



## FISH AND WILDLIFE SUPERVISOR

8343

### CLASS CONCEPT

The FISH & WILDLIFE SUPERVISOR is responsible for assisting a Fish & Wildlife Manager with the day-to-day operations of a hatchery, wildlife area or screens shop including; control of budget expenditures; review and approval of orders for supplies, equipment, or services; administration of plans to facilitate preventive and corrective maintenance or repair of equipment, facilities, and grounds; preparation of reports for regional and central management; training of others to operate and maintain specialized observation, tracking, monitoring, or related equipment; and present and inform the public regarding area and programs.

Recruit, select, train and manage staff assigned to the various programs. Administer and review the progressive discipline process, respond to grievances, complete and review performance appraisals, complete and update position descriptions, develop and review work plans and Individual Learning Plans, approve hiring of seasonal and permanent employees, plan, schedule, approve and provide training across the program areas, maintain current training records. Delegate assigned responsibilities as appropriate and provide guidance to employees regarding assignments and assist them in career development.

### Hatchery Supervision

Under the guidance of a F & W Manager, support fish propagation goals and objectives by performing duties at a fish hatchery facility raising anadromous and continental fish species. Schedule and direct hatchery staff in meeting production goals set by central management. Maintain production and employee records. Assure proper maintenance of hatchery water flow, temperature, and operation quality. Direct the treatment of water and fish to control disease and bacteria. Consult with specialists regarding feeding, water, parasite, or disease problems. Direct fish feeding and fish relocation to tanks or ponds. Plan and coordinate local hatchery fish liberations with other hatcheries, central and regional staff. Collect, analyze, and prepare summaries of subordinate staff production, maintenance, and employee report data.

### Wildlife Area Supervision

Under the direction of a F & W Manager, implement emergency wildlife severe weather feeding projects. Assist in negotiating and administering tenant farming, grazing, or timber harvest agreements. Oversee the use of construction equipment, farm equipment, trucks, all-terrain or other vehicles and a variety of power and hand tools. Oversee maintenance of equipment, facilities, and grounds. Coordinate major repair or construction projects with regional and central staff. Maintain good working relationship with affected parties regarding operation and use of area. Control area access and fee collection; monitor public activities during wildlife harvests. Hire, train and oversee seasonal, temporary, or part-time staff during peak activity periods. Cooperate in performing special projects. Supervise public use of the wildlife area consistent with the purpose and objectives of the wildlife area.

Supervise the management of wildlife and wildlife habitats within a Watershed boundary/region to protect or increase particular wildlife species; protect or improve existing habitat condition or replace lost habitats; and increase wildlife-related recreational opportunity. Maintain and restore aquatic and terrestrial habitats for a variety of wildlife species.

### Screen Shop Supervision

Under the direction of a F & W Manager, oversee a screen shop within a Region. Assist Manager in establishing short- and long-range goals and work assignments to ensure the timely and efficient installation and maintenance of fish screen and passage projects. Assist Manager in maintaining good

working relationships with landowners regarding use of area. Participate in Regional and Division planning to establish annual program goals. Oversee fabrication of metal components and concrete forms for fish screen and passage projects, assuring the safe and efficient operation of shops and associated equipment. Oversee construction and provide approval of site surveys and facility layouts. Oversee preventative and corrective maintenance of vehicles, trailers, backhoes and other heavy equipment.

### **DISTINGUISHING FEATURES**

Fish & Wildlife Supervisor – This is a single classification not currently part of a classification series.

### **MINIMUM QUALIFICATIONS & SKILLS**

#### **Fish & Wildlife Supervisor**

##### **Fish Hatchery Option**

An Associate's degree in Fisheries Technology, Aquaculture or Aquarium Science and two years and six months of fish culture (care of fish) experience. (Twelve months of fisheries, wildlife or related habitat work experience will count toward this experience); **OR**

A Bachelor's degree in Fisheries Science or a closely-related Bachelor's degree with at least 45 quarter (30 semester) hours of biological/ecological coursework and one year of fish culture (care of fish) experience. (Six months of fisheries, wildlife or related habitat work experience will count toward this experience); **OR**

Four years of fish culture (care of fish) experience. (Two years of fisheries, wildlife or related habitat work experience will count toward this experience).

This experience must have included one year of lead work or supervisory experience.

##### **Hatchery Skills**

- Monitor egg and fish production and record data.
- Calculate daily fish rotation and record data.
- Identify and sort various species of brood stock for spawning and adult distribution.
- Observe proper or adverse rearing fish health concerns.
- Apply knowledge of fish culture know-how; brood rearing, spawning brood, incubation, initial rearing, grow-out rearing, identify fish diseases, cleaning and feeding juveniles/smolts/legals.
- Apply knowledge of hauling protocols applied to fish transfers.
- Complete various fish inventories, splits, grading, marking.
- Collect fish tissue and fluid samples and record data.
- Monitor water flows of the hatchery; take water samples and gas readings.
- Records information or upgrades to reflect the most current information and form a complete and understandable account of changes, decisions, activities and work performed.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Monitor and review information from materials, events, or the environment, to detect or assess problems.
- Complete physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Estimate sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

- Communicate with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone, radio or e-mail.
- Provide information to supervisors, co-workers, and subordinates by telephone, radio, in written form, e-mail, or in person.
- Enter, transcribe, record, store, or maintain information in written or electronic form.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Monitor and review information from materials, events, or the environment, to detect or assess problems.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Keep up-to-date technically and applying new knowledge to your job.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Getting members of a group to work together to accomplish tasks.
- Schedule events, programs, and activities, as well as the work of others.
- Establish long-range objectives and specifying the strategies and actions to achieve them.
- Provide guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Understand and apply fish, wildlife science or screen shop practices.
- Count, track, identify, and report a variety of fish, wildlife or habitat species and conditions.
- Observe, identify and report activities and conditions of fish or wildlife species and their habitat.
- Trap, capture, immobilize, treat, or transport mammals, fish, or birds.
- Conduct field studies such as counting, tracking, identifying, and reporting a variety of wildlife or habitat species and conditions.

### Wildlife Option

An Associate's degree in Wildlife Technology or Agriculture and two years and six months of wildlife experience in a wildlife program. (Twelve months of fisheries or related habitat work experience will count toward this experience); **OR**

A Bachelor's degree in Wildlife Science, Agriculture, or a closely-related Bachelor's degree with at least 45 quarter (30 semester) hours of biological/ecological coursework and one year of wildlife experience in a wildlife program. (Six months of fisheries or related habitat work experience will count toward this experience); **OR**

Eighteen months of experience in the care of livestock, agricultural research and experimentation, monitoring game or wildlife, or farming and two years and six months of wildlife experience in a wildlife program. (Two years of fisheries or related habitat work experience will count toward this experience).

This experience must have included one year of lead work or supervisory experience.

### Wildlife Skills

- Observe, receive, and otherwise obtain information from all relevant sources.
- Monitor and review information from materials, events, or the environment, to detect or assess problems.
- Complete physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Estimate sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

- Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
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- Keep up-to-date technically and applying new knowledge to your job.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Getting members of a group to work together to accomplish tasks.
- Schedule events, programs, and activities, as well as the work of others.
- Establish long-range objectives and specifying the strategies and actions to achieve them.
- Provide guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Understand and apply wildlife science practices.
- Count, track, identify, and report a variety of wildlife or habitat species and conditions.
- Observe, identify and report activities and conditions of wildlife species and their habitat.
- Trap, capture, immobilize, treat, or transport mammals or birds.
- Conduct field studies such as counting, tracking, identifying, and reporting a variety of wildlife or habitat species and conditions

### **Fish Habitat/Screens Option**

Two years and six months of fisheries or wildlife experience; **AND**

An Associate's degree in Fisheries Technology, Aquaculture or Aquarium Science, Wildlife Technology, or Agriculture; or

Eighteen months of fisheries experience, care of livestock, agricultural research and experimentation, monitoring game or wildlife, or farming; **OR**

A Bachelor's degree in Fisheries or Wildlife Science or a closely-related Bachelor's degree with at least 45 quarter (30 semester) hours of biological/ecological coursework and one year of fisheries or wildlife experience.

This experience must have included one year of lead work or supervisory experience.

### **Screens Skills**

- Observe, receive, and otherwise obtain information from all relevant sources.
- Monitor and review information from materials, events, or the environment, to detect or assess problems.
- Complete physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

- Estimate sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
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- Observe, receive, and otherwise obtain information from all relevant sources.
- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Keep up-to-date technically and applying new knowledge to your job.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Getting members of a group to work together to accomplish tasks.
- Schedule events, programs, and activities, as well as the work of others.
- Establish long-range objectives and specifying the strategies and actions to achieve them.
- Provide guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Understand salmonid life history and habitat requirements.
- Understand habitat assessment and restoration techniques (optional)
- Read, interpret, and construct using blueprints or engineered designs.
- Use basic survey instruments and supplies to conduct site surveys.
- Use computer electronics and software for reporting, purchasing, communications, and inventory tracking.
- Communicate with other employees to foster teamwork.
- General knowledge of the principles and operation of fish screens and fishways including detailed knowledge of all state and federal criteria.

Adopted 3/2008  
Revised  
Revised MQs 2/2009; 3/2010

STATE OF OREGON  
Dept. of Administrative Services  
Human Resource Services Division