

TITLE: Assistant Hatchery Manager

CLASSIFICATION: Full-time Salary, Exempt

IMMEDIATE SUPERVISOR: Natural Resource Operations Manager

SUPERVISORY: Yes

SALARY RANGE: \$20 TO \$25 PER HOUR

NOTE: The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. This description is meant to serve interviewers, applicants, administrators, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibilities described herein. Some aspects of this position may change over time, according to the Mi'kmaq Nation's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION

The Assistant Hatchery Manager's primary duties include monitoring feed and oxygen, completing water quality tests, data collection and input, daily farm routines, cleaning and maintaining equipment, and assisting with pond stocking events. Other duties may include cleaning and processing fish for consumption. Secondarily assists with farm duties as needed and works with Asst. Farm Manager when the Farm Manager is away on travel or vacation. A driver's license is required, as well as being insurable by Nations Insurance.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Troubleshooting and problem-solving proficiency.
- Ability to understand and follow written and oral instructions.
- Ability to use computer spreadsheets and word processing,
- Ability to perform other related duties
- Ability to fix plumbing components of the hatchery.
- Ability to operate heavy equipment such as tractors and skid steer.

FUNCTIONS/TASK:

- Monitoring feed and oxygen
- Completing water quality tests
- Data collection and input
- Daily farm routines
- Cleaning and maintaining equipment

EDUCATION and EXPERIENCE:

Two-year degree in fish hatchery science and/or plumbing with a strong desire to learn about fish hatchery science. Will consider individuals with plumbing and hatchery experience and no degree. Experience with heavy equipment is required and must be willing and able to pass a Safe Serv Course.

WORKING CONDITIONS:

This position requires working both indoors and outdoors in a variety of challenging conditions, including wet conditions, heat, humidity, and insects. It also requires the ability to lift up to 50 lbs. Nights and weekends are required occasionally.

EVALUATION

Feedback will be practiced on a quarterly basis and the notes will be attached to your personnel file. Formal evaluations will be conducted upon attainment of the 90-day Probationary Period and annually, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on attainment of 90-day Probationary Period and annually, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are contingent on: funding availability; meeting all requirements herein; the needs of the Tribe; the employee's being in good standing (including the absence of disciplinary actions); and the employee's meeting all applicable performance standards and other non-discriminatory criteria. The methods for fulfilling requirements may be modified to reasonably accommodate qualified individuals who pose a direct threat or significant risk to their own health and safety or to the health and safety of others.

THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE REMAIN AN "AT WILL" EMPLOYER.

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.