



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Deputy Hatchery Manager (Skookum Creek Hatchery)

OPEN: November 15, 2018

CLOSE: December 6, 2018

EXEMPT: Yes

JOB CODE:

SALARY GRADE: (9&10) \$25.09-\$32-32 DOE

DIVISION: Salmon Enhancement

SHIFT: Day/On-Call

DEPARTMENT: Natural Resources

LOCATION: Skookum Creek Hatchery

SUPERVISOR: Hatchery Manager

DURATION: Regular Full Time

VACANCIES: 1

JOB SUMMARY: The Deputy Hatchery Manager works closely with the Hatchery Manager and the Salmon Enhancement Program Manager to achieve the LIBC resolution interim goal of mid-1980's harvest rates through hatchery production. Under the direction of the Skookum Creek Hatchery Manager, follows the chain of command, leads the operation of a Coho salmon augmentation program and a Chinook recovery program, coordinates hatchery plans with the Hatchery Manager, Salmon Enhancement Program Manager, Salmon Enhancement Specialists and Technicians, and other fisheries management staff. The incumbent performs all duties in strict accordance with Hatchery and Genetic Management Plans (HGMPs), National Pollutant Discharge Elimination System (NPDES) permit requirements, Fisheries Co-Manager policies, and all LIBC policies and procedures. This is a professional position and exempt from the payment of overtime. On-site housing may be available for this position.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Assists the Hatchery Manager with leading and supervising the day-to-day operations at Skookum Creek Hatchery including production planning, budget management, maintaining hatchery data and records, NPDES compliance, routine hatchery operations, complying with Standard Operation Procedures, hatchery and equipment maintenance, and supervision of hatchery staff.
2. Fulfills all duties and responsibilities of the Hatchery Manager in their absence.
3. Assists with the oversight of hatchery programs in a manner that is consistent with best available science, internal management directives, Co-Manager agreements, and with the standards and guidelines set forth in Lummi Nation HGMPs.
4. Leads and supervises hatchery specialists and technicians in fish releases and transfers in accordance with internal management directives and Co-Manager agreements and policies.
5. In accordance with HGMPs and the Lummi Hatchery Standard Operational Procedures, supervise junior hatchery staff and participate in biological sample collections on adult fish collected at hatcheries for coded-wire tags, DNA, otoliths, scales and external research tags

following established protocols and procedures. Ensures biological sampling is conducted to a high level of standard.

6. Assists with the management and coordination of the South Fork Nooksack Chinook Rescue Program at Skookum Creek Hatchery in a manner that is consistent with Lummi Nation objectives, internal management directives, Co-Manager and federal agreements, HGMPs, and established operational protocols.
7. Works closely with the Hatchery Manager, Salmon Enhancement Program Manager, and other Lummi Natural Resources staff to ensure hatchery programs are operated in a scientifically defensible manner and that hatchery research projects and experiments are conducted in the manner intended.
8. Oversees and conducts NPDES sampling in accordance with permit requirements. Collect, document, and submit water samples to analytical laboratories following established schedules and procedures. Notifies the Hatchery Manager and Salmon Enhancement Program Manager of any potential permit violations.
9. Works closely with the Hatchery Manager, Hatchery Project Manager, and other Lummi Natural Resources staff to identify and implement hatchery infrastructure improvement or retrofit needs that are consistent with established production goals, Lummi Nation law, and federal regulations.
10. Assists with supervision, coordination and leading the implementation of adipose fin marking and coded-wire tagging of all Skookum Creek Hatchery programs. Conducts QA/QC of adipose fin clipping and/or coded-wire tagging to ensure adequate effective mark rates and tag retention rates. Leads and supervises the coordination of prescribing thermal otolith mark patterns and oversees the application of thermal otolith marks following the prescribed pattern. Ensures otolith vouchers are collected following established procedures and protocols. Leads and supervises the coordination and implementation of passive integrated transponder tag (PIT-tag) studies of juvenile salmon at the hatchery.
11. Following the recommendations of the Fish Pathologist and Doctor of Veterinary Medicine, ensures the administration of drugs and chemicals prescribed to fish is consistent with federal regulation, Lummi regulation, and hatchery operations protocols.
12. Assists the Hatchery Manager and Salmon Enhancement Program Manager with implementing contractual or purchase agreements with vendors or construction companies as needed per LIBC policy and procedures.
13. Participates in recruiting, interviewing, and selecting employees for temporary and permanent positions.
14. Leads and conducts maintenance of all hatchery equipment, buildings, rearing ponds and hatchery grounds. Ensures all hatchery infrastructure, equipment and hatchery grounds are maintained to a high level of standard.
15. Leads the prevention and detection of fish pathogens of concern. Notifies the Hatchery Manager or NWIFC Fish Health personnel of potential disease outbreaks or pathogen concerns and schedules fish examinations.
16. Assists with the preparation of employee work schedules and ensures stand-by, weekend, and holiday duties are fulfilled.

17. Updates the Hatchery Manager of relevant information regarding hatchery operations on a daily basis, or as needed.
18. Attend meetings with Co-Managers, federal agencies, and other entities as directed or as needed.
19. Perform night and weekend work as-needed and be available for on-call duty when required.
20. Assists and coordinates with other Lummi hatchery facilities or Co-Manager hatchery facilities as needed.
21. Conducts hatchery tours and explains operation to visitors.
22. Notifies supervisors when emergency situations arise.
23. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must possess a Bachelor's Degree involving major study in fisheries biology or similar field AND **two** years of professional level experience in an upper level hatchery position **OR** an A.A. or A.S. degree in Fisheries Technology or similar field and **five** years of experience working in an upper level hatchery position.
- Must be able to lift 50 pounds, perform strenuous manual labor, work in adverse weather conditions, and walk and stand for several hours.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to manage hatchery programs using scientifically relevant aquaculture methods.
- Ability to adopt new technology and fish culture methods as they become available.
- Demonstrated computer competency with Microsoft Excel, Access, Word and Outlook.
- Excellent oral and written communication skills, including technical and report writing skills.
- Demonstrated ability to follow oral and written directions and work independently.
- Demonstrated knowledge and skills in carpentry, plumbing, electronics and metal fabrication.
- Ability to establish and maintain effective working relationships with all levels of staff and to work in teams.
- Ability to effectively utilize work time and to work beyond normal work hours when this is required to meet task objectives in a timely fashion.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- This position is essential for the effective management of Treaty Right fisheries and may be eligible for federal income tax exemption pursuant to Section 7873 of the Internal Revenue Code.
- Position requires extensive Criminal Background Check.
- Must maintain strict confidentiality at all times.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov
For more information contact the HR front desk (360)312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: (360)380-6991.