

POSITION DESCRIPTION

*Prince William Sound  
Aquaculture Corporation*

Position Title: **ASSISTANT HATCHERY MANAGER**  
Category: Full time, regular, full benefits  
Payroll Classification: Annual Wage, Exempt  
Organizational Unit: Operations  
Location: Hatchery or Remote Field Station  
Customary Work Hours: 8:00 – 5:00, Monday - Friday  
Supervisor's Title: Hatchery Manager  
Effective Date: January 1, 2016  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

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**Basic Function:** Assistant Hatchery Manager functions as part of the hatchery operations team in the cultivating and rearing of fish. Under general direction, serves as full assistant to the Hatchery Manager in the operation of a fish hatchery requiring management level decision making capability on a 24-hour basis.

**Primary Responsibilities:** The Assistant Hatchery Manager has a broad range of responsibilities for fish culture, fish harvest and hatchery maintenance. The assistant is also the front-line supervisor of the hatchery fish technician staff. Administrative responsibilities include assisting the manager in the planning, budgeting, documenting, assessing and improving hatchery operations.

**Description of duties and tasks:**

- Fish propagation: Enumerating, caring, killing, spawning and disposing of carcasses; preparing, cleaning and maintaining incubator; monitoring and maintaining water quality; loading, enumerating, picking and caring for egg/alevin; rearing, enumerating and setting up outmigration of fry; perform other general duties associated with fish culture operations.
- Fish Harvest: Preparing, repairing and maintaining harvest equipment; loading, transporting, caring for and unloading harvest pens; collecting and recording fish harvest management data.
- Prepares feeding and rearing schedules based on calculated growth rates; prepares feed; supervises and/or performs necessary feeding activities.
- Supervises and participates in egg-taking, egg care, otolith marking, and outmigration operations that meet prescribed performance standards.
- Examines fish for diseases or nutritional disorders and coordinates results with fish pathologists.
- Maintains and measures water supplies to provide desired quality, quantity, and temperature to incubation and rearing units; takes water samples; and measures

dissolved gas content. May clean water and bacterial filters, ponds, troughs, tanks, incubators, screens, and work areas.

- Maintains and evaluates records of fish mortality, growth, and adult sexual maturity; keeps records on number of fish on hand, shipped or planted; prepares work schedules and routine reports of hatchery activities.
- Assumes direct supervision of the facility for specific periods of time.
- Analyzes data, facts, and information, and draws logical conclusions. Performs data entry or analysis using computers and software.
- Assists and advises higher level operations staff in various biological studies such as rearing, ecology observations, lake surveys, and marked fish recovery.
- Assists visitors by providing information about hatchery operations.
- Directs and supervises work schedules and activities of lower level technicians and culturists, instructing personnel in the performance of duties.
- Directs hand feeding, otolith marking, production schedules and disease identification activities, according to established standards.
- Operates and adjusts hatchery apparatus such as automatic fish feeders, pressurized water filters, ultraviolet and ozone water depuration units, electronic measuring devices, and electronic egg and fish counters.
- Assists the manager in the preparation of the annual operation plans and budgets.
- Assists the manager in the area of supply procurement and quarterly ordering as it applies to project budgets.
- Recommends procedures, techniques and new equipment to improve work efficiencies or adaptation to new techniques.
- Effectively interacts with public and directs inquiries to appropriate department or persons.
- Performs related duties as assigned.

### **Knowledge, Skills, and Abilities:**

Knowledge of fish hatchery operations and procedures; principles and practices of aquaculture, including new technology, methodology and analysis; fish life in Alaska, including the kinds, distribution and importance of various species, their habitats and requirements; procedures and practices followed in the identification of fish diseases, dietary disorders, and parasitic infestations of eggs, fry, fingerlings and smolt and other problems involved in fish culture; methods of preparing fisheries development and improvement projects; and principles of planning, organizing and conducting logistics for surveys and research.

Ability to analyze data, facts or information and draw logical conclusions; conduct fry/smolt research; use field and lab equipment, tagging and sampling gear, computer and computer software; perform technical hatchery studies and prepare reports and articles; maintain records, prepare routine and special reports, conduct correspondence related to the work; analyze lower level employees, communicate

with others, both verbally and in writing; maintain favorable public relations; and work an extended and irregular work schedule.

**Essential Functions:** Work performed at any hatchery or remote location as needed. Must be able to move about freely; work outdoors in all weather conditions; ability to lift and carry 50 pounds; ability to climb stairs and ladders; ability to climb aboard and about vessels and small aircraft; work around water – on docks and floats; use telephones and computers unimpaired. Must be able to read, write, speak and understand the English language. Must be able to hear and see to receive verbal and written instructions.

**Minimum qualifications:**

- a. Bachelor's degree from an accredited college with a major in fisheries science or a closely related field; and one year of experience as a fish culturist.

Substitutions:

- Four years of any combination of progressively responsible work experience in aquaculture or mariculture and/or post-secondary education from an accredited college (3 semester/4 quarter hours equal one month) in aquaculture, aquatic ecology, fish biology, fisheries, fisheries resources, fisheries sciences and management, fisheries technology, marine biology, natural resource management, oceanography, or veterinary science will substitute for the required bachelor's degree.
- b. Must have a current driver's license and pass a pre-employment drug test.

**Positions Supervised:** Lower level fish technicians on a day-to-day basis.