

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Fish Hatchery Technician	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Forestry and Parks
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Requested Class

Dept ID	Program Code	Project Code (if applicable)
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PURPOSE:

Background Information
 The Facility Technician is part of a specialized team that delivers the annual provincial fish stocking program. The position operates with a high degree of independence and is responsible for performing various technical duties required for the effective and efficient delivery of fish culture programs and initiatives. Work is conducted within accepted practices and guidelines prescribed by Ministry policies, procedures, and legislation.

Stocked lakes support approximately 25% of all angling activity in the province which represents an economic impact of over 90 million dollars annually. The four major fish culture facilities in the province stock approximately 250 water bodies each year. The successful rearing and distribution of fish directly affects the recreational value of angling for the public, as well as supports positive angling experiences.

Position Summary
 Reporting to the Facility Supervisor, the position provides technical expertise and advice on egg/fish production, enabling the Ministry to meet its business plan goals and objectives. Extensive knowledge is applied in the culture of fish at the hatchery using techniques and practices that maintain optimal fish rearing/egg incubation conditions. The Facility Technician utilizes creative ideas, problem solving, and a specialized knowledge of operations to meet changing facility requirements. Supervision and guidance is also provided to junior technical staff, volunteers, and contractors.

The Facility Technician also assists in the development of various public services that assist to increase awareness of fish culture programs and initiatives. The Facility Technician also establishes and maintains positive working relationships with a diverse range of internal and external stakeholders.

Responsibilities of the position are completed under the procedures of the Federal and Provincial Fisheries Act, National Code on Introductions and Transfers of Aquatic Organisms, Provincial Fisheries Regulations, Provincial Fish Stocking Policy, as well as Occupational Health and Safety guidelines and policies.

RESPONSIBILITIES AND ACTIVITIES:

- 1. Ensure provincial targets for the fish culture stocking program are achieved while managing and maintaining optimal rearing conditions for the health and growth of eggs/fish through the application of approved hatchery techniques.**
 - Allocate egg and fish rearing space at densities within optimal carrying capacities.
 - Establish and maintain daily growth rates and rearing temperature regimes, monitoring and adjusting rearing unit water flows, feed rates, and the facility water supply system.
 - Diagnose fish ailments and recommend and administer appropriate treatment.
 - Develop internal fish movement plans in cooperation with the Facility Supervisor
 - Record and input prescribed data into fish culture and provincial database systems.

RESPONSIBILITIES AND ACTIVITIES:

2. Distribute fish in accordance with the facility stocking schedule and the provincial stocking plan.

- Select appropriate rearing units to ensure carrying capacities are minimalized, and fish health remains optimal.
- Ensure fish are inventoried, off feed, and loaded onto vehicles for transport.
- Manage, maintain, and operate stocking trucks and equipment in accordance with Ministry policies, standards, and the *Traffic Safety Act*.
- Transport fish to specified water bodies, maintaining, and monitoring critical indicators of fish condition en-route. When necessary, provide corrective measures to ensure the optimal health of the fish.
- Coordinate the safe release of the fish; selecting suitable release sites at the specified water bodies and conducting water quality tests to confirm the location falls within established parameters.
- Plan stocking trip: collaborating with regional field contacts when necessary to ensure safe access to lakes.

3. Maintain fish hatchery equipment and systems in accordance with established facility standards, practices, and safe operating procedures.

- Liaise with various contractors to ensure the effective maintenance and operation of facility mechanical and process control systems.
- Establish a preventative maintenance schedule and perform routine maintenance and repairs to facility and field equipment.
- Respond to hatchery alarms, addressing and correcting system problems and malfunctions effectively and efficiently.
- Maintain and monitor equipment maintenance schedules, performing mandatory safety inspections and service work on all equipment and vehicles.

4. Support the Facility Supervisor in achieving the mandate and goals of the facility.

- Inform the Facility Supervisor of trends and workload pressures and provide recommendations for areas of concern.
- Provide technical expertise and advice on egg collection, incubation, and rearing strategies for fish; ensuring strategies align with Government and Ministry business plan goals and objectives.
- Participate in the recruitment of junior technical and seasonal staff.
- Lead the training and mentoring of junior technical and seasonal staff.
- Monitor and supervise work of contractors, establishing and maintaining strong working relationships.
- Participate in and contribute to various committees, working groups and projects, including the Joint Worksite Health and Safety Committee.

5. Provide public education and information dissemination to increase awareness of provincial fisheries, as well as hatchery programs and initiatives.

- Develop and deliver presentations for schools, stakeholder groups, community trade shows, and conferences; engaging the public to ensure a better understanding of fish culture's policies and programs.
- Maintain an awareness of emerging issues and concerns related to fish culture.
- Collaborate with other Ministry staff in the development of public promotional and educational material related to facility operations and egg/fish culture programs.
- Collaborate with other Ministry staff in the development and delivery of new education and awareness programs; providing technical fish culture information, such as the Fish in Schools: Raise to Release program (FINS).
- Lead the delivery of tours of the facility to community stakeholder groups and the public to increase awareness of the fish culture program.

6. Support Regional Fisheries offices in the assessment and improvement of the fish stocking program.

- Provide applied knowledge of equipment to assist field staff (i.e., Biologists, Officers, Alberta Conservation Association) in the completion of projects.
- Collaborate with the Provincial Fish Disease Specialists in the testing of native fish brought into the hatchery, and in the diagnosing of sick hatchery fish; implementing recommended treatments as requested.
- Coordinate with Biologists, Bow Habitat Station personnel, Universities, and local experts when collecting specimens for aquariums or display ponds.

SCOPE:

Reporting to the Facility Supervisor, the Facility Technician is part of a larger team that works together to ensure the production of eggs/fish is delivered in accordance with the provincial fish stocking plan and with facility operations. The team also ensures activities support the achievement of the Ministry business plan, and branch operational plan goals. The primary focus of the position is to oversee and perform technical activities required for the delivery of programs and initiatives that support a major fish hatchery facility, including egg collection, incubation, rearing, transfer, and distribution of cultured fish into the waters across the province.

The position works collaboratively with a variety of contractors to help maintain the facility operations and structures. As well, the Facility Technician actively engages the public through a variety of outreach activities while assisting in the development of public displays and educational materials.

The position also has a direct impact on the recreational activities of the public across the province. The rearing and distribution of fish, assists in the diversion of some angling pressure from the native game fish species; creating additional angling opportunities which contribute to overall conservation efforts.

The Facility Technician provides a critical resource to the facility through their technical knowledge and recommendations in dealing with day-to-day operations. Applying comprehensive knowledge of intensive trout culture techniques and hatchery practices, the position maintains optimal fish rearing/egg incubation conditions within a framework of approved facility methods and approved fish culture procedures, assisting in the achievement of the program's provincial production targets.

KNOWLEDGE, SKILLS & ABILITIES:

Qualifications:

- Technical diploma in Renewable Resource Management or Natural Sciences, and related fish culture experience.
- Class 3 Drivers license with air brake endorsement.
- Certification in defensive driving, first aid with AED training, and confined space entry.

Knowledge requirements:

- Fish life cycle stages: including fish and egg rearing techniques such as spawning, incubation, fish growth, grading, transportation; fish diseases and related treatments; fish physiology and nutrition.
- Mechanical systems/controls and facility schematics.
- Water treatment concepts and processes.
- Water chemistry and related test equipment.
- Treatment of effluent water and related applications.
- Human Resource policies and related administrative systems; including collective agreements (master and subsidiary Agreements).
- General safety regulations, the OH&S Act, and the application hazard assessments and risk analysis.
- Software and information services relevant to responsibilities (i.e., Microsoft Office Suite and building maintenance software systems).
- Related Ministry and/or provincial government programs and services.

General Skill Sets:

- Interpersonal and facilitation skills to effectively communicate with all levels of the Ministry, Branch, and external clients and stakeholders, including the public.
- Strong Verbal and written communication skills; particularly in terms of preparing reports and delivering presentations.
- Analytical and research skills to compile, summarize and coordinate information.
- Problem solving and decision-making skills.
- Organizational and time management skills to prioritize and develop a personal work plan, and to delegate and manage assignments to junior staff members.
- A continued desire to learn and adapt to a changing environment.

KNOWLEDGE, SKILLS & ABILITIES:

Ability to:

- Work flexible hours, including weekend shifts and 24/7 standby.
- Identify and analyze complex problems as they arise; pro-actively identifying concerns or issues, and their potential solutions.
- Perform heavy lifting (>25kg), to operate forklifts/skid steers.
- Drive long distances (>1000km or 12 hours in a single shift) in various weather conditions.
- Maintain and manage positive working relationships with stakeholders.
- Act independently and with confidence.
- Manage resources, time, and stress, working under pressure, with strict deadlines and high demands.
- Operate, troubleshoot, and isolate problems related to mechanical and electrical equipment.
- Deliver public outreach programs to members of the public.

CONTACTS:

The Facility Technician has contact with:

- Representatives of the Ministry, Branch, and other provincial staff to provide and exchange information on fish culture programs and initiatives, and to coordinate the distribution of fish.
- Facility Supervisor to provide briefings and updates, advice, and recommendations.
- External representatives, including contractors, to provide direction, advice, consultation, and exchange information relevant to the effective operation of the facility and equipment, and the distribution of fish.
- External stakeholder and members of the public to conduct tours of the facility, conduct public meetings, provide information, and deliver presentations.
- School outreach educational programs such as Fish in Schools and onsite stocking presentations.

SUPERVISION EXERCISED:

Supervision is provided to junior technicians, onsite contractors and volunteers.

CHANGES SINCE LAST CLASSIFICATION REVIEW:

Assist with educational "how to" videos through ESRDs YouTube channel, conduct fishery assessments of stocked water bodies, youth outreach programs, flattening of the organization, increased responsibility through reduction of staff (22 to 19). Increased awareness of facility operations and infrastructure as a result of increased privatization within GOA.

ORGANIZATION CHART:

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.