

FUEL ATTENDANT

**BBEDC / CITY OF EKWOK
SEASONAL EMPLOYMENT**

QUALIFICATIONS:

- **BBEDC CDQ COMMUNITY RESIDENT**
- **MUST BE 18 OR OLDER**
- **HIGH SCHOOL OR GED REQUIRED**
- **MUST HAVE A VALID ALASKA DRIVER'S LICENSE**
- **ABLE TO WORK AND CARRY OUT ASSIGNED DUTIES WITH MINIMAL SUPERVISION**
- **GOOD ORGANIZATION AND TIME MANAGEMENT SKILLS**
- **ABLE TO READ AND FOLLOW INSTRUCTIONS FROM MANUALS**
- **ABLE TO IDENTIFY AND ORDER PARTS, MATERIALS, AND SUPPLIES**
- **MUST HAVE A BULK FUEL OPERATOR CERTIFICATE OR IS WILLING TO OBTAIN THE CERTIFICATE WHEN HIRED**
- **MUST BE ABLE TO LIFT UP TO 70LBS**
- **ABLE TO WORK IN EXTREME WEATHER CONDITIONS**

DUTIES:

- **OPEN AND CLOSE FUEL STATION**
- **READ METERS ON DISPENSER IN THE MORNING AND AT NIGHT**
- **KEEP AN ACCURATE DAILY LEDGER OF METER READINGS, RECEIPT NUMBERS, NAMES, AND FORMS OF PAYMENTS**
- **CLOSE OUT LEDGERS ON A DAILY BASIS**
- **ASSIST WITH OFFLOADING THE FUEL BARGE IN THE SPRING AND FALL**
- **TRANSFER FUEL AS NEEDED**
- **OTHER DUTIES AS ASSIGNED**

COMPENSATION:

- **\$25.00 PER HOUR**
- **40 HOURS PER WEEK**
- **JUNE - SEPTEMBER 2026**
- **UP TO 16 WEEKS OF EMPLOYMENT**

**BBEDC WILL BE ACCEPTING APPLICATIONS
UNTIL THE POSITION IS FILLED.**

**FOR AN APPLICATION OR MORE INFORMATION,
CONTACT BBEDC AT 1-800-478-4370**