

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV36175
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	0034		
Job Code Established:			
Job Code Revised:	2/4/98	Effective Date:	4/4/98
Job Code Revised:	6/15/06	Effective Date:	7/1/06

JOB CODE SERIES: Fish Hatchery Resource Management & Development Series

JOB CODE TITLE: FISH HATCHERY MANAGER 1

HRIS TITLE: FISH HATCHERY MGR 1

CHARACTERISTICS OF THE JOB CODE: Manages a small hatchery or acts as Assistant Manager at a large hatchery. Supervises hatchery operations. Makes recommendations for hatchery planning. Makes budget recommendations and monitors budget. Performs a variety of technical and professional work in fish culture and hatchery production. Performs day-to-day operation of rearing fish and maintenance of facility, equipment, and resources on the hatchery and associated wildlife habitat. Collects and evaluates data, updates database and writes reports. Transports and distributes fish. Acts as resident host for activities on the property. This is the third level of the hatchery series. Employees at this level act as Assistant Manager of a large hatchery or manage a small hatchery that is generally geographically separated from their supervisor's location.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Manages a small hatchery operation or acts as Assistant Manager at a large hatchery. Assists with budgeting and planning and coordinating hatchery operations, including the caring of eggs and planning the various stages of fish culture. Feeds and monitors fish. Conducts feeding tests to determine deficiencies and prescribe corrective measures. Identifies fish diseases and recommends, prepares and administers treatments. Cleans and prepares raceway areas following protocols. Transports and distributes fish. Assists in maintaining, analyzing and managing overall hatchery records. Prepares hatchery reports and recommendations. Reviews hatchery equipment needs and recommends equipment purchase. Maintains hatchery facilities and equipment. Prepares and delivers talks to visitors and public groups. May supervise subordinate personnel. Instructs, guides and counsels subordinate-level workers in carrying out a variety of tasks.

WORK CONDITIONS: Work irregular hours including weekends and holidays. Work both in hatchery office and outdoors. May be called upon to respond to a situation outside of scheduled hours. Work in Arizona's weather extremes. Live and/or work in isolated area. Roads to hatcheries and fish delivery sites may be unpaved. Some locations may provide on-site electricity and/or have limited communication phone and internet options. Fish transportation may require many hours of driving specialized hatchery vehicle while monitoring fish health. Requires lifting and carrying 50 or more pounds, sometimes for extended periods. Exposure to chemicals. May need to use a variety of vehicles, hike, backpack and/or campout.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Federal, state and agency laws, rules, regulations, policies and procedures appropriate to assignment. Principles and techniques of fish biology, behavior, propagation and care in an intensive culture. Fungal and parasitic infection and disease symptoms and their treatment. Basic water

chemistry. Administrative services basics. Computerized and manual information management in hatchery setting

Skill in / Ability to: Apply appropriate federal, state and agency laws, rules, regulations, policies and procedures. Apply principles and techniques of fish biology, behavior, propagation and care in an intensive culture. Identify fungal and parasitic infection and disease symptoms and safely use appropriate application techniques for medications and chemicals. Oversee a hatchery operation. Apply public relations and problem-solving technique applications and promote positive interpersonal relationships with the public and staff. Use office equipment including basic computer applications. Communicate verbally and in writing. Use and perform basic maintenance and repair on a variety of hatchery-related vehicles, tools and equipment. Work on own and with others. Work varied hours. Live and work in hatchery environment in isolated area. Lift and carry 50 pounds or more, sometimes for extended periods. May require the ability to supervise, coach and mentor subordinates.

KSAs are typically obtained through experience and/or education in:

- Hatchery operations
- Aquaculture
- Wildlife science

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Special Selection Factors: Possession of and ability to maintain valid Arizona Commercial Driver's License. Must pass post-offer medical/physical examination.