



Eastern Band of Cherokee Indians

HATCHERY TECHNICIAN - SEASONAL

Position Description

Program:	Fisheries & Wildlife Management	Reports to:	Supervisor - Hatchery
Division:	Agriculture & Natural Resources	Position Number:	982050001; 982050002
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	8	Safety Sensitive:	Yes

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Assists the Hatchery Supervisor and Fish Culturist in carrying out daily duties related to the operation of the EBCI Fish Hatchery and the program's trout stocking program. Performs skilled work in hatching, growing, and distributing fish for the EBCI trout fishing program. Must accurately record and maintain records. Duties include frequent contact with the public that requires answering inquiries with professional etiquette. Performs general maintenance of fish hatchery buildings, grounds, and equipment. Work can be physically demanding and is performed in varying climatic conditions.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Meets with supervisors and co-workers to review and discuss projects and receives job instructions and assignments.
- Organizes and maintains supplies, materials, and equipment necessary for assigned job duties.
- Monitors progress of hatching operation from egg incubation through all life stages until stocking.
- Weighs, counts and grades fish or fingerlings.
- Removes and disposes mortalities from screens and raceways and records and compiles data. Performs daily feeding activities according to accepted standards and records and compiles data.
- Assists with monthly and annual inventory of fish, food, and mortalities.
- Loads fish into truck holding tanks, transports fish to stocking sites, and releases fish with care into specified waters.
- Assists with fish health and disease monitoring assessments and applies a variety of mitigation techniques.
- Conducts trips to partnering hatchery facilities to acquire purchased/donated fish or eggs.
- Cleans accumulated debris and waste from screens, raceways, and settling ponds.
- Maintains hatchery grounds through landscaping and general maintenance activities.
- May perform finished carpentry, electrical, plumbing, and masonry work.
- Operates heavy equipment such as large trucks, track hoes, forklifts, and small dozers.
- Performs a wide range of complex biological resource management techniques through the operation and maintenance of specialized equipment related to fish health analysis, fish rearing, and water quality monitoring.
- Inventories equipment, monitors working condition, evaluates quality assurance compliance, and independently calibrates/maintains equipment as necessary.
- Identifies needs for replacement parts, new equipment, and supplies and reports needs to supervisor.
- Maintains water supply related infrastructure at hatchery and fishing pond facilities.

HATCHERY TECHNICIAN - SEASONAL

Position Description

- Maintains inventory of supplies, chemicals, stock solutions, etc., prepares solutions and reagents for use in the laboratory and field, and safely disposes of waste material (both chemical and biological).
- Tabulates and summarizes fish culture and stocking data using computers and software packages.
- Conducts a variety of public relations related activities including interacting with other agency staff, conducting tours of the hatchery facilities, and answering visitors and anglers' questions regarding operations, fish culture, and fishing regulations.
- Performs duties according to established safety guidelines and Tribal policies.

Scope of Supervision:

This position is not responsible for supervising others. Works under the guidance of the Hatchery Supervisor and/or Fish Culturist. The ability to work independently is required. Must exercise sound judgment in the completion of day- to-day work.

MINIMUM MANDATORY QUALIFICATIONS

Education: High School Diploma or GED Equivalent required.

Licenses & Certifications: Valid, insurable NC Driver's License required. Must obtain a CDL within one (1) year of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must possess strong communication and interpersonal skills.
- Must have knowledge of the principles and practices of fish culture and fisheries management.
- Must have the knowledge and skill to operate and maintain complex equipment and systems commonly utilized within fish culture operations, including large trucks, heavy machinery, power tools, landscaping machinery, and water quality monitoring equipment.
- Must be able to use and maintain equipment in a proper and safe manner.
- Must possess strong communication and interpersonal skills.
- Must have the ability to work well with people in a team setting, initiative, and willingness to meet deadlines and adhere to schedules.
- Must be able to multi -task and be engaged in simultaneous, and diverse projects.
- Must be proficient in Microsoft Word processing, and Excel.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. The position deals with exact and precise figures/data. Responsible for the accuracy of the work performed and data recorded. Undetected errors in calculations and/or data collection could range from minor to significant impact and cause a misrepresentation of biological health, fish inventory, and supply availability. Inaccurate data collection could result in sanctions, public distrust and loss of revenue for the Tribe. A high degree of accuracy is required.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. This position requires effective and professional communication with co-workers and management at all levels, and especially with anglers, enrolled members, Tribal council, business owners, customers, and authorized vendors at all times. Frequent contacts are made with the other Federal/State agencies and contractors supporting the fisheries management program. Interpersonal skills are required under sometimes stressful situations along with tact, decorum, and professional etiquette. Must perform work assignments using strong communication skills in cooperation with coworkers and failure to complete tasks efficiently could affect the work of others. All staff are responsible for safety; carelessness on the part of an individual may result in serious injury to others.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Position Description

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. A high degree of discretion must be used when considering data/information to be shared. Information pertaining to fish production, stocking, and prize money allocation shall be kept confidential. Un-authorized disclosure of sensitive information has the potential to be misinterpreted and could result in fraudulent activity with associated economic loss. Must adhere to all programmatic and EBCI policies and procedures including those pertaining to confidential information.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Work requires the performance of various technical duties involving a variety of processes and methods. Duties require outstanding creativity, initiative, and ability to deal with complex factors. Judgement is required and the incumbent is given leeway in executing a wide range of established methods and techniques. Incumbent must have a demonstrated ability to perform day-to-day responsibilities of the duties assigned within a fast and ever-changing environment. The ability to effectively communicate and report on progress is critical to this position. Incumbent must demonstrate the ability to take ownership of responsibilities, work on a variety of tasks simultaneously, and consistently meet deadlines - regardless of hours required in emergency situations.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Approximately 25% of time will be spent in an office/laboratory setting with the remaining 75% spent in outdoor environments. Subject to inclement weather conditions, including extreme heat and cold, as well as varying terrain. Incumbent must wear the proper safety clothing or equipment to fit the task being performed at the time such as gloves, glasses, hearing protection, etc. Proper safety procedures practices are required at all times. Has exposure to equipment with moving parts, noise, and dirt which could result in serious injury. Special precautions must be taken when operating maintenance equipment or riding on the back of the stocking truck. The incumbent must be able to work shifts on-call, some weekends, irregular hours, and travel, which may be required depending on whether project goals shift, and emergencies occur.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. The work requires regular physical exertion, including a considerable amount of lifting, carrying, pushing, walking over wet-uneven surfaces, bending, and reaching. Moderately heavy items (i.e., fish and fish food), up to 50 pounds must be lifted and carried on a regular basis. Mental concentration varies depending on the tasks at hand. High levels of concentration are required while handling multiple projects. Close attention to detail is required.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

HATCHERY TECHNICIAN - SEASONAL

Position Description

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

HATCHERY TECHNICIAN - SEASONAL

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Hatchery Technician – Seasonal** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date