

Subject: JOB DESCRIPTION – PBC LAND AND RESOURCE OFFICER	No. 2011-02	Date: April 9, 2011
Approved by: PBC Executive Officer	Rev. No.	Rev. Date

Land and Resource Officer

Location: **Pedro Bay (Remote).**

Reports to: Lands and Natural Resources Manager

To Apply: submit application or resume to info@pedrobaycorp.com or fax application to 907.277.1501. Applications are available at www.pedrobaycorp.com.

SUMMARY: The Land and Resource Officer position will be based out of Pedro Bay, Alaska and will patrol Pedro Bay Corporation land as directed by the position supervisor. Patrols include determining unauthorized access and reporting. LRO’s will work in populated bear country and, for personal safety, will be required to carry a firearm. The position is active during the field season, from April to October of each year and, as required, from November to March.

DUTIES AND RESPONSIBILITIES:

The LRO will patrol PBC lands by foot patrol, vehicle, ATV, boat, and, when required, by plane, to ensure security of land and resources, including gravel sites. This position will work outdoors in a variety of conditions, which will include exposure to extreme weather. This position evaluates for conditions that could result in injury or loss due to fire, flood, and any other man made or natural causes and reports to the supervisor any unusual or suspicious conditions detected.

Is certified to carry and use a fire arm or successfully completes PBC approved training for firearms and bear safety as position is required to carry a fire arm for protection from wild life. Participates in and maintains all recommended and required training.

Maintains strong ability to gather data from patrols through written reports, observation and electronic media; gives detailed reports of all activities on PBC land. Distributes or assists with distribution of signage, notices and permits for the Pedro Bay Corporation.

Represents Pedro Bay Corporation Lands and Natural Resources Department as assigned by supervisor, in a variety of meetings and company functions.

Other duties as assigned by management and/or supervisor.

MINIMUM/REQUIRED QUALIFICATIONS: Minimum qualifications to be considered for this position:

High School Diploma or GED equivalent

Legally authorized to carry a firearm

Valid Driver's License

Reliable all terrain vehicle

Minimum Age: 21

Three years of progressively responsible experience. Experience in the security industry preferred

ETT certification (training will be provided by PBC)

Certification in Firearms training (handgun and rifle) or ability to obtain within 2 months of hire

Ability to pass a comprehensive background check

Ability to pass a pre-employment drug test

Bear safety training (training will be provided by PBC)

CORE COMPETENCIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required.

Remote Field Work – Understands wilderness survival skills, possesses a general knowledge of cold weather operations for equipment and personnel, demonstrated familiarity with outdoor equipment operation (to include ATVs, boats, snow machines and chainsaws), demonstrated familiarity with the usage of radio and satellite communication methods, possesses a general understanding of river conditions and riverboat operations, and demonstrated familiarity with firearms

Shareholder Relations – Demonstrated ability to relate to Alaska Native Shareholder needs and concerns. The individual must be able to understand and adapt to the requirements of public relations activities in rural Alaska

Software & Reporting - The individual is experienced with MS Word and Excel and has a working knowledge of the other software tools within the Microsoft Office Suite.

CORPORATE CORE COMPETENCIES:

All employees of the Pedro Bay Corporation are expected to display these competencies in addition to the above listed job specific competencies.

Adaptability - Adapts to changes in work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

Attendance/Punctuality - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values and confidentiality.

Initiative - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers help when needed

Judgment – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure

Oral and Written Communication – The individual speaks clearly and persuasively in positive and negative situations, listens and obtains clarification and responds well to questions. Writes clearly and informatively, presents numerical data effectively and is able to read and interpret written information.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity

Problem Solving – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully. The individual understands the implications of new information for both current and future problem-solving and decision-making. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality Management – The individual looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality and demonstrates accuracy and thoroughness.

Safety and Security – The individual actively promotes and personally observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions or behaviors and uses equipment and materials properly.

Teamwork - Focuses on solving conflict, maintains confidentiality, keeps emotions under control, tries new things, balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, and puts success of team above own interests.