pull using with more than moderate force
- See and hear with normal acuity

Working Conditions

- Work is conducted in a seafood processing plant.
- 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 (less 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 job description has been designed to indicate the general nature and level of work performed by employees assigned to 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.