

# **Sauk-Suiattle Indian Tribe**

## **Job Description**

**JOB TITLE:** HATCHERY MANAGER  
**DEPARTMENT:** NATURAL RESOURCES  
**REPORTS TO:** NATURAL RESOURCE FISH PROGRAM MANAGER  
**STATUS:** EXEMPT/SALARIED

### **SUMMARY**

The Hatchery Manager applies sound fish culture principles to manage, operate, monitor, evaluate and report on the Tribe's aquaculture facility. The Hatchery Manager implements all administrative, operation, and maintenance tasks for Sauk-Suiattle Hatchery. The fish are observed through the feeding and growth process, and then released back into streams, lakes, or rivers. Your job as the Fish Hatchery Manager is to make sure all this happens efficiently and with concern for the health and well-being of the animals. You will periodically collaborate on fish program research with staff and outside agencies. The Hatchery Manager reports and collaborates with the Fish Program Manager.

The job involves managing the finances of the operation. You evaluate costs and assist in setting budgets. You monitor expenditures and consider different techniques, man-hours, suppliers, or fish products when the budget is threatened. State and federal reporting procedures require you to submit reports about every aspect of the hatchery, such as number of salmon fry, released populations, mortality rate, and costs.

### **Essential Duties and Responsibilities**

- Determines, administers, and executes policies relating to administration, standards of hatchery operations, and facility maintenance.
- Implement brood-stocking and spawning of fish, egg incubation, fry rearing, and fry release applying knowledge of management and fish culturing techniques.
- Conduct and supervise stock examinations to identify diseases or parasites.
- Confer with biologists, fish pathologists, and other fishery personnel to obtain data concerning fish habits, diseases, food, and environmental requirements.
- Monitor environments to ensure maintenance of optimum conditions for aquatic life.
- Monitor water quality and discharge.
- Submit annual EPA NPDES permit reports.
- Develop new Hatchery Genetic Management Plan (HGMP) programs.
- Collect, record, assess and analyze all relevant fish culture data.

- Maintain hatchery database.
- Implement all hatchery equipment and facility maintenance
- Develop fish culture strategies in consultation with other biologists, and make recommendations in collaboration with Fish Program Manager to Natural Resource Director.
- Prepare technical reports and project proposals for funding consideration.
- Reports to the Tribal Council as needed, attends staff and other meetings.
- May be required to travel up to several days.
- Represents tribe at meetings with other agencies and tribes regarding natural resource enhancement issues.
- Work with fisheries enforcement personnel assigned to the Tribe's usual and accustomed area to identify enforcement needs and address problems.
- Serve as liaison to other Tribal, State and Federal enhancement officials to represent the Sauk-Suiattle Indian Tribe in technical issues affecting aquaculture in the Tribe's usual and accustomed fishing area.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Maintain current information on scientific, technical, and policy developments affecting Tribal fish culture issues.
- Conduct public educational programs on fish husbandry.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

This position is directly responsible for supervision of hatchery technicians and the periodic supervision of natural resources technicians.

#### **QUALIFICATIONS/SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

Minimum required qualifications include a Bachelor of Science degree in the biological sciences with course emphasis in aquaculture and two years of

professional experience at a fish culture facility; OR an Associate degree in Aquaculture/Fish Culture and five years of professional experience at fish culture facility. Preferred employee knowledge of Tribal history and cultural practices and knowledge of US v. State of Washington and knowledge of Tribal treaty rights.

#### **MATHEMATICAL SKILLS**

Should have ability to measure and calculate quantities accurately including converting between units of measurement. Understanding and working with quantities and proportions (concentration and dilution of solutions). It is necessary to create data summary tables with mean values.

#### **COMPUTER SKILLS**

To perform this job successfully, an individual works with Computers - Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information. Should have a working knowledge of Microsoft Office and familiar with navigating through hatchery style databases.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current valid Washington State Driver's License with insurance on file. Need to obtain 'Washington State Boater Education Card'. Prefer knowledge of Tribal fisheries programs in the Pacific Northwest. First Aid/CPR certification, Bloodbourne pathogen certification, Oxygen Administration.

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands, arms, legs or whole body; climb or balance; stoop, kneel, crouch; talk or listen, handling of materials. The employee may occasionally lift and/or move up to 50 pounds. The employee may have to spend numerous hours outdoors in differing climates. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus.

#### **CULTURALLY SENSITIVE**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

#### **DRUG FREE WORKPLACE**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**BACKGROUND CHECK**

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.**

Contact Fish Program Manager @ (360) 631-3992 with any questions.

Apply at <https://www.sauk-suiattle.com>