

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Hatchery Assistant Manager

Class Code: 90441

Pay Grade: GI

A. Purpose:

Operates a state fish hatchery by implementing and directing daily fish culture activities, coordinating daily equipment and grounds maintenance, coordinating fish-stocking schedules, directing and training hatchery and seasonal staff, and performing administrative tasks to ensure efficient operation of the facility, and production of the highest quality fish.

B. Distinguishing Feature:

Hatchery Assistant Managers direct the implementation of daily fish culture activities and facility operations.

Hatchery Managers plan for and oversee the operation of a state hatchery including administration, fish health management, fish culture, research, fish distribution, equipment maintenance, and public relations and education.

Wildlife Biologists monitor fish health, treat fish diseases, and perform fish culture activities and research.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Produces high-quality fish to meet production goals.
 - a. Acquires, treats, and incubates eggs.
 - b. Programs hatchery rearing space and pond systems to accommodate production requirements.
 - c. Projects fish growth and feeding levels.
 - d. Orders fish food in proper amounts and formulas.
 - e. Monitors fish and facilities to identify and resolve potential problems.
 - f. Keeps records of hatchery production, operations, and fish culture.
 - g. Conducts research on new fish culture techniques.
 - h. Manages brood stock by maintaining health and genetic purity.
 - i. Controls the numbers of stock.
 - ii. Develops spawning protocol.
 - i. Coordinates pond harvests and maintenance.
2. Coordinates fish-stocking dates and schedules to ensure fish distribution is accomplished according to plans.
 - a. Assigns staff and equipment.
 - b. Trains staff and seasonal employees to properly load and unload fish to ensure good condition upon release.
 - c. Troubleshoots release sites to ensure access.
 - d. Maintains records of deliveries.

3. Coordinates daily facility, equipment, and grounds maintenance to ensure continuity of operation and health and safety of the fish; and a presentable facility for public access.
 - a. Schedules and prioritizes daily work schedule of staff.
 - b. Trains staff in maintenance and repair of specialized equipment such as air compressors, oxygen generators, pumps, etc., and assists with repairs.
 - c. Coordinates habitat development on hatchery acreage.
 - d. Oversees grounds maintenance and trains staff in the safe and proper use of tools and equipment.
4. Performs administrative tasks to facilitate hatchery management.
 - a. Participates in strategic planning, budget preparation, and staffing issues.
 - b. Purchases hatchery supplies and materials.
 - c. Processes requisitions and vouchers.
 - d. Completes annual production and stocking reports.
 - e. Interviews and selects seasonal employees.
 - f. Establishes and monitors service contracts.
 - g. Trains staff on procedures and record-keeping.
 - h. Coordinates vehicle management and maintenance.
5. Conducts tours and gives presentations to inform and educate people about fish culture and hatchery operations.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Wildlife Program Administrator. Does not supervise.

E. Challenges and Problems:

Challenged to maintain flexibility in production plans for changes in fish-management priorities, spawning runs that are smaller than predicted, or problems encountered with facilities or disease. Further challenged to schedule required work load with manpower available, and within the work week.

Problems encountered include programming rearing space, ordering fish food prior to acquisition of eggs, knowing survival rates, identifying and resolving potential problems before they have adverse effects on the fish, scheduling fish stocking around weather and water conditions, prioritizing tasks to allow for cooperative efforts with other staff and agencies, understanding complex systems of equipment and how to fix them quickly when they malfunction, and keeping up with constantly changing aquaculture technology.

F. Decision-making Authority:

Decisions include allocation of rearing space; fish growth rates and feed levels; whether to modify culture techniques to increase production; timing of inventories and when to transfer fish within the hatchery; daily staff assignments and work schedules; spawning protocol; brood stock selection; immediate actions to repair equipment and prevent fish losses; routine maintenance needs and schedules; coordination of efforts among other staff and agencies; coordination of transactions with other states; dates of routine stockings, loading densities and methods, and assignment of staff and equipment to stocking trips; when to order supplies; which vendors to

select; recommendations for budget items; recommendations for personnel issues; and recommendations for major expenditures.

Decisions referred include resolution of problems concerning production goals and facility limitations; solutions to employee conflicts; final approval of expenditures to repair major equipment breakdowns; assignment of hatchery staff to projects in other areas of the department; stocking schedules; disposition of excess fish; and approval of capital asset purchases.

G. Contact with Others:

Weekly contact with other department and hatcheries' staff to coordinate spawning and stocking, select brood stock, and exchange information; with central office staff on administrative issues; and with vendors to acquire goods and services; monthly contact with federal fish hatcheries to coordinate use of facilities; and annual contact with other states' fish hatcheries to acquire eggs.

H. Working Conditions:

Operates equipment in adverse weather conditions, works around water and electricity, moves and lifts heavy nets of fish in slippery conditions, is exposed to chemicals, and operates power tools and equipment.

I. Knowledge , Skills, and Abilities:

Knowledge of:

- principles used in the management of wildlife and fish populations and approved methods and techniques of fish culture;
- fish diseases and their prevention and treatment;
- fish nutrition, artificial feeding, pond culture;
- practices and procedures of hatchery management and operation;
- facility and grounds maintenance methods and equipment;
- aquatic education as it relates to fisheries sciences.

Ability to:

- select and implement production methods that meet required goals;
- recognize and treat fish diseases;
- develop and direct work plans;
- make employee work assignments and schedules;
- perform building and grounds maintenance work;
- keep records and reports;
- communicate information clearly and concisely.