

POSITION DESCRIPTION

Position Title: **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: General Manager
Effective Date: January 1, 2016
Approved By: _____ Date: _____

Basic Function: The Hatchery Manager has two basic functions: 1) to serve as the full-charge working manager of a fish hatchery responsible for all operational aspects requiring management level decision making capability on a 24-hour basis, including: construction, daily operations and personnel; and 2) to work on a daily basis with the General Manager, members of the top management team and office staff to carry out the directives of the Board. This position is one of the top management positions within PWSAC.

Primary Responsibilities: The Hatchery Manager ensures the efficient operation and administration of the hatchery. Responsibilities include supervision of personnel, coordination of construction projects, operation of the hatchery production, liaison with the public. Administrative responsibilities include planning, budgeting, documenting, assessing and improving hatchery operations.

Description of duties and tasks:

- Assumes full responsibility for the operation of hatchery facilities, to include operational design, budget, plans and implementation.
- Directs all phases of production relative to production goals, quality criteria, and risk reduction procedures.
- Plans and assists with experimental fish rearing, disease control, genetic research and other biological projects.
- Compiles data to prepare comprehensive reports on each season's hatchery operations; utilizes and modifies computer software to accomplish data entry and analysis needs of these reports.
- Participates in development of long range plans for the facility. Initiates, executes, summarizes and reports on these plans and projects.
- Prepares, defends, and manages facility budget.

- Consults with other hatchery managers, fish culturists, maintenance managers, fish geneticists and pathologists to resolve problems in hatchery operations.
- Advises biological staff in hatchery and related matters pertinent to various research and management projects.
- Conducts and supervises all aspects of hatchery operations.
- Assures state and federal regulatory and permit compliance related to all aspects of hatchery operations.
- Prepares and submits monthly reports, special reports and studies contributing solutions to corporate hatchery problems.
- Escorts visitors on tours of the facility.
- Supervises assistant manager, fish culturists, maintenance manager, and lead commissary cook.
- Purchases hatchery supplies and equipment.
- Monitors and assures implementation of the hatchery safety program and related functions.
- 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; methods of preparing fisheries development and improvement projects; methods, materials and equipment used in fish culture, including complex electronic, mechanical and biological integrations; fish reproduction and rearing processes and procedures; 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 hatchery programs.

Ability to apply knowledge of fisheries biology to hatchery management activities and techniques; develop and monitor budgets; conduct fry/smolt research; use field and lab equipment, tagging and sampling gear, computers and computer software; perform technical hatchery studies and prepare technical reports and articles; maintain records, prepare routine and special reports, conduct correspondence related to the work; analyze situations accurately and take prompt, effective action; supervise and train lower level employees, and plan, direct and coordinate the work of others; 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 two years of experience as a fish culturist at least one year of which is at the full-proficiency level. The required full-proficiency level experience is met by service as a Fish Culturist II with PWSAC, or the equivalent with another employer.

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:

- Assistant Hatchery Manager
- Fish Culturists I and II
- Maintenance Manager
- Lead Commissary Cook