

CLASS CONCEPT

The FISH & WILDLIFE Technical Coordinator is responsible for assisting a Fish & Wildlife Manager with the day-to-day operations of a large hatchery, large wildlife area or large screens shop **OR** a hatchery, wildlife area, or screen shop that does not regularly have a manager working on-site or at screen and passage project sites. Responsibilities include: Fish culture, wildlife management or habitat management and associated scientific, biological, or ecological activities; 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.

Assists the Fish & Wildlife Manager with recruiting, selecting, training and leading staff assigned to the various programs. Provides official input on performance appraisals and updates to position descriptions; plans, schedules, approves and provides on-the-job training across the program areas, maintains current training records. Delegates assigned responsibilities as appropriate, provides guidance to employees regarding assignments and assists them in career development.

Hatchery Coordination:

Under the guidance of a Fish & Wildlife Manager, supports fish propagation goals and objectives through sound scientific practices at a fish hatchery facility raising anadromous and continental fish species. Assists Manager in establishing short and long-range budgets, production goals, and work assignments by performing hatchery coordination and leadership duties. Evaluates the quality of adult broodstock and estimates the number necessary to meet program needs. Determines the selection, oversees the fish to be spawned, and directs the fertilization processes. Recommends appropriate disposition of non-viable and surplus eggs. Oversees and manages maintenance of equipment, facilities, houses, and grounds. Schedules and directs hatchery staff in meeting production goals set by central management. Maintains production and employee records. Assures proper maintenance of hatchery water flow, temperature, and operation quality. Directs fish treatment to control disease and bacteria. Consults with specialists regarding feeding, water, parasite or disease problems and then directs appropriate actions. Directs fish feeding and fish relocation to rearing ponds. Plans and coordinates local hatchery fish liberations with other hatcheries, central and regional staff. Collects, analyzes, and prepares summaries of production, maintenance, and employee report data. Oversees and manages maintenance of equipment, facilities, houses, and grounds. Coordinates major repair or construction projects with regional and central staff.

Wildlife Area Coordination:

Under the direction of a F & W Manager and using sound scientific practices, oversees wildlife habitat, biological research and access and protection goals at a Wildlife Area. Assists Manager in establishing short- and long-range budgets, area management goals and work assignments by performing wildlife area coordination and leadership duties. Implements emergency wildlife severe weather feeding projects. Assists in negotiating and administering tenant farming, grazing or timber harvest agreements. Oversees the use of construction equipment, farm equipment, trucks, all-terrain or other vehicles and a variety of power and hand tools. Oversees and manages maintenance of equipment, facilities, houses, and grounds. Coordinates major repair or construction projects with regional and central staff. Maintains good working relationship with affected parties regarding operation and use of area. Controls area access and fee collection; monitors public activities during wildlife harvests. Assists with hiring, training and overseeing and leading assigned staff. Cooperates in performing special projects. Manages public use of the wildlife area consistent with the purpose and objectives of the wildlife area.

Assists with development and coordination of management strategies for wildlife and wildlife habitats within a watershed boundary/region to protect or increase particular wildlife species; protects or improves existing habitat condition or replace lost habitats and increases wildlife-related recreational opportunity. Maintains and restores aquatic and terrestrial habitats for a variety of wildlife species.

Screen Shop Coordination

Under the direction of a Fish & Wildlife Manager, and using sound scientific practices, oversees a small screen shop within a region or regular project site work. Assists Manager in establishing short- and long-range budgets, production goals and work assignments to ensure the timely and efficient installation and maintenance of fish screen and passage projects. Assists Manager in maintaining good working relationships with landowners regarding use of area, installation, maintenance, and passage products. Participates in regional and division planning to establish annual program goals. Oversees existing processes and develop new and innovative ideas for, fabrication of metal components and concrete forms for fish screen and passage projects, assuring the safe and efficient operation of shops and associated equipment. Oversees construction and provide approval of site surveys, engineering specification, material purchases and facility layouts. Oversee and manage preventative and corrective maintenance of vehicles, trailers, backhoes and other heavy equipment.

DISTINGUISHING FEATURES

This is the fourth level of a four-level series of classifications. Responsibility for overseeing the work of technical staff and coordinating the implementation of a program or project utilizing specialized knowledge of scientific, biological and/or ecological principles distinguishes this class from the lower levels. Employees in this class operate with considerable independence in the performance of day-to-day duties of a large hatchery, large wildlife area or large screens shop OR a hatchery, wildlife area or screen shop where a manager does not regularly work on site.

MINIMUM QUALIFICATIONS & SKILLS

Fish & Wildlife Technical Coordinator

Fish Hatchery Option:

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

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

Four years and six months of fish culture (care of fish) experience (two years of fisheries, wildlife or related habitat work experience will count toward fulfilling this experience requirement).

Required Hatchery Skills:

Ability to:

- Apply specialized knowledge of fish science, biology, and ecology terminology and techniques.
- Monitor egg and fish production and record data.
- Calculate daily fish rations 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 hatchery water flows; take water samples and dissolve oxygen readings.
- Record 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.
- Perform physical activities that require considerable use of your arms and legs and to move the entire body in activities, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Inspect 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 crew 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 to solve problems.
- Monitor and review information from materials, events, or the environment, to detect or assess problems.
- Provide information to supervisors, co-workers, and crew by telephone, in written form, e-mail, or in person.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Keep abreast with new techniques and methodologies applicable to job.
- Develop leadership skills, Communicate with other employees to foster teamwork.
- Support team approach to accomplish tasks.
- Schedule events, programs, and activities, as well as the work of others.
- Establish long-range objectives, specifying the strategies and actions to achieve them.
- Provide guidance and direction to crew, 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.
- Demonstrate specialized knowledge of fish physiology, anatomy, and fish behavior.

Wildlife Option:

An Associate's degree in Wildlife Technology or Agriculture and three years 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 or 30 semester credit hours of biological/ecological coursework and one year and six months

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 three years of wildlife experience in a wildlife program (two years of fisheries or related habitat work experience will count toward this experience).

Required Wildlife Skills:

Ability to:

- Apply specialized knowledge of wildlife science, biology, and ecology terminology and techniques.
- 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.
- Perform 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.
- Inspect 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 crew 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 crew by telephone, in written form, e-mail, or in person.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Keep up-to-date technically and apply new knowledge.
- Develop constructive and cooperative working relationships with others, and maintaining them over time.
- Influence 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 crew, 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.
- Possess specialized knowledge of wildlife or habitat management programs.

Fish Habitat/Screens Option:

Three years 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 or 30 semester credit hours of biological/ecological coursework and one year and six months of fisheries or wildlife experience.

Screens Skills:

Ability to:

- Apply specialized knowledge of fish and/or wildlife science, biology, and ecology terminology and techniques.
- 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.
- Inspect 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 crew 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 crew by telephone, in written form, e-mail, or in person.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Use 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.
- Influence 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 crew, 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.
- Apply general knowledge of the principles and operation of fish screens and fishways including detailed knowledge of all state and federal criteria.
- Apply specialized knowledge of fish, wildlife, or habitat management programs.

Adopted 3/2013