



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Fish Hatchery Assistant Manager  
**SALARY:** \$28.89 to \$34.31 DOE  
**REPORTS TO:** Resident Fish Hatchery Manager  
**LOCATION:** Bridgeport, Washington

**BASIC FUNCTIONS:** This position that plays a key role at the Colville Confederated Tribes (CCT) Resident Fish Hatchery and serves as an assistant to the hatchery manager to perform the most critical and complex tasks associated with managing a production scale fish hatchery. This includes coordinating and directing all the technical tasks needed in hatchery operations, to meet annual fish production goals and the added responsibility of supervising and training multiple culturists, and assigning work on a daily basis. This position works closely with the Hatchery Manager to oversee all aspects of hatchery operations, planning, maintenance, and budget development, identifying training needs, and reporting. Work elements include, but are not limited to, supervision of hatchery employees, compiling and recording all hatchery records, planning and organizing all day to day hatchery operations and tracks expenditures. Position is responsible for having an expert working knowledge of the current hatchery systems; salmonid fish culture techniques, brood stock collection, spawning protocols, bio-security and will be responsible to train and monitor hatchery staffs on these processes. Candidate may also perform other duties within the Fish & Wildlife Department as assigned. Candidate is required to have or obtain within 6 months of post-hire, a valid Commercial Driver's License (CDL), with appropriate endorsements to assist in transporting adult and juvenile fish to Reservation lakes and streams. As directed, the incumbent will initiate Request For Proposals or Quotes, Purchase Requisitions, order equipment, materials, supplies, and services according to tribal, state and federal policies; evaluate product quality and accept or reject products on delivery; and initiate order payments after invoices have been received. Incumbent may also perform other duties within the Fish & Wildlife Department as assigned. This position is exempt. Hatchery housing is currently available to incumbent, however, if incumbent accepts hatchery provided housing stand-by duties will be required and assigned. This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, random, post-accident and reasonable suspicion drug testing.

## MINIMUM QUALIFICATIONS:

### Education and Training:

- Bachelor's Degree in Fisheries technology, Aquaculture, or other related field from a regionally accredited college or university (must submit transcripts for credit) **AND** 24 months of qualifying experience that demonstrates the ability to effectively perform the duties of the position, **OR;**
- Associates Degree in Fisheries Technology, Aquaculture, or related field from a regionally accredited college or university and 72 months of progressively responsible fish culture experience with at least 36 months of experience as a Fish III or equivalent at a full cycle production hatchery.
- Must be in good physical condition to be able to work and hike in inclement weather conditions and over variable and rugged terrain.
- Must have work history with no documented performance issues with any employer, (verification of past performance will be accomplished by reference checks, which will occur prior to any candidate being selected for an interview).
- Work history must reflect excellent attendance.
- Must be able to lift a minimum of 50 lbs.
- Must be able to work variable hours, long days, early mornings, holidays, and weekends as the work dictates.
- Must be able to perform hatchery stand-by duties. Hatchery housing is available to perform assigned stand-by duties.
- Must have a CDL license, Class B with brake & air brake endorsements; or be willing to obtain one within 6 months of hire date.
- Must pass Boater Safety class within 6 months of hire.
- Must be able to work in a multi-cultural environment.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribes vehicle insurance.
- May be required to obtain and maintain a Washington State department of Agriculture Private Applicator Pesticide License.

**Knowledge, Skills, and Abilities:**

The position requires incumbent to have expert knowledge of proper operation and maintenance of salmonid fish hatcheries. This includes but is not limited to fish culture methods and techniques, fish health, bio-security, and will perform additional duties as described below.

- Plan and supervise hatchery operations.
- Train and supervise employees
- Assigns activities to staff and monitors completion to ensure production goals are met
- Identifies and implements appropriate development strategies to close skill gaps and prepare employees for current and future roles within program.
- Compiles and records accurate data on all hatchery records (e.g. fish mortalities, feed sheets, chemical use, monthly fuel) and provides to Managers and Biologists verbally, hard copy or electronically.
- Manage facility production. Develops/monitors production plans with Fisheries Biologist and Hatchery Manager. Ensures staff maintains records and achieves production goals. Understands how facility production contributes to harvest by tribal and non-tribal members.
- Operations management and compliance. Ensures all supervised staff understands and comply with tribal, state and federal laws, rules and regulations. Observes and assesses facility upkeep and maintenance. Prioritizes, budgets, and coordinates upgrade or repairs needed and communicates with supervisor and staff.
- As directed, initiates purchase orders, orders equipment, materials, supplies, and services according to tribal and federal polices; processes invoices for payment.
- Communicate well orally and in writing to the general public, supervisor, co-workers, and program staff. Communicates to staff the linkage between the hatchery, Monitor and Evaluation and the Fish and Wildlife program goals
- Competent in computer program operations such as Word, Microsoft Outlook and Excel
- Work with multiple types of electronics, laboratory and field equipment and be motivated to learn, trouble shoot and understand how they function.
- Plan and achieve daily, monthly, and annual hatchery goals and objectives
- Must be willing to travel for work projects, meetings, training and conference participation as necessary.
- To work effectively in a multi-cultural team environment
- Safely operate motorized boats, forklift, tractor, hand and power tools and equipment.
- Must be able to stand for long periods of time, able to lift a minimum of 50 lbs., climb ladders, and work in confined spaces at times.

**NOTE: Pursuant to Tribal Policy, this position is subject to post accident and reasonable suspicion drug testing. Additionally, the Washington State Department of Transportation implemented the Omnibus Transportation Employee Testing Act in December 1992 that requires drug and alcohol tests for all safety-sensitive employees. Commercial Driver's License holders are required to submit to pre-employment and random drug and alcohol testing.**

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**CLOSING DATE:** Applications and supporting documents **MUST** be received in the Human Resources Office by, **4:00 p.m., January 25, 2019** or be post marked by that date. R-8684.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
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**Applicant must submit transcripts & additional documentation as indicated. To hold your place in a job file HR will print the first page of faxed/email applications; for further consideration forward signed application to Human Resources by closing – ORIGINAL REQUIRED.**