



## **FISH AND WILDLIFE MANAGER 1 FISH AND WILDLIFE MANAGER 2**

**8344  
8345**

### **SERIES CONCEPT**

FISH AND WILDLIFE MANAGERS operate Department of Fish and Wildlife fish hatcheries, wildlife management areas or screen shops. Decisions made impact the successful attainment of regional fish, wildlife and habitat programs, which in turn impact statewide or interstate programs and goals.

Consult and coordinate with regional and central management in developing long- and short-range goals. Monitor and maintain control of budget expenditures. Review and approve orders for supplies, equipment, or services within budgetary limits. Develop and administer plans to facilitate preventative and corrective maintenance or repair of equipment, facilities, and grounds. Interpret and implement agency policies to assure facilities are operated consistent with directives. Interpret and explain relevant state laws and administrative rules to employees and the public.

Prepare reports for regional and central management. Review and approve orders for parts, supplies, and materials within budgetary limits. Prepare operational budget recommendations for regional and central management. Operate and train others to operate and maintain specialized observation, tracking, monitoring, or related equipment. Make public presentations and inform public regarding area and programs. Recruit, train, and lead volunteers for special or ongoing projects.

Directly or through subordinate supervisors or lead workers plan, assign, and review staff work. Adjust work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads. Evaluate employee performance and prepare performance appraisals. Assess staff training needs and arrange for or provide instruction. Provide new employee orientation. Review applicant credentials, participate in interviews, and hire or recommend hiring of staff. Resolve personnel problems, complaints, and formal grievances. Reward and discipline employees. Counsel employees in work-related activities, personal growth, and career development.

### **Hatchery Management**

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 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 Management**

Implement emergency wildlife severe weather feeding projects. Negotiate and administer 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. Develop management plans and objectives and implement these plans in directing the operation and management of wildlife areas. Manage public use of the wildlife area consistent with the purpose and objectives of the wildlife area.

Manage 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 Management**

Manage a screen shop within a Region to establish short- and long-range goals and work assignments to ensure the timely and efficient installation and maintenance of fish screen and passage projects. Establish priorities and objectives based on input by Regional, Watershed and Fish Division management. Maintain 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**

The Fish & Wildlife Manager 1 completed the full range of duties in the series concept as they relate to medium or small hatcheries and wildlife areas with related programs and budgets.

The Fish & Wildlife Manager 2 completes the full range of duties in the series concept as they relate to large hatcheries, or wildlife areas. It is further distinguished by the supervision of subordinate supervisory staff.

### **MINIMUM QUALIFICATIONS AND SKILLS**

#### **Fish and Wildlife Manager 1**

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

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

##### **Hatchery Skills**

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- 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.
- 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.
- Enter, transcribe, record, store or maintain information in written or electronic form.
- Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

- Provide information to supervisors, co-workers, and subordinates by telephone, radio, in written form, e-mail, or in person.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Determine how money will be spent to get the work done, and accounting for these expenditures.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Persuade others to change their minds or behavior.
- Observe, receive, and otherwise obtaining information from all relevant sources.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Analyze information and evaluating results to choose the best solution and solve problems.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Keep up-to-date technically and applying new knowledge to your job.
- Read and follow fish hatchery operation manuals and instructions.
- Understand and apply fish culture or wildlife science practices.
- Observe, identify and report activities and conditions of fish species and their habitat
- Apply a knowledge of fish culture know-how; brood rearing, spawning brood, incubation, initial rearing, grow-out rearing, fish diseases, cleaning and feeding juveniles/smolts.

### Wildlife Option

- An Associate's degree in Wildlife Technology or Agriculture **and** three years and six months of wildlife experience in a wildlife program (eighteen 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** two years of wildlife experience in a wildlife program (twelve 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** three 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 two years of lead work or supervisory experience.

### Wildlife Skills

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- 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.

- 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.
- Enter, transcribe, record, store or maintain information in written or electronic form.
- Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Provide information to supervisors, co-workers, and subordinates by telephone, radio, in written form, e-mail, or in person.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Determine how money will be spent to get the work done, and accounting for these expenditures.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Persuade others to change their minds or behavior.
- Observe, receive, and otherwise obtaining information from all relevant sources.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Analyze information and evaluating results to choose the best solution and solve problems.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Keep up-to-date technically and applying new knowledge to your job.
- Read and follow wildlife operation manuals and instructions.
- Understand and apply fish culture or wildlife science practices.
- Observe, identify and report activities and conditions of fish or wildlife species and their habitat.

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

- Three 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** two years of fisheries or wildlife experience.

This experience must have included two years of lead work or supervisory experience.

#### **Screen Skills**

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.

- 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.
- 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.
- Enter, transcribe, record, store or maintain information in written or electronic form.
- Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Provide information to supervisors, co-workers, and subordinates by telephone, radio, in written form, e-mail, or in person.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Determine how money will be spent to get the work done, and accounting for these expenditures.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Persuade others to change their minds or behavior.
- Observe, receive, and otherwise obtaining information from all relevant sources.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Analyze information and evaluating results to choose the best solution and solve problems.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Keep up-to-date technically and applying new knowledge to your job.
- Read and follow fish hatchery, wildlife or screen shop operation manuals and instructions.
- Understand and apply fish culture or wildlife science practices.
- Observe, identify and report activities and conditions of fish or wildlife species and their habitat.

## **Fish and Wildlife Manager 2**

### **Fish Hatchery Option**

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

### **Hatchery Skills**

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Apply a vast knowledge of fish culture know-how; brood rearing, spawning brood, incubation, initial rearing, grow-out rearing, fish diseases, cleaning and feeding juveniles/smolts.
- Apply knowledge of hauling protocols applied to fish transfers.
- Apply knowledge of proper cleaning and feeding techniques and administer treatments when prescribed.
- 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.
- 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.
- Enter, transcribe, record, store or maintain information in written or electronic form.
- Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Provide information to supervisors, co-workers, and subordinates by telephone, radio, in written form, e-mail, or in person.
- Monitor and assess the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Determine how money will be spent to get the work done, and accounting for these expenditures.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Persuade others to change their minds or behavior.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others, and maintain them over time.
- Handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Encourage and build mutual trust, respect, and cooperation among team members.
- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Keep up-to-date technically and apply new knowledge to your job.
- Read and follow fish hatchery operation manuals and instructions.
- Understand and apply fish culture practices.
- Observe, identify and report activities and conditions of fish.

### Wildlife Option

- An Associate's degree in Wildlife Technology or Agriculture **and** five 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); **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** four years of wildlife experience in a wildlife program (two years 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** five 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 two years of lead work or supervisory experience.

### **Wildlife Skills**

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- 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.
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- Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Keep up-to-date technically and apply new knowledge to your job.
- Read and follow wildlife operation manuals and instructions.
- Understand and apply wildlife science practices.
- Observe, identify and report activities and conditions of wildlife species and their habitat.

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

- Five 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** four years of fisheries or wildlife experience.

This experience must have included two years of lead work or supervisory experience.

### Screens Skills

- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Manage one's own time and the time of others.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Apply a vast knowledge of fish or wildlife science know-how.
- 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.
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- Keep up-to-date technically and apply new knowledge to your job.
- Read and follow screen shop operation manuals and instructions.
- Understand and apply fish or wildlife science practices.
- Observe, identify and report activities and conditions of fish or wildlife species and their habitat.

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STATE OF OREGON  
Dept. of Administrative Services

FISH AND WILDLIFE MANAGER 1  
FISH AND WILDLIFE MANAGER 2

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Human Resource Services Division