DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Working Title: Osceola and St. Croix Fish Hatchery Supervisor
Classification: Natural Resources Operations Supervisor
Work Location: Osceola and St. Croix Fish Hatcheries
Position Number: 23367

Position Summary

This position functions as the supervisor of the Fish Culture program staff at the Osceola and St. Croix Fish Hatcheries under the general guidance of the Northwest Hatchery Group Leader. Responsibilities include the supervision and coordination of the fish rearing activities, budgets, and supervision of full time and part time staff. Overseeing safety programs, assigned fish production, collection and processing of brood fish for the purpose of stocking of fish to meet fish management goals for stocking fish statewide. This position is responsible for facility and fish production related equipment maintenance and the writing of development projects, developing, submitting and tracking budgets, making purchases in support of fish rearing, spawning activities, maintenance and safety in the work unit, scheduling rearing and egg collection, and building and grounds maintenance. Maintain regular communication with Fish Culture Section Leadership, internal partners and Fish Management staff. Actively participate and contribute in specified or assigned Fish Culture or assigned statewide teams and/or task groups and informing and working with external partners such as sportsmen’s clubs, coop clubs, government entities or the general public.

Geographic Scope and Travel Requirements

This position is stationed at the Osceola and St. Croix Fish Hatcheries. Periodic travel between other facilities may be required. Periodic travel is required within the region and statewide for meetings. Telework is not an option.

Scope of Authority

This position reports to the Northwest Hatchery Group Leader with responsibility for the day to day direction of assigned permanent and limited term staff.

Goals and Activities

50% A. Supervise Work Unit team members
A1. Develop Work Unit specific annual work plan to produce assigned fish production, transfers and eggs needed to meet fish stocking goals with assigned staff.
A2. Supervise, mentor, schedule and guide team members assigned to work unit.
A3. Train, assist, coach and mentor team members to develop, enhance and/or improve their technical, managerial and interpersonal competencies.
A4. Perform required supervisory responsibilities including hiring, training, evaluating performance, discipline and handling grievances. Inspire, motivate and challenge team members.
A5. Provide and/or recommend safety training and protective equipment for employees and Enforce safety rules, oversee work unit safety plan.
A7. Approve time reports and expense vouchers, vehicle reports, training requests and leave requests.
20%  

B. **Work Unit planning, development and maintenance**  
B1. Develop and manage biennial work plans and budgets.  
B2. Monitor physical condition of facilities and equipment. Ensure appropriate preventative maintenance measures are followed.  
B3. Conduct safety inspections to ensure compliance with safety rules and stop any unsafe operation including at least two unannounced safety inspections or daily observations of your work crew.  
B4. Prepare written major maintenance/development projects as required to maintain or enhance utility and function.  
B5. Conduct annual inspection of properties for environmental standards and safety rules compliance.  
B6. Determine hatchery equipment needs. Gather information on new equipment, schedule equipment demonstrations, evaluate, solicit bids, and submit recommendations.  
B7. Review approved projects with the design engineer to promote understanding and compliance with the plan and to ensure project feasibility. Prepare accurate project completion and cost accounting reports.  
B8. Maintain an accurate inventory of all equipment and property.  

20%  

C. **Supervise and Coordinate fish production**  
C1. Supervise and assist staff with spawning, hatching, rearing and distributing of assigned species to meet Fish Management goals for stocking fish statewide utilizing best management practices.  
C2. Maintain and submit production records; including lot histories, stocking and transfer receipts. Follow all DNR and DATCP regulations, policies; obtain required permits, certificates and documents as per pre-determined deadlines.  
C3. Coordinate coop rearing operations and distribution from those stations.  
C4. Direct the completion of stocking and transfer receipts.  
C5. Responsible for developing, understanding, implementing and enforcing biosecurity protocols and a HACCP plan with guidance from the Fish Culture Section.  

5%  

D. **Organizational Responsiveness**  
D1. Review and keep abreast of changes in knowledge and practices of position-related activities in responsibilities.  
D2. Participate in job-related training and organizational meetings as assigned by supervisor.  
D3. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.  
D4. Perform other position-related duties as assigned.  
D5. Follow all general and position-related safety requirements.  

5%  

E. **Implement a pro-active public information, outreach and education program.**  
E1. Conduct tours of the hatchery promoting the Fish Culture and Management Sections.  
E2. Develop and maintain displays and public use areas with external partnerships.  
E3. Provide information and referrals for information as requested by internal and external customers.
Knowledge, Skills, and Abilities

- Knowledge of the life history of coldwater and coolwater fish
- Knowledge of basic water chemistry sampling and analysis techniques
- Knowledge of water supply systems and function of the hatchery and rearing station
- Knowledge of hatchery alarm functions
- Skill in coldwater and coolwater fish culture
- Skill in fish health and understanding of aquaculture diseases
- Skill in hatchery production record keeping
- Skill in budgeting, work planning, and project implementation policies and procedures
- Skill in basic computer skills, including word processing, spreadsheet, and database systems
- Skill in purchasing procedures
- Ability in supervisory functions including performance reviews
- Ability to prioritize hatchery workload and scheduling of personnel