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HATCHERY MANAGER, ASSISTANT

Nature of Work

Under general supervision, performs technical or professional activities at the full-performance level at a state-owned fish hatchery. Serves as a lead worker in directing subordinate staff in coordinating and conducting technical or professional tasks such as maintaining buildings, grounds and equipment; rearing and distributing of fish; and monitoring fish populations. Assesses the health and condition of reared fish, organizing the daily stocking of fish and maintaining easily accessible records of all hatchery operations. Performs work without immediate guidance, but under the general supervision of a hatchery manager. Directs small groups on specific activities both at fish hatchery and off-site locations on specific activities. May act as the Hatchery Manager on a temporary basis. Interacts with the public to provide information on wildlife resources 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 as these positions will assist in directing the operations of a state-owned fish hatchery under the supervision of a hatchery manager and serve as a lead worker in hatchery operations. In the temporary absence of the hatchery manager, will be responsible for managing the facility.

Examples of Work

Serves as a lead worker for hatchery staff.

Oversees hatchery grounds and buildings maintenance including mowing grass, raking leaves, repairing roads, cutting brush, picking up trash, cleaning offices and buildings, painting buildings and fences; assists as necessary.

Oversees the spawning, rearing, weighing, counting, grading and size-grouping of fish for release.

Monitors fish health by observation and basic laboratory diagnostic tasks and assists in the treatment of fish for diseases and abnormalities.

Compiles data to develop operational reports detailing hatchery functions.

Assists in the preparation of fish transporting and stocking schedules.

Assists in maintaining inventory of equipment, materials and supplies.

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

Oversees repair and replacement of screens, gates, traps, nets, seines and other equipment used in holding and caring for fish.

Conducts fish stocking activities.

Operates a variety of equipment necessary to maintain a fish hatchery.

Knowledge, Skills and Abilities

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

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

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

Knowledge of the basic procedures followed in identification of fish diseases, dietary disorders, parasitic infestations and other problems involved in fish culture.

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

Knowledge of first-aid procedures and standard scientific safety precautions.

Ability to operate specialized hatchery equipment and to perform minor maintenance on such equipment.

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HATCHERY MANAGER, ASSISTANT (cont'd)

Knowledge, Skills and Abilities (cont'd)

Ability to operate standard computer-based functions and software.

Ability to effectively direct work of fish hatchery staff.

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 keep accurate records in a clear and concise format.

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.

Physical ability to perform arduous labor for long hours under varying climatic conditions.

Minimum Qualifications

Training: 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, animal science or related field.

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

Substitution: High school diploma or equivalent.

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.

OR

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, agriculture, animal science or related field.

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, if quarters are provided.

Established: 09/17/1992

Revised: 05/02/1995; 03/29/2001; 07/03/2002; 04/20/2017

Effective: 05/13/2017