



# JOB DESCRIPTION

<b>Title</b>	<b>Fisheries Project Supervisor</b>	<b>Created</b>	Nov. 2000
<b>Department</b>	Public Works – Fisheries	<b>Revised</b>	
<b>Job Class</b>	M 4	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	Unrepresented	<b>FLSA</b>	Exempt

## **Purpose**

Organize, supervise and participate in all tasks necessary to rear and release salmon from egg take to smolt stage; to build and maintain structures and equipment associated with operation of a salmon hatchery and net-pen sites; to collect and analyze data for ongoing research projects and salmon culture related activities; and to provide project information to the public, funding agencies, student groups, organizations, etc.

## **Essential Functions**

- Supervise subordinate employees to include assigning and reviewing work; conduct new employee orientation; ensure subordinates operate equipment and perform job duties as established for work area; evaluate employee performance; assess employee training needs; attempt to resolve employee issues, concerns or complaints at lowest level; make recommendations to project manager and/or department head regarding any hiring and disciplinary actions.
- Review work assignments, determine methods, equipment, materials and staffing needs, and prioritize and schedule projects. Select appropriate equipment and materials to complete work according to specifications, verbal instructions and established procedures. Order and maintain supplies, equipment, and services within budgetary limits.
- Supervise and participate in various maintenance, repair and construction tasks such as debris removal, cleaning and changing nets, pressure washing screens, concrete raceways and pen walkway; assembling, launching, and securing net pens; etc.
- Supervise and participate in various feeding, monitoring of growth, identifying and treating salmon diseases, transferring and liberating of salmon tasks including weighing, counting, and loading; fin-clipping, code-wire tagging, vaccinating and associated recordkeeping.
- Supervise and participate in periodic sampling for water quality requirements; spawning adult salmon; caring for eggs in hatching incubators and associated recordkeeping.
- Prepare reports, develop long- and short-range facilities' maintenance and construction plans with project manager. Assist in budget preparation.
- Attend meetings and seminars as requested or directed. Some out-of-area travel may be required.
- Follow all safety rules and procedures as established for work areas. Enforce compliance with safety rules and procedures by subordinates. Identify and correct



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safety deficiencies.

Auxiliary functions:

- Monitor contractors hired to perform work for the program. Ensure work areas are maintained in a clean and orderly manner.

## ***Mandatory Qualifications***

An Associate's degree or equivalent in fisheries technology or closely related field; broad knowledge of biological science related to salmon including scientific research methods and hatchery operations. Minimum of four years' experience in salmon hatchery/net pen operation, or any satisfactory combination of experience and training. Good written and verbal communication skills. Must possess and maintain driving privileges in the State of Oregon.

## ***Desired Qualifications***

Previous research experience. Knowledge of technical/scientific report writing. Prior supervisory experience.

## ***Physical Demands***

Job duties can be physically demanding. A substantial portion of the work may need to be performed at irregular hours and on weekends. While performing work with hatchery crew, incumbent must lift and move materials weighing between 20 - 60 pounds and buddy lift up to 120 pounds; operate water craft on rough water, high winds, and strong tidal currents; maintain hatchery water flows, in close proximity to or contact with rain-swollen rivers at night; feed fish in exposed pens which are floating on rough water in high winds and rain; operate a pickup truck, forklift, calculator, electronic scale, fish measuring device, egg picking machine and hand held power tools (chainsaw, weed eater, skill saw, drill); operate valves, chain hoist, ponar sampler, hemostats, razor knives, knives, egg pickers; mending nets; and ability to work with incubator.

## ***Working Conditions***

Work is performed during day and night hours in the outdoors in all types of weather conditions; walking, lifting, bending, and carrying heavy objections is often on narrow walkways. Exposed to formalin, alcohol, gas and diesel fumes; fish food with added antibiotics and the associated dust the smell of dead fish; anesthetic and fish vaccines; and seagull and heron excrement. The position is also on call for problems or emergency situations as they may arise.

## ***Supervisory Responsibility***

This position supervises three to five employees. May provide direction to volunteers, high school work experience students, and fin-clipping crews.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.