

**Norton Sound Economic Development Corporation**  
**Job Description**

**Job Title: Senior Crew Leader**

Department: NSFR&D  
Supervisor: Fisheries Biologist  
Supervisory: No  
Grade: 6

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, random, 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 Senior Crew Leader supports the projects in the Norton Sound Fisheries Research and Development Program (NSFR&D). The position assists in project design and implementation, developing sampling procedures, logistics, field work, and equipment maintenance. The position will make some independent operational decisions, train seasonal employees and work in situations that are under public scrutiny. It is important the person in the position has an awareness of representing the organization, has a safety-conscious attitude and displays pride in workmanship. After the field season, this position assists in data summaries and analysis, performs annual maintenance, supports the salmon incubation program, and assists in winter field work.

**Supervision Received:**

The position receives supervision from the NSFR&D Fisheries Biologist who monitors work performance and provides work direction. This position also receives varying levels of direction as needed from the NSFR&D Director.

**Essential Job Functions and Responsibilities:**

- Assist in training crewmembers in project and program protocols, including orientation and safety measures. Supervise crewmembers to ensure that projects are conducted as intended and to ensure the quality of the data.
- Assist in hiring crewmembers and a crew leader for sites and projects as directed.
- Participate, as directed, in fieldwork and/or research efforts with the Alaska Department of Fish and Game or other entities.
- Mobilize, set up, take down and demobilize salmon counting project field camps.

- Participate in NSEDC's salmon incubation program, including egg-takes, fry rearing and fry releases.
- Responsible for the performance and facilitation of equipment maintenance as directed, such as cleaning and repair of incubators, motor maintenance and lubrication, storing and repair of nets, etc.
- Post-season data compilation and analysis. Transcription and proofing of data from field forms to electronic record; graphing of data to compare to historical records; plotting locations. Review of operational plans and protocols. Assist in budget development and staff scheduling.
- Support other NSEDC programs in their community travel or in meetings when required.
- Other duties as assigned.

**Qualifications:**

An associate's degree in science from an accredited university is required. Year-for-year applicable work experience may be substituted for degree requirement.

- First aid/CPR training is preferred.
- A valid driver's license is required.
- Ability to pass criminal background check.
- Resident of the Norton Sound region preferred.

**Required Supervisory Experience:**

None.

**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 local fish species and their identification
- Basic construction skills
- Basic plumbing skills
- Basic mechanical/repair skills
- Skill in operating a personal computer, utilizing a variety of applicable software programs
- Ability to formulate verbal and written instructions; to supervise and direct employees.
- Must be able to safely operate a truck, boat, snowmobile, and ATV
- Must be willing to travel throughout the Norton Sound region and work in remote locations for extended periods of time
- Must be willing and able to use firearms for personal protection in accordance with NSEDC's wildlife safety policy.

**Physical Requirements**

- Use hands and arms to operate equipment
- Sit more than half the workday
- Sit less than half the workday
- Stand and/or walk more than half the workday
- Bend, 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 up 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 standard office environment.
- Work is conducted in a remote camp setting, and employees are expected to be stationed at the camp for extended periods of time.
- Extended work hours (including weekends) are required as needed during the busy summer fishing season.
- Travel is required (25% of the time or more).
- Travel is done via large aircraft.
- Travel is done via small (less than 16 passenger) aircraft.
- Travel is done using snowmobiles, all-terrain vehicles or boats.
- 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.*