



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: HATCHERY SUPERVISOR	Grade: 17
Division: FISHERIES	Job Code: 5629
Reports To: Assistant Chief	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the general direction and supervision of the Chief or Assistant Chief, in addition to Hatchery Manager responsibilities, coordinates, directs and supervises the activities of Department fish hatcheries, including statewide coordination of fish production, scheduling and distribution. Establish both annual and long term production goals and objectives; compile and review annual production costs and distribution data. Coordinate task sharing between hatcheries and with other Department employees. Assists in and coordinates development and planning of hatchery repair projects. Reviews hatchery budget request and budget transfers. Retains all duties and responsibilities of the Hatchery Manager. Prepare status reports and other written materials and performs other duties as assigned.

JOB DUTIES

Develop and coordinate short and long term hatchery production goals and objectives for hatchery system.

Coordinate annual fish production assignments, stocking schedules, feed requirements, hatchery transfers, interagency fish trades, brood stock genetic integrity and distribution schedules for hatchery system.

Establish work priorities within hatchery system that are consistent with Division and Department strategic plans. Emphasize a teamwork (task-sharing) operational approach at all installations.

Reviews, analyzes and compiles hatchery records, stocking reports, cost summaries and other data as requested.

Develop and supervise implementation of hatchery employee training programs (with Department training officer). Oversees hatchery safety programs.

Responsible for coordination, planning and implementation of hatchery repair and renovation projects.

Supervises other Hatchery Managers and assists the Chief or Assistant Chief in development of job performance standards for hatchery personnel. Conduct job performance evaluations on other Hatchery Managers. Emphasize employee recognition within the hatchery system.

Coordinate hatchery responses for federal aid reporting and for information requests from other state, local and federal agencies.

Schedule and conduct managers' meetings, coordinates with supervisors to assign hatchery personnel to attend workshops and seminars on fish culture management and techniques.

Routinely visits with other Hatchery Managers, by phone and on-site, to evaluate needs, personnel concerns and status of hatchery upkeep and maintenance. Conducts resident housing inspection annually.

Reviews hatchery budget requests and justification of needs, coordinates with hatchery managers and Chief/Assistant Chief, submits to central office according to instructions and proper format. Approve or disapprove requests for equipment, materials and supplies within budgetary limits through transfer of funds submitted.

Participate in the review of applicants for job vacancies within the hatchery system (in cooperation with Human Resources).

Assist in Interviewing prospective new employees and submit recommendations .

Retains Hatchery Manager status, duties and responsibilities at assigned installation (see Hatchery Manager Job Description).

Performs other duties as assigned.

All Department employees may be on duty call 24 hours per day as determined by Division Chief/Head or Director.

MUST HAVE THE ABILITY TO:

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms, cutting torch, and welding equipment.
- 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 jog over rough terrain for extended periods of time.
- Work alone in remote areas.
- Endure various extremes of outdoor weather conditions.
- Work extended hours, weekends, 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 agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- 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 swim.

REQUIREMENTS:

EDUCATION:

Requires a Bachelor's degree in Wildlife or Fisheries Management, or equivalent field of study from an accredited college or university.

EXPERIENCE: Requires nine years previous related experience. At least two years experience must include supervisory responsibility.

A Master's Degree with seven years related experience of which two years experience must include supervisory responsibility.

KNOWLEDGE AND SKILLS:

Supervisory and personnel management skills, knowledge in principles and techniques of warmwater fish culture. Must have skills in public relations, presenting agency programs, explaining controversial decision to the public. Establishing and maintaining working relationships with subordinates and others in and outside of the Agency.