

JOB DESCRIPTION

Benchmark Job #343

Ministry: Environment, Lands and Parks
Branch: Recreational Fisheries
Location: Wardner (Cranbrook)

Working Title:
Level:
Classification:

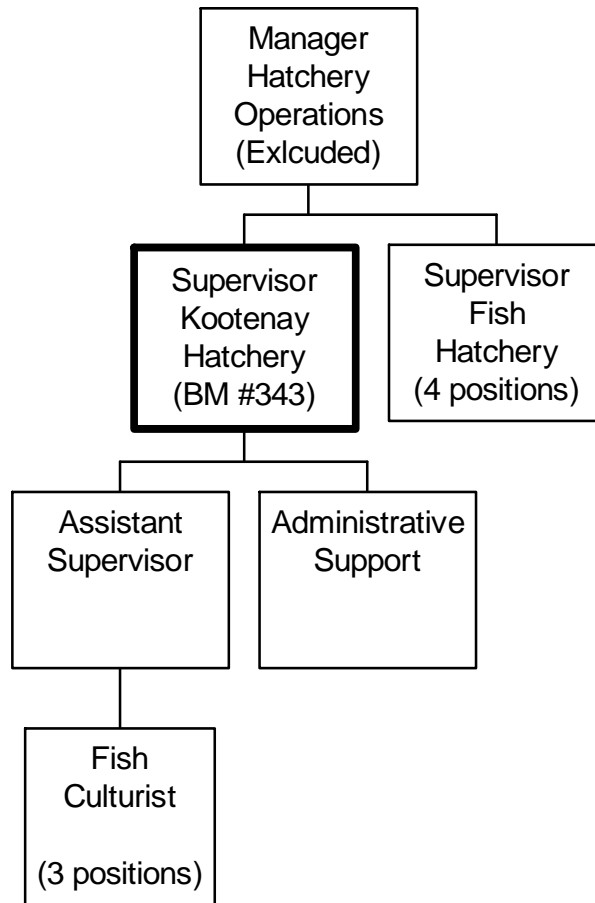
Supervisor, Kootenay Hatchery
Range 27
Scientific/Technical Officer

PRIMARY FUNCTION

To coordinate a fish hatchery operation that provides cultured fish stock from a variety of species for the Recreational Fish Program.

JOB DUTIES AND TASKS

1. Coordinates, directs and assesses all activities for the hatchery operation, to maximize fish production
 - a. plans and prioritizes fish cultural production, brood capture, egg collection, and release or transfer activities consistent with hatchery production goals
 - b. plans and prepares annual budget estimates
 - c. ensures project funds are used effectively and maintains expenditures within allocation
 - d. develops and monitors contractual terms and conditions for services and equipment required for hatchery operations
 - e. writes status reports and correspondence on fish hatchery operations
 - f. drafts terms and conditions for partnership agreements and supplies required information to permit issuing agencies to formalize the undertaking of fish culture projects
 - g. develops changes to practices to optimize fish protection and achieve targets
 - h. assists the Manager, Hatchery Operations by participating in new facility planning, requisitioning of major equipment and logistics planning
 - i. coordinates programs of applied research data on fish species raised at the hatchery
2. Ensures all hatchery fish production targets are achieved
 - a. analyzes data and edits and approves project reports
 - b. calculates bio-standards for each stock
 - c. coordinates the operation of remote brood capture and/or egg collection stations
 - d. designs fish culture facilities and maintains quality control standards in all facilities
 - e. assesses the effectiveness of all fish culture techniques and operations and implements procedural changes where necessary
 - f. protects cultured stocks from infectious diseases
3. Provides technical advice in fish culture matters
 - a. designs and implements fish hatchery operations and means of enhancing fish culture, survival and release techniques
 - b. provides information to media and education institutions and manages a public information centre
 - c. participates in local and international workshops/conferences
 - d. liaises with other agencies, including government, industry and special interest groups concerned with the culture of fishes
4. Supervises staff engaged in hatchery operations
 - a. allocates work, trains and monitors performances
 - b. assesses safety practices, identifies training needs for staff development, develops training and orientation programs
 - c. conducts appraisals and takes disciplinary action, as required



REASON FOR CLASSIFICATION

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Job Title: Supervisor, Kootenay Hatchery

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of fresh water biology and fish cultural production to operate the largest freshwater fish hatchery in the province and to coordinate projects in fish culture and hatchery operations.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify operational approaches in working with new or changed circumstances to assess the effectiveness of activities, and plan and implement improvements to a fish hatchery operation to maximize production.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity is required to use hatchery equipment and to handle fish when conducting studies.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general guidelines when dealing with morphology or disease problems, entering into partnership agreements to develop and maintain fish stocks, and determining quality control standards.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to exercise authority over the local fish hatchery budget with discretion to allocate funds.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility is required to manage the physical assets of a large fish hatchery and the fish stocks raised in the hatchery.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise regular and seasonal employees, appraise employee performance and take disciplinary action (5 - 10 FTEs).</p>	DF	21
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention for the well being of others by educating the public through the provision of information to educational institutions and through on-site public information centres.</p>	D	25
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance the demands of conflicting priorities of administrative work, operational hatchery problems, special projects, and partnership agreements.</p>	C	12
11	<p>PHYSICAL EFFORT Relatively heavy physical effort is required to frequently stand or walk around the hatchery and to regularly pull or lift moderate weights such as hatchery supplies.</p>	D	18
12	<p>SURROUNDINGS Exposure to fish odours frequently.</p>	C	6
13	<p>HAZARDS Limited exposure to hazards by regularly walking on wet and slippery cat walks.</p>	B	4

Total Points: 872

Level: Range 27