



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> Assistant Hatchery Manager	<b>Grade:</b> 15
<b>Division:</b> Fisheries	<b>Job Code:</b> 7123
<b>Reports To:</b> Hatchery Manager	<b>FLSA Status:</b> Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the supervision of the Hatchery Manager, assist in supervising and directing activities of employees to ensure successful culture of an assigned number and species of fish. Those activities include: collection, fertilization, incubation, feeding, sorting, transfer, and distribution of various species. Maintain proper pond conditions, guard against diseases, and provide pest and weed control. Keep hatchery grounds, buildings, and equipment clean, orderly, and in good condition. Prepare and submit adequate, accurate records and reports on all phases of work. Assist the Hatchery Manager in the design and implementation of research projects to enhance fish production and present research findings at state and regional professional meetings.

### JOB DUTIES:

Assist the Hatchery Manager in setting goals for hatchery operations within the framework of general Division objectives.

Assist in planning employee work schedules, including daily, weekend, holiday and vacation schedules. Make a continuing appraisal of each employee's work performance. Assign individual job duties for all Hatchery Technicians. Inform employees of job responsibilities and extent of authority. Assist in coordination of work on assigned hatchery with Biologist and different projects in progress. Assist Hatchery Manager in establishing standards of performance for all job duties and maintain these standards.

Responsible for quality control and serve in an advisory capacity in establishing policy to guide work of employees. Serve as a mentor and orient new employees by providing training and instruction on a continuous basis.

Prepare and submit various reports and perform routine office duties.

Cooperate with Hatchery Manager to determine number and type of ponds available and schedule hatchery operations to facilitate production of assigned number of species of fish.

Ensure that all necessary supplies and equipment are kept in proper order and condition. Prepare and submit to the Hatchery Manager an annual budget for supplies, materials, and equipment for assigned hatchery.

Maintain a variety of accurate reports and records and submit them to the Supervisor on a predetermined schedule.

Assist the Hatchery Manager in the design and implementation of research projects to enhance fish production and present research findings at state and regional professional meetings.

Take immediate corrective action when unsatisfactory conditions arise. If Assistant Hatchery Manager is unable to alter such conditions, a report is submitted to the Hatchery Manager.

Perform and supervise performance of fish culture duties, such as fertilizing ponds, treating ponds for vegetation control, treating and preventing disease in fish, stocking of brood fish, removal of spawn, taking eggs and milt from native and exotic fish, hatching various species of fish, artificially spawning fish, and feeding fish.

Clean and sterilize hatching jars, nets, seines, and all equipment and tools used in or near culture ponds and holding tanks.

Check pond water levels and look for signs of fish in distress or signs of disease. Obtain plankton samples from ponds, check temperatures, dissolved oxygen levels, and other analysis as required.

Perform and supervise performance of general hatchery maintenance duties such as equipment maintenance and minor repair, maintenance of grounds/buildings, pond repair, painting, minor road repair, pump maintenance, operation of simple

Assistant Hatchery Manager  
Sept 2022

farm machinery, etc.

Deliver fish to assigned stocking areas.

Operate and maintain vehicles, machinery, tools, water quality instruments, or other equipment such as; cars and trucks, tractors and attachments, graders, pumps, motors, welding equipment, power tools (saw, drills, grinders, etc.), calculator, typewriter and personal computer.

May be required to perform other duties as assigned.

**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.
- Must be able to swim.
- 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.

**Requirements:**

**Education:** Requires a Bachelor's Degree or higher in Aquatic Resource Management or closely related field from an accredited college or university.

**Experience:** Two years previous hatchery experience is required. Five years previous hatchery experience may substitute for the formal education bringing the total experience required to seven years.

**Knowledge and Skills:** Knowledge of principles and techniques of warm water fish culture, supervisory ability and use of personal computers. Skill in operation and maintenance of vehicles, machinery, farm implements and tools.