



**JOB DESCRIPTION**

<b>Job Title:</b>	Land and Resources Protection Officer (LPO)
<b>Salary:</b>	Depends on Experience
<b>Schedule:</b>	40 Hours Per Week (some overtime required)
<b>Department:</b>	Land and Resources
<b>Location:</b>	Mentasta
<b>Reports To:</b>	Land and Resources Protection Officer Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Job #:</b>	<b>10-02-04</b>

**Summary:** This person will be based out of the **Mentasta Area** but may patrol Ahtna’s regional and village lands in Cantwell, Chitina, Mentasta, and Glennallen areas as directed by the Land & Resources Protection Officer Supervisor. Patrols include looking for any individuals that are accessing Ahtna land without a prior issued “Land Access Permit” and be responsible for reporting individuals accessing Ahtna land without a permit. LPO’s are required to carry a firearm, therefore must pass fire arms training. LPO’s are required to drive an Ahtna, Inc. vehicle to conduct patrols and must pass a thorough background check and also meet specified driving standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Patrol the regional and village lands by several modes of transportation including, but not limited to, a car, truck, ATV, boat, airplane, and walking.
- Ensures security of land and resources. Watches for conditions that could result in injury or loss due to fire, flood, and any other man made or natural causes.
- Is certified to carry and use a fire arm or successfully completes training for fire arms.
- Is required to carry a fire arm for protection from wild life.
- Reports to supervisor any unusual or suspicious conditions detected.
- Maintains a strong ability to gather data from patrols; gives detailed reports of all activities or village lands.
- May distribute permits for Ahtna’s regional and village lands use permits.
- Participates in all recommended and required training.
- Represents Ahtna Land Department as assigned by supervisor, in a variety of meetings and company functions.

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- Other duties as assigned by management and/or supervisor.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a High School Diploma or GED equivalent.
- Must have a valid Alaska Drivers License.
- Must pass company driving record check.
- Be 21 years of age.
- Certification in Firearms training (handgun and rifle).
- Computer experience in Microsoft applications.
- Must work well with others and meet assigned deadlines and schedules.
- Ability to courteously communicate rules and regulations to trespass violators and public.
- Ability to work in weather conditions including exposure to extreme weather.
- Versatile attitude of wide variety of duties.
- Must successfully complete all recommended and required training.
- No domestic assaults or criminal history.
- Ability to manage and organize time effectively. Able to coordinate several activities at once, quickly analyze and resolve specific problems, and cope with deadlines effectively. Must be able to prioritize and successfully manage multiple projects without sacrificing the success of any one project.
- Problem solving skills and ability to interpret instruction presented in a variety of situations. Flexible and adaptable work style.
- Must be able to complete assigned tasks with minimum supervision. Strong detail and follow-up skills essential. Ability to complete work in a priority order, meeting a high degree of professionalism, quality and craftsmanship.
- Must be reliable, punctual and consistent in all job duties and responsibilities.
- Able to effectively handle potentially stressful situations in a calm and professional manner.

**Physical Demands / Work Environment:**

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust focus); walking; bending, pushing, pulling, and standing for up to 4 hours; occasional lifting of up to 25 pounds. Work performed in a professional office setting utilizing telephone, computer and other office equipment. Moderate travel required to shareholder communities, subsidiary offices and other locations as needed.

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This position description identifies only the major functions and responsibilities of this job. It does not include all aspects of the position, or additional duties that may be assigned by a supervisor or manager. Please note there also may be a requirement to help others complete special projects and other work for the company's overall benefit.

Patrol by car, truck, ATV, boat, and/or airplane. Can be bumpy and can cause whole-body vibrations, jarring, and/or awkward movements.

Preference will be given to shareholders, descendants and/or shareholder spouses.

**Pre-employment Drug Testing Information**

Ahtna Incorporated requires pre-employment drug testing utilizing urinalysis collection. A positive drug test makes you ineligible for employment with Ahtna, Inc. and its subsidiaries.