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HATCHERY MANAGER

Nature of Work

Under limited supervision, performs technical, professional and administrative tasks at the advanced performance level at a state-owned fish hatchery. Exercises wide latitude in planning and directing all hatchery-associated tasks. Serves as the on-site manager and supervisor of staff at single or multiple facilities associated with the rearing and stocking of hatchery-reared fish. Develops and implements statewide stocking plans. Purchases supplies and equipment, develops procurement documents for the purchase of fixed assets, manages facility budget, maintains facilities infrastructure and equipment inventory and maintains records concerned with all hatchery operations. Directs small groups as a team leader on specific activities and projects both at fish hatchery and at off-site locations. Assists in developing statewide fish rearing and stocking annual plans and long range planning for hatchery infrastructure rehabilitation and improvements. Interacts with the public to provide information on wildlife resources section projects and programs. Work can be physically demanding and performed in varying climatic conditions. Performs related work as required.

Distinguishing Characteristics

These positions are distinguished from the Hatchery Manager, Assistant as these positions will direct the operation of a state-owned fish hatchery. Is accountable to a Natural Resources Program Manager 1. Exercises latitude in managing the mechanical and biological systems and personnel necessary to efficiently run an individual fish hatchery. Supervises staff including the approval of leave and time reports.

Examples of Work

Directs the operation of a state-owned fish hatchery.

Directs the purchasing of supplies and equipment, developing procurement documents for the purchase of fixed assets, managing facility budget, maintaining facilities infrastructure and equipment inventory and maintaining records concerned with all hatchery operations.

Supervises staff including the approval of leave and time reports.

Prepares work reports, progress reports, time sheets and financial reports.

Develops an annual hatchery plan in cooperation with other hatchery managers and administrator.

Implements annual hatchery operational plan and ensures implementation.

Oversees the compliance with fish health and biosecurity requirements.

Oversees the statewide stocking of hatchery reared fish.

Plans, organizes and directs the operation and maintenance of hatchery facilities, including repairs and renovations of physical structures.

Enforces hatchery regulations for safety, cleanliness and neatness.

Conducts tours of the hatchery and answers visitor's questions.

Promotes and maintains goodwill of employees and general public.

Knowledge, Skills and Abilities

Knowledge of standard fish sampling techniques and operation of laboratory equipment.

Knowledge of the principles of planning, organizing and conducting hatchery programs.

Knowledge of the basic procedures followed in identification of fish diseases and pathogens.

Knowledge of buildings and grounds maintenance procedures and basic building maintenance trades.

Knowledge of safety regulations and precautionary measures.

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Knowledge, Skills and Abilities (cont'd)

Knowledge of all fish hatchery functions and operations and their related biosecurity and safety procedures.

Knowledge of the principles of planning, organizing and conducting hatchery programs.

Knowledge to operate standard computer-based functions and software.

Knowledge of first aid procedures and standard scientific safety precautions.

Ability to effectively train, organize, supervise and direct work of fish hatchery employees and prepare work plans and reports.

Ability to effectively plan, organize and direct all hatchery operations and maintenance.

Ability to apply knowledge of fisheries biology to hatchery management activities and techniques.

Ability to operate specialized hatchery equipment and to perform basic repairs on such equipment.

Ability to keep accurate records in a clear and concise format.

Ability to anticipate the need for and order all hatchery supplies and equipment.

Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing.

Ability to issue and follow oral and written instructions with minimal supervision and exercise sound judgment.

Ability to adapt to a variety of situations involving long hours, hazardous conditions and difficult circumstances.

Minimum Qualifications

Training: Bachelor of Science degree from an accredited college or university with a major in fish or wildlife management and biology, natural resources management, fish culture, agriculture, biological sciences, environmental sciences, conservation biology, animal science or related field.

AND

Experience: Two years of full-time or equivalent part-time paid professional employment in the field of aquatic biology, fish culture or fisheries management.

Substitution: Associate of Science degree from an accredited college or university with a major in fish or wildlife management and biology, natural resources management, fish culture, agriculture, biological sciences, environmental sciences, conservation biology, agriculture, animal science or related field.

AND

Six years of full-time or equivalent part-time paid experience in the field of fish and wildlife management, fish culture or related fields.

Special Requirement: A valid West Virginia driver's license is required. May be required to obtain a commercial driver's license. Must reside at the facility.

Promotional Only

Training: High school diploma or equivalent.

Experience: Eight years of full-time or equivalent part-time paid experience in fish or wildlife management, fish culture or agriculture. Four years of the eight years of full-time or equivalent part-time paid experience must be directly associated with state-owned hatchery facilities associated with the activities related to all aspects of rearing and stocking of hatchery-reared fish; the maintenance of facilities, infrastructure and equipment; and the development of statewide fish rearing and stocking annual plan and long range planning for hatchery infrastructure rehabilitation and improvements.

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