



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FISH HATCHERY SUPERVISOR II	36	B	1.772
FISH HATCHERY SUPERVISOR I	34	B	1.774

SERIES CONCEPT

Fish Hatchery Supervisors manage the operations and maintenance of an assigned fish hatchery or fish rearing station; plan, budget and perform maintenance activities in order to provide for an efficient operation and preserve wildlife resources.

Prepare work programs, estimate personnel, material, supply and operating expenses; prepare budgets; monitor and control expenditures; purchase needed items; negotiate contracts, leases and vendor services; compile statistics and prepare reports; establish priorities; develop goals and objectives; modify work activities to meet objectives; and resolve problems.

Supervise and evaluate the performance of assigned personnel; develop work schedules and delegate assignments; develop and modify work performance standards; counsel, discipline and train employees.

Supervise or perform operational tasks by checking equipment and fish; monitor status of all station activities; maintain, repair and operate equipment; improve and maintain fish culture facilities; provide biological expertise; inventory supplies and equipment; and identify and treat diseases.

Supervise or perform security duties by patrolling facility areas and maintain a security plan in order to protect resources and equipment.

Respond to public interest by answering questions and providing information, explaining procedures, rules and resources; conduct facility tours to enhance public awareness, education and public relations.

Perform related duties as assigned.

CLASS CONCEPTS

Fish Hatchery Supervisor II: Under direction, incumbents manage a fish cultural facility that hatches various kinds of fish eggs and raises them to stocking size, in addition to performing the full range of duties outlined in the series concept.

Fish Hatchery Supervisor I: Under limited supervision, incumbents either manage a fish rearing station that raises fish from fingerling to stocking size, in addition to performing the full range of duties outlined in the series concept; or they may serve as an assistant to the Fish Hatchery Supervisor II.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions in this series are required to obtain and maintain a valid Nevada commercial driver's license with tanker endorsement and air brake certification.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Restricted use Pesticide Applicator's Certificate is required as an ongoing condition of employment.
- * Incumbents in this series are required to reside in Department housing at the hatchery that is provided by the Department of Wildlife.
- * All positions in this series are required to respond to emergency situations which may occur during non working hours.

INFORMATIONAL NOTE:

- * Education above the high school level in wildlife management, biology or closely related field may be substituted for the qualifying experience on the basis of 30 semester credits being equal to six months of experience for both levels in the series.

FISH HATCHERY SUPERVISOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management, fishery or related field and three years of technical experience in wildlife management such as establishing and maintaining quality wildlife habitat to meet the needs of a variety of wildlife species; fish hatchery work that included caring for fish, fish eggs and transplanting fish; operating equipment to maintain suitable habitats of wildlife; and providing for security of wildlife management areas. One year of the above experience must have been in a leadworker capacity; **OR** graduation from high school or equivalent education and five years of technical experience in wildlife management such as establishing and maintaining quality wildlife habitat to meet the needs of a variety of wildlife species; fish hatchery work that included caring for fish, fish eggs and transplanting fish. One year of the above experience must have been in a leadworker capacity; **OR** an equivalent combination of education and experience operating equipment to maintain suitable habitats of wildlife; and providing for security of wildlife management areas. One year of the above experience must have been in a leadworker capacity; **OR** one year of experience working as a Fish Hatchery Supervisor I or two years of experience as a Fish Hatchery Technician III in Nevada State service. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Detailed knowledge of: the proper care of green and eyed fish eggs and preparing eggs for shipment. **Working knowledge of:** trout spawning operations such as checking brood fish for ripeness, and care of fish eggs and milt; budget and expenditure processes within the Division and State in order to assist in the development of annual and biennial budget requests. **Ability to:** maintain budget and expenditure accounts; analyze and project budget expenditures relating to completion of annual work program; organize and schedule equipment and personnel effectively; and all knowledge, skills and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State rules and regulations and Division policies and procedures related to wildlife and its management; Division accounting and budgetary processes required to prepare budget estimates; supervisory practices and techniques. **Ability to:** organize, schedule and supervise activities and personnel at a fish hatchery facility.

MINIMUM QUALIFICATIONS (cont'd)

FISH HATCHERY SUPERVISOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, wildlife management, fishery or related field and two years of technical experience in wildlife management such as establishing and maintaining quality wildlife habitat to meet the needs of a variety of wildlife species; fish hatchery work that included caring for fish, fish eggs and transplanting fish, operating equipment to maintain suitable habitats of wildlife; and providing for security of wildlife management areas. One year of the above experience must have been in a leadworker capacity; **OR** graduation from high school or equivalent education and four years of experience in wildlife management such as establishing and maintaining quality wildlife habitat to meet the needs of a variety of wildlife species; fish hatchery work that included caring for fish, fish eggs and transplanting fish, four years of which involved overseeing the operation of a fish rearing station; operating equipment to maintain suitable habitats of wildlife; and providing for security of wildlife; analyze and project budget expenditures relating to completion of annual work program; organize and schedule equipment and personnel to efficiently operate a fish rearing station. One year of the above experience must have been in a leadworker capacity; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Fish Hatchery Technician III in Nevada State service. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Detailed knowledge of: water quality sampling techniques and tests needed to perform dissolved oxygen tests on the station water supply; fish transportation and life support systems to ensure correct operation; emergency procedures to prevent loss of fish during fish hauling. **Working knowledge of:** fish diseases and treatment; salmonid fish cultural practices; techniques and precautions used in handling, storage and disposal of fish treatment chemicals, algacides and herbicides; mathematics required to calculate water flows, chemical treatment and feeding levels; safety standards, requirements, and precautions when operating equipment; basic supervisory principles and practices. **Ability to:** read and comprehend technical reports and documents pertaining to fish culture such as chemical instruction sheets and fish culture manuals; coordinate personnel and work activities; speak effectively in public at meetings and workshops.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal, State and agency policies, procedures, laws and regulations which pertain to wildlife and its management; accounting and budgeting processes as needed to prepare budget estimates; supervisory principles and practices. **Ability to:** develop work performance standards, employee appraisals and annual work programs; maintain budget and expenditure accounts.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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