



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Fish HATCHERY MANAGER	<b>Grade:</b> 16
<b>Division:</b> FISHERIES	<b>Job Code:</b> 7124
<b>Reports To:</b> Hatchery Supervisor	<b>FLSA Status:</b> Non-Exempt

### Summary of Essential Job Duties:

Under the general supervision of the Fish Hatchery Supervisor, supervises the operation of a state fish hatchery facility and directs the activities of employees engaged in cultivating fish to assure successful culture of an assigned number and species of fish. Directs the collection, fertilization, incubating, feeding, sorting, transfer and distribution of various species. Supervises proper pond conditions, guards against diseases, bacterial infections, parasite outbreaks and provides predator and aquatic weed control. Keeps hatchery grounds, buildings and equipment clean, maintained and in good working condition. Prepare and submits adequate, accurate records and reports on all phases of work.

### JOB DUTIES:

Set goals for hatchery operations within the framework of general Division objectives.

Supervise and assign individual job duties for hatchery personnel. Plans employee work schedules including daily, weekend, holiday and vacation schedules. Will inform employees of their job duties and the extent of their work responsibilities on their Performance Management Process job appraisal, consistent with division and department planning documents

Determines the number and type of ponds available and schedule Hatchery operations to facilitate the production of assigned number and species of fish.

Prepares and submits to Hatchery Section Supervisor an annual budget for supplies, materials and equipment for assigned Hatchery.

Ensures that all necessary supplies and equipment are available when needed and that they are kept in proper working order and condition.

Supervises the performance of fish culture duties such as fertilizing ponds, treating ponds for vegetation control, treating and preventing disease, parasites and bacterial outbreaks in fish, stocking out brood fish, removal of spawns, hatching various species of fish, artificially spawning fish, feeding fish and manipulation of specific spawning habitat to maximize egg and fry production.

Work with feed vendors, other state and federal fisheries professional and fish feed nutritionists to develop specific feeds and schedules to improve growth rates and fish health for all life stages for specific high priority fish species.

Supervise the cleaning and sterilization of hatching jars, nets, seines and all equipment and tools used in or near culture ponds and holding tanks. Supervises the checking of pond water quality and inspection of fish in distress or signs of disease.

Supervise assigned hatchery staff to ensure that HACCP protocols are followed on the assigned installation, after collecting fish from the wild, when stocking or transporting fish and when returning to the hatchery after such activities occurred to preventing aquatic nuisance species from getting on the assigned hatchery or out into public or private waters. Makes aware and ensures other ODWC employees and other entities entering the assigned hatchery strictly follow established HACCP protocols.

Supervises the collection of plankton samples from ponds, checks temperatures and dissolved oxygen levels.

Supervises the performance of general hatchery maintenance duties such as fish distribution trucks and tanks, general equipment maintenance and minor repair, maintenance of grounds and buildings, pond repair, painting, minor road repair, pump maintenance, operation of simple farm machinery, etc.

Heavily involved with strategic planning and detailed coordination with engineers and other hatchery and ODWC staff for major Hatchery Renovation or specialized Construction Projects. Supervises or delegates to another assigned hatchery staff member the duty to provide inspection services for major Renovation Projects. Works closely with construction contractors and other state and local officials as part of the construction process.

Responsible for real property and infrastructure on assigned hatchery including: office, shop, feed/fertilizer storage buildings, fish building, department houses, pump stations, blower buildings, raceways, f ponds, water supply reservoirs, vehicles and equipment.

Responsible for the safety, care and maintenance of broodstock and future broodstock species.

Supervises fish delivery to assigned stocking areas.

Supervises or coordinates the collection of DNA samples for FLMB and other species for processing from hatchery reared or wild fish species. Supervises the tagging, treatment and recovery process of fish sampled.

Coordinates work of an assigned hatchery with other division hatcheries, biologists, different projects in progress, other local, state and federal agencies, civic groups and other department divisions.

Integrates and/or time unifies work of an assigned hatchery with other hatcheries or agencies, such as culturing a particular species of fish at more than one hatchery.

Coordinates, assigns and supervises hatchery research projects and the propagation of Threatened/Endangered or Declining Species of Concern to meet Division goals.

Establish standards of performance for all job duties and maintains their standards. Maintain a great variety of accurate reports and records and submits them to supervisor on a predetermined schedule.

Takes immediate corrective action when unsatisfactory conditions arise. If manager is unable to alter such conditions, a written report is submitted to higher supervision.

During periods when hatchery employees are sick, on vacation or during periods when emergency situations arise, the manager will be called upon to perform the daily and routine duties normally performed by the Hatchery Technicians or Assistant Manager(s).

Coordinate and transport or stock fish or eggs to assigned lakes, rivers, hatcheries (in state or out of state).

Prepare and submits various reports and performs routine office duties. Prepares and submits detailed documents to Supervisor or other State of Federal Officials such as Federal Aid (Section 7 and NEPA) Documentation, Interim and Final Reports, Scope of Work, State Water Use to the Water Resources Board.

May be required to be certified as a Reserve Officer perform law enforcement duties a small percentage of time and participate in the inter-divisional training program to better assist with other division projects.

May be required to perform other duties as assigned. All Department employees may be on duty call 24 hours per day as determined by Division Chief/Head or Director.

### **Knowledge and Skills Required:**

- Must have knowledge of principles, practices and techniques of fish and wildlife management.
- Knowledge of supervisory techniques, personnel management, public relations, principals and techniques of fish culture, production records accounting procedures and background in use of personal computers.
- Must have a general understanding of basic genetics principles.
- Must be able to motivate staff to maximize productivity in a safe and efficient manner.

- Understanding of basic farming operations and equipment use and basic supervision principles.
- Must have skills in exercising good judgement in analyzing situations and making decisions.
- Lift and carry a minimum of 50 pounds for a distance of 100 yards.
- Ability to push/pull a minimum of 50 pounds to hook up trailers, load boats, and various other equipment.
- Walk and job over rough terrain for extended periods of time.
- Must be able to swim.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends, holidays, special events, times of emergency and stay overnight out of town.
- Handle wild animals in live and dead condition, including field dressing wild game.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public and other State and Federal agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing. (See next line below for additional wording to include)
- Prepares presentations to peers, administration, commissioners and for public outreach activities.
- Supervisory training and skills to better train, evaluate, give constructive criticism, coach and motivate assigned staff.
- Skill in operation and maintenance of machinery, water quality instruments, farm implements and tools.
- Operate and use small and hand held equipment and supplies.
- Use personal computer and various office equipment.
- Operate and use field traps, survey gear, and lab equipment.
- Conduct day/night audio and visual surveys.
- Must be able to use or supervise the use of lethal and non-lethal methods to control predators day and night 24/7 to protect assigned hatchery fish populations.

**Requirements:**

**EDUCATION and EXPERIENCE:**

Requires a Bachelor's Degree in Fisheries, Wildlife or closely related field. Requires ten years fisheries related experience, of which at least five years as an Assistant Hatchery Manager or Fish Biologist level and preferably at least three additional years as a Fish Culture Technician or have a Master's Degree in fisheries, wildlife management or related field and eight years of related experience with at least 5 of those years at an Assistant Manager or biologist level and three years at a Fish Culture Technician related experience level with the Oklahoma Department Wildlife Conservation or other State or Federal Fish Hatchery.