

GRAVEL PIT ATTENDANT / LANDS OFFICER

BBEDC / PAUG-VIK INC., LTD
SEASONAL EMPLOYMENT - NAKNEK/KING SALMON

QUALIFICATIONS:

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 18 OR OLDER
- MUST HAVE A VALID ALASKA DRIVER'S LICENSE
- ABLE TO PASS A COMPANY DRIVING RECORD AND BACKGROUND CHECK
- COMPUTER EXPERIENCE IN MICROSOFT APPLICATIONS
- MUST WORK WELL WITH OTHERS
- MUST MEET ASSIGNED DEADLINES AND SCHEDULES
- ABLE TO COMMUNICATE RULES/REGULATIONS TO TRESPASSERS AND THE PUBLIC
- ABLE TO WORK IN EXTREME WEATHER CONDITIONS
- ABLE TO MANAGE AND ORGANIZE TIME EFFECTIVELY
- ABLE TO COORDINATE SEVERAL ACTIVITIES AT ONCE
- MUST BE ABLE TO PRIORITIZE AND MANAGE MULTIPLE PROJECTS
- MUST HAVE PROBLEM SOLVING SKILLS AND ABLE TO INTERPRET INSTRUCTIONS PRESENTED IN A VARIETY OF SITUATIONS
- MUST BE ABLE TO COMPLETE TASKS WITH MINIMUM SUPERVISION
- MUST BE RELIABLE, PUNCTUAL AND CONSISTENT IN ALL JOB DUTIES
- ABLE TO HANDLE POTENTIALLY STRESSFUL SITUATIONS IN A CALM AND PROFESSIONAL MANNER

DUTIES:

- MAKE TOURS OF PAUG-VIK LANDS IN A VARIETY OF MODES OF TRANSPORTATION
- REPORT TO SUPERVISOR ANY UNUSUAL OR SUSPICIOUS CONDITIONS
- CARRY NECESSARY FORMS AND RECEIPTS FOR SIGHT ISSUANCE OF LAND USE PERMITS
- ASSEMBLE AND INSTALL PAUG-VIK'S STANDARD NO TRESPASSING SIGNS AND KEEP UPDATED MAP SHOWING POSTED LOCATIONS
- MONITOR SECURITY SYSTEMS FROM A CENTRAL OFFICE TO DETECT UNAUTHORIZED ENTRY OR SUSPICIOUS ACTIVITY
- WATCH FOR HAZARDS LIKE SMOLDERING DEBRIS (FIRE WATCH), AND LEAKING FLUIDS FROM MACHINERY
- OTHER DUTIES AS ASSIGNED

COMPENSATION:

- \$22.00 PER HOUR
- 40 HOURS PER WEEK
- MAY - AUGUST 2026
- UP TO 13 WEEKS OF EMPLOYMENT

BBEDC WILL BE ACCEPTING APPLICATIONS
UNTIL THE POSITION IS FILLED.
FOR AN APPLICATION OR MORE
INFORMATION PLEASE CONTACT BBEDC AT
1-800-478-4370