

**SUQUAMISH TRIBE
JOB DESCRIPTION**

Title: Assistant Hatchery Manager/Enhancement Biologist

Department: Fisheries

Classification: Salaried

Reports to: Hatchery Manager/Enhancement Biologist

New Position: (X)

POSITION SUMMARY:

The applicant will be responsible for serving directly as the assistant to the Hatchery Manager/Enhancement Biologist in order to further the Suquamish tribe's multiple salmon enhancement programs and be able to suggest improvements and modifications to further these goals.

The responsibilities of this position include but are not limited to managing the broodstock collection, rearing, and release, of 2.5 million fall Chinook, 1.4 million Coho, and 2 million chum across multiple programs; two Coho net pen facilities, and two hatchery rearing locations at Grovers Creek and Gorst. The Assistant Hatchery Manager is responsible for working with their supervisor to understand the intricacies of the position including; supervising employees at the facilities; ensuring the health of the fish; as well as writing and managing permits, grants, and data collected on returning salmon.

MAJOR RESPONSIBILITIES:

Evaluates the quality of adult broodstock and estimates the number needed to meet program needs; follows broodstock protocols to ensure genetic diversity;

Supervises the selection of fish to be spawned; supervises the artificial spawning of various salmon and trout species;

Supervises the administration of prescribed drugs to fish by injection or immersion; records the number of fish inoculated and the drug used;

Maintains eggs during incubation and hatching; treats with germicide; determines fecundity; selects and ships eggs to other hatcheries;

Maintains salmon and trout fry and fingerlings; feeds fish with specially prepared diet; records growth through periodic measurement and weighting;

Supervises the disposition of non-viable and surplus eggs, organizes the sale and transfer of eggs; directs the distribution of carcasses to contract vendors or agency-approved entities;

Coordinates and supervises fish planting activities in accordance with agency policies and legal requirements; schedules transfer vehicles, personnel, and volunteers;

Provides input for development of operations and capital budgets; records expenditures; projects short and long-term expenditures;

Participates in recruiting, interviewing, and selecting employees for seasonal, temporary and permanent positions;

Prepares for own or supervisor's signature a variety of agency, legal, and contractual reports;

Maintains and updates discharge National pollutant discharge elimination system (NPDES) permits and licenses, in consultation with the Fisheries Director or other Fisheries staff.

Supervises and trains Hatchery Culturist I, II and III, develops training plans, implements Tribal Policy and Procedures manual, develops and maintains Hatchery work schedule.

Attend all relevant meetings in regards to Enhancement activities in the Suquamish Tribe's Usual and Accustomed harvesting areas.

Responsible for all National pollutant discharge elimination system (NPDES) permits and related functions

Write grants to fund projects to benefit the Tribes enhancement programs.

Work with State, Federal and other Tribal entities.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires protecting, maintaining, and enhancing the Suquamish Tribe's treaty-reserved rights associated with salmon harvest and requires the ability to work in a culturally diverse work environment. Understands the principles of management; budget development; interagency agreements; fish species, gender, and disease signs; fish culture methods and techniques, basic math and descriptive statistics; basic scientific terminology and techniques; mechanical equipment repair; methods, equipment, and supplies used in maintenance of hatchery structures and grounds.

Ability to implement and manage programs; train and supervise employees; work outdoors in all weather conditions; perform strenuous physical activities; perform mechanical tasks using power and hand tools; gather and compile data and complete records; communicate well both orally and in writing; maintain effective working relationships with others.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree in Fisheries or Environmental Science is required and 7 years of experience or a master's and 1 year of experience.

Certified and experienced scuba diver credential would enhance the overall fisheries program.

Washington State Boating License preferred

JOB SCOPE:

The scope of this job involves the day to day management and oversight of multiple hatcheries and net pen rearing areas for the Suquamish Tribe

State and Tribal Background check required

Valid WA State Driver's License required

Proof of Vehicle Insurance required

Pre-Employment Drug Testing required

COVID-19 vaccine required

Native American preference

Random Drug Testing

SUPERVISORY RESPONSIBILITIES:

Supervisor of Hatchery Culturists 1, 2 & 3 along with Fish Hatchery Technicians.

JOB CONDITIONS:

Job conditions will vary with fisheries schedules and tides. This position requires the ability to be flexible most of the time to accommodate field conditions and different fisheries programs. The position also requires lifting, walking on uneven surfaces and being outdoors in various weather conditions.

DISCLAIMER:

This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, employee will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times

employees may also be required to perform higher-level duties and may need to receive additional instruction and/or increased supervision to accomplish these higher-level duties.

Employee Signature

Date

Supervisor Signature

Date

Executive Director

Date