

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

Working Title Fisheries Technician		Name	
Position Number	Reports to Position No., Class & Level /NR 7	Division, Branch/Unit Operations Division, Infrastructure Branch	Ministry Environment and Parks
Present Class Natural Resources 3		Requested Class	
Dept ID	Program Code 02644	Project Code (If applicable)	

**PURPOSE:**

**Background Information**

The Fisheries Technician is part of a specialized team that delivers the annual provincial fish-stocking program. The position operates with a controlled 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 100 million dollars annually. The four major Fish Culture facilities in the province stock approximately 220 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 a Fisheries Technician or the Facility Supervisor, the position provides technical assistance in the delivery of egg/fish production, enabling the Ministry to meet its business plan goals and objectives. The position provides basic knowledge in the culture of fish at the hatchery. The employee is to be trained in the techniques and practices that maintain optimal fish rearing/egg incubation conditions. The position will provide some limited problem solving, and over time will have a knowledge of operations to meet changing facility requirements. The position will not supervise junior technical staff, volunteers, and or contractors.

The position will assist in the delivery of various public services that assist to increase awareness of Fish Culture programs and initiatives.

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. Assist in the 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.

- Clean all rearing units as per prescribed method
- Collect all fish mortalities and record on data sheets
- Sample count, move fish as per prescribed direction from facility technician or supervisor
- Sort and handle adult brood fish

2. Assist in the distribution of fish in accordance with the facility stocking schedule and the provincial stocking plan.

- Assist in the transport of the fish to specified water bodies; maintaining and monitoring critical indicators of fish

## RESPONSIBILITIES AND ACTIVITIES:

condition en-route. When necessary, assist in the corrective measures to ensure the optimal health of the fish.

- Assist in 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.

### 3. Assist in the maintenance of Fish Culture equipment and systems in accordance with established facility standards, practices and safe operating procedures.

- Assist in the preventative maintenance schedule and perform routine maintenance and repairs to facility and field equipment.
- Assist in the response to hatchery alarms; assist in addressing and correcting system problems and malfunctions effectively and efficiently.

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

- Occasionally inform the Facility Supervisor of trends and workload pressures and provide recommendations on occasion for areas of concern.
- Assist in egg collection, incubation, and rearing strategies for fish; ensuring strategies align with Government and Ministry business plan goals and objectives.
- 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.

- Assist in the delivering of presentations for schools, stakeholder groups, community trade shows, and conferences; engaging the public to ensure a better understanding of Fish Culture's policies and program.

### 6. Support Regional Fisheries offices in the assessment and improvement of the Fish Culture program.

- Assist field staff (i.e. Biologists, Officers, Alberta Conservation Association) in the completion of projects.
- Assist 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.
- Assist with Biologists, Bow Habitat Station personnel, Universities, and local experts when collecting specimens for aquariums or display ponds.

## SCOPE:

Reporting to the Fisheries Technician or Supervisor, the 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 assist technical activities required for the delivery of programs and initiatives that support a major Fish Culture facility, including egg collection, incubation, rearing, transfer, and distribution of cultured fish into the waters across the province.

The position assists collaboratively with a variety of contractors to help maintain the facility operations and structures. As well, the position assists in the activities educating the public about the Fish Culture program.

The position is an important asset for Fish Culture in order to provide recreational activity for 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 position will assist in dealing with day-to-day operations. 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:

- Grade 12 High School diploma

## Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

**Incumbent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Division Director/ADM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**KNOWLEDGE, SKILLS & ABILITIES:**

- First Aid Certificate

**Knowledge requirements:**

- Basic computer skills for limited data entry.
- General safety regulations, the OH&S Act, and the application hazard assessments and risk analysis.

**General Skill Sets:**

- Positive work ethic
- Basic analytical skills to compile information.
- Basic problem solving and decision making skills.
- Organizational and time management skills to prioritize and develop daily work plan.
- A continued desire to learn and adapt to a changing environment.

**Ability to:**

- Work flexible hours; including weekend shifts and 24/7 standby.
- Identify complex problems as they arise; pro-actively identifying concerns or issues.
- 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 with confidence.
- Work under pressure, with strict deadlines and high demands.

**CONTACTS:****The Technician has contact with:**

- Representatives of the Ministry, Branch, and other provincial staff to assist in Fish Culture programs and initiatives, and the distribution of fish.
- Assist with the delivery of tours of the facility to the public.

**SUPERVISION EXERCISED:**

none

**CHANGES SINCE LAST CLASSIFICATION REVIEW:****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, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*