

State of Washington
 Dept. of Fish and Wildlife
 invites applications for the position of:
Permanent Fish Hatchery Specialist 4
***02816-15**

careers.wa.gov
 Working for Washington State

SALARY: \$3,213.00 - \$4,214.00 Monthly

OPENING DATE: 03/25/15

CLOSING DATE: 04/02/15 05:00 PM

DESCRIPTION:



Our Mission
 To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision
 Conservation of Washington's fish and wildlife resources and ecosystems.

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources.

AGENCY PROMOTIONAL ONLY

There is currently a permanent Fish Hatchery Specialist 4 position in the Fish Program, Hatchery Division, Region 4. The duty station is Wallace River Hatchery located at 14418 383rd Ave, SE, Sultan, WA.

DUTIES:

Supervision:

- Carries out personnel actions (e.g. recruitment, hire recommendations, evaluations, corrective action).
- Ensures that expectations are adhered to
- Coordinates operations of assigned facilities
- Identifies training needs and develops training plans
- Develops work plans
- Ensures safety compliance
- Serves as a leader/role model for other staff
- Acts in absence of the Operations manager

Managing facility production

- Meets with fish health specialist to ensure production quality
- Reviews and interprets the Future Brood Document

- Communicates changes needed in FBD to the Operation Manager
- Develops/monitors production plans
- Ensures staff maintain records
- Ensures that staff meet reporting deadlines
- Understands how facility production contributes to harvest and/or conservation
- Train staff in Fishbooks

Managing facility budgets

- Assists the Operation Manager in developing accurate budgets and spending plans that reflect routine and future needs of facility, program, and agency.
- Accurate, professional, and timely expenditures tracking
- Adjust spending patterns to meet allotments and changing needs
- Communicates budget status and needs to staff and supervisor

Operations management and compliance

- Reviews/understands, and monitors staff compliance with policy, procedure, laws, rules, regulations
- Ensures that supervised staff understand and comply with federal/state laws, rules, regulations
- Resolves issues and problems as they arise and responds to change
- Observes and assesses the state of facility upkeep and maintenance
- Prioritizes and coordinates implementation of upgrade/repair, and communicates to Operations Manager and staff
- Reviews, evaluates adequacy of facility structures; develops plans to address needs
- Assigns activities to staff to ensure production goals are met

Long-term planning

- Assesses current practices and develops recommendations to improve efficiency
- Leads discussion with facilities staff to develop recommendations for improving efficiencies
- Works as an active team member with Operations Manager and other staff to develop plans to meet emerging needs.
- Understands how facility programs contribute to agency goals in order to recommend improvements for better meeting those goals
- Participate in the development in Hatchery 2020
- Participate in development of 21st Century Salmon & Steelhead project

Internal/External Communications

- Coordinates with constituent groups and volunteers to achieve agency mission (e.g. artificial production and nutrient enhancement)
- Represents agency policy when speaking in public forums and to constituent request
- Keeps supervisor and staff apprised of emerging issues

Working Conditions:

May occasionally require travel and work in excess of 40 hours per week to meet seasonal workload demands throughout the complex. **This is on-station and standby has been assigned.**

Special Note:

All applicants considering applying for this position should understand and consider that standby is a requirement for all positions in the Fish Hatchery Specialist series. Management may determine it is necessary to assign it in order to accomplish the goals and objectives of the agency and as necessary to protect the resources of the agency and if assigned, it will be a requirement of the position.

QUALIFICATIONS:

1 year of experience as a Fish Hatchery Specialist 3. A valid Washington State Driver's License

SUPPLEMENTAL INFORMATION:

To apply for this position you MUST complete your profile at www.careers.wa.gov and attach the following to your profile before completing the online application:

Three professional references (personal references do not count as professional)

Please note: Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be

notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at www.careers.wa.gov.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

Permanent Fish Hatchery Specialist 4 *02816-15 Supplemental Questionnaire

* 1. Have you ever been convicted of a misdemeanor or felony within the last ten (10) years?

Yes No

* 2. Do you have a valid Washington State, or other state, driver's license? (If selected for an interview, you may be asked to furnish your license and driving record.)

Yes No

* Required Question