



DWFP-HATCHERY MANAGER

CHARACTERISTICS OF WORK:

This is professional, administrative, managerial, and biological work in the fields of fish culture and fish biology. Characteristic duties include responsibility for administering and managing fish hatchery workers to ensure efficiency of hatchery operations; and, development of techniques and methods of fish spawning and rearing. The work includes planning, coordinating, and supervising various activities necessary to spawn, raise, and stock various sizes and species of fish. Work is performed under the general supervision of an administrative or technical superior; work is planned and reviewed and progress evaluated in planning sessions, reports, and conferences with superiors. Supervision is exercised over subordinates in lower job classifications, including Conservation Technicians.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in aquaculture or wildlife/fisheries ecology/biology or wildlife/conservation/management.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in aquaculture or wildlife/fisheries ecology/biology or wildlife/fisheries conservation/management;

AND

Experience:

One (1) year of work experience directly related to the above described duties.

Substitution Statement:

Directly related education above the Bachelor's Degree and directly related experience may be substituted on

an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

Depth Perception: Three dimensional vision, ability to judge distances and spatial relationships.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and climb or balance. The incumbent is frequently required to sit; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or

unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Aquaculture: Has an overall understanding of aquaculture principles to efficiently coordinate all activities relating to brood stock management, production, rearing, and fish stocking in public waters.

Facility and Equipment Development/Maintenance: Possesses the ability to operate and maintain the hatchery facility.

Performs plumbing functions around facility. Performs electrical wiring, carpentry, and welding duties. Operates and maintains a variety of equipment, including but not limited to, motorized vehicles, tractors with accessory grounds maintenance equipment, all-terrain vehicles, winches, boats, motors, predator-control equipment, etc.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Continuously assesses work unit for areas of improvement and suggests changes for continuous improvement. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority to provide in area of expertise.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workload and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals, sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Maintains guidelines, maintenance, inventory, and equipment for the agency.
2. Coordinates fish culture activities to maintain survival and fish production.
3. Maintains records, personnel duties, and agency priorities and goals, and other administrative functions.
4. Collects and disseminates information to the general public.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates and directs the safe storage, use, and application of fertilizers and chemicals necessary for maintaining water quality, plankton populations, disease treatment, and aquatic plant control.

Evaluates technological advancements and applications; directs the design and construction of specialized equipment.

Compiles and prepares hatchery annual work plans, fish production totals, annual and year-end reports, and budget requests; authorizes purchases of equipment, commodities, and services; monitors expenditures of funds allocated to project by budget category.

Coordinates property inventory and maintenance of facility equipment assigned to the hatchery.

Operates and maintains a variety of equipment, including but not limited to: motorized vehicles, tractors with accessory grounds maintenance equipment, all-terrain vehicles, winches, boats, motors, predator-control equipment, pumps, generators, nets, traps, water testing equipment, microscopes, audio-visual equipment, computers, and two-way radio equipment.

Formulates fish spawning, culture, rearing, feeding, harvest, stocking, and chemical application guidelines with established criteria for the hatchery.

Coordinates the stocking of fish in hatchery ponds for proper spawning and rearing conditions including the capture, removal, and restocking of fry for adequate growth and provides an adequate forage supply to maintain brood stock in healthy condition.

Coordinates the delivery of fish to ponds, lakes, reservoirs, streams, rivers, and other hatcheries for restocking purposes.

Identifies aquatic plants and fish disease organisms that may affect fish survival, growth, and production.

Coordinates the collection of samples to send for fish disease diagnosis and recommends methods for the intervention, prevention, and treatment of fish diseases.

Investigates and analyzes factors responsible for fish kills to determine causes and implements prevention and/or intervention practices.

Trains subordinates in the calibration, use, and care of water analysis instruments to monitor water quality conditions necessary for optimal fish production.

Coordinates and prepares technical and nontechnical reports, papers, and records on such hatchery operations as fish production, fish sizes, fish weights, feed conversion ratio, average doubling time, liming, fertilization, and stocking amounts and locations. Uses computer programs to compile and manage this information.

Attends training courses, seminars, and professional meetings.

Coordinates and determines hatchery operation priorities and assignments within established goals and objectives; coordinates, assigns, and inspects work and work/leave schedules; participates in strategic planning to develop long-range objectives and priorities.

Reviews and evaluates subordinates' job performance; recommends performance improvement plans and supplemental training to ensure performance standards are met.

Makes personnel-related recommendations through the chain-of-command to include staff development, employment, promotion, termination, and disciplinary action.

Reviews, compiles, and completes various administrative reports related to time and leave activities, purchasing forms, and travel vouchers.

Responds to requests for information verbally or in writing regarding program policies, activities, and hatchery techniques.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.