

Aleutians East Borough Job Description

AKUTAN AIRPORT OPERATIONS ASSISTANT (Akutan, Alaska)

Job Summary

This position reports to the Borough Administrator or designee and is responsible for operating and maintaining the 21' Borough owned Workskiff as well as assisting with helicopter operations and maintaining and fueling the hangar at the head of Akutan Bay.

Major Duties

- Transporting the helicopter crew and others designated by the Borough Administrator or designee to and from the small boat harbor located near the village and the hangar located at the head of Akutan Bay with a 21' Workskiff.
- Maintaining the Workskiff, including but not limited to conducting oil changes and replacing parts when necessary.
- Assisting with the helicopter operations, which may include transporting mail from the helicopter to the post office at the Sea Plane ramp and helping with the helicopter fuel operation.
- Maintaining the hangar at the head of the bay. This will include but not be limited to
 - Transporting fuel;
 - Assisting with snow removal; and
 - Minor maintenance.
- Submit reports and other documentation as required (i.e. generator reports, skiff maintenance checklists, timesheets and leave requests).
- Other duties as assigned.

Job Requirements

- High School diploma or equivalent.
- Drive a 21' Workskiff.
- Demonstrated proficiency with all the component tasks listed in "Major Duties" above.
- Demonstrated ability to take direction and then work independently to complete assigned tasks.

- Ultra-reliable person with excellent judgment.
- Quick learner with the ability to accept and process feedback.
- Documented history of outstanding productivity while generating exceptionally high quality of work.
- Ability to lift, move and carry fifty (50) pounds.

Skills

- Ability to drive a 21' Workskiff.
- Practical knowledge of maintaining vessels and conducting minor maintenance in facilities.
- Prefer familiarity with the Aleutians and/or rural Alaska.

Work Environment

The majority of work is performed in an outdoor environment in Akutan, Alaska. This consists of navigating a boat and doing maintenance activities. There is some interaction with people, in person, via e-mail and using the telephone.

Supervisory Control/Responsibilities

The Akutan Airport Operations Assistant reports to the Borough Administrator or designee.

The Akutan Airport Operations Assistant shall have complete discretion to make all decisions concerning the stability of the weather and docking areas; condition of the Workskiff and all other factors affecting the maritime transport via the Workskiff.

Compensation

This is a regular non-exempt, hourly, part time, year-round position. Work hours may vary on a daily and weekly basis and need to accommodate the helicopter crew's schedule. The Akutan Airport Operations Assistant is not permitted to work more than 30 hours per pay period unless authorized by the Borough Administrator or designee.

The pay range is from \$22.00 per hour to \$28.00 per hour. The hourly pay depends on experience. Regular part-time employees may be eligible for some benefits sponsored by the Borough, subject to the terms, conditions, and limitations of each benefit program.

APPROVED:

Anne Bailey

Borough Administrator

4/10/2025

Date