

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Fish Hatchery

SERIES NO.:

2223

MAJOR AGENCIES:

Natural Resources

EFFECTIVE DATE:

04/26/2009

SERIES PURPOSE:

The purpose of the fish hatchery occupation is to hatch & rear fish in order to stock state owned lakes, rivers & wildlife areas.

At the lower-level, incumbents act as lead workers. At the higher-level, incumbents supervise fish hatchery personnel.

JOB TITLE

Fish Hatchery Coordinator

JOB CODE

22232

PAY GRADE

29

EFFECTIVE

11/23/1997

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of fish propagation procedures & techniques & facility operations in order to provide work direction & training to fish management technicians & assist superintendent in coordinating activities & operations of fish hatchery facility.

JOB TITLE

Fish Hatchery Superintendent

JOB CODE

22235

PAY GRADE

12

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of facility operations & fish propagation procedures & techniques in order to supervise fish hatchery personnel at assigned fish hatchery facility & coordinate fish production activities.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Fish Hatchery Coordinator	22232	13	11/23/1997	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists fish hatchery superintendent in monitoring operations of facility, provides training & work direction to fish management technicians in production & care of fish & assists in budget planning for facility programs.

Monitors pond or pen preparation & vegetation control & chemical treatment of fish & eggs; observes fish for detection of infectious disease & dietary deficiencies; checks transportation & stocking activities.

Performs & oversees fish management technicians & maintenance staff in buildings & grounds maintenance; operates heavy motorized equipment (i.e., tractor/truck) in order to mow, trim grass, remove brush, repair dikes & remove snow.

Assists superintendent during fish collection (e.g., removal & sorting of fish; operates motor vehicle in order to transfer fish).

Prepares monthly & annual reports; maintains vehicle maintenance & gas consumption records.

Attends meetings, workshops & training schools.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; fisheries or wildlife management; fish propagation techniques; biology; zoology; chemistry employee training & development*. Skill in operation of heavy motorized grounds & building maintenance equipment (i.e., tractor, truck); power tools*. Ability to define problems, collect data, establish facts & draw valid conclusions; complete forms & reports; gather, collate & classify data; lift up to 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in fisheries science; valid driver's license.

-Or completion of undergraduate core program in biological sciences to include 6 courses in fisheries science & 2 courses in statistics (e.g., fisheries management, fishery techniques, limnology, ichthyology, fish biology, fish ecology, aquatic entomology); valid driver's license.

-Or 24 mos. exp. as Fish Management Technician, 22221; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works outside; exposed to inclement weather; may be required to work evenings & weekends.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Fish Hatchery Superintendent	22235	EX	04/26/2009	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises all fish hatchery personnel in overall fish hatchery operations, plans, schedules & executes all phases of multiple species of fish production activities at fish hatchery facility to include collection & care of brood stock, collection & incubation of eggs, hatching of fry, rearing of fingerlings, advanced fingerlings and yearlings, fish harvesting & stocking/distribution, identification & treatment of diseases & nutritional problems, sampling fish & fish food organisms, control aquatic nuisance species; monitoring & manipulating water quality, chemical parameters & water flows, calculates applications rates for fertilizers, fish therapeutics pesticides along with fish stocking densities & feeding rates, develops approach, procedures & timetables used to complete fish production requirements.

Develops long range facility plans, policies & procedures for all phases of overall fish hatchery operation; makes recommendations & develops new theories & techniques for improving production capabilities; participates in design of & monitors Division's million dollar capital improvement projects; participates in federal aid project planning; compiles, analyzes & interprets data to determine efficiency & cost effectiveness of production techniques & prepares reports & recommendations from this data; coordinates research projects to enhance production techniques & methods & fish hatchery program objectives with outside departments & agencies (e.g., Ohio Department of Agriculture, U.S. Fish & Wildlife Service, The Ohio State University).

Drafts quarterly & annual budgets; purchases all materials needed to operate production facility; solicits bids for purchase orders & requisitions; maintains state & federal inventory records electronically for buildings, vehicles & equipment; surveys state & federal inventories of surplus property for acquisition; prepares & reviews periodic reports & technical papers; prepares correspondence, literature reviews & directs incorporation of new idea & techniques.

Plans & directs building, vehicle fleet & grounds maintenance to include multiple residences, offices, fish holding facilities, storage buildings, roads, various ponds, bridges, nature trails & may exceed over one hundred acres; directs maintenance & repair of all equipment (e.g., trucks, tractors, boats, mowing machinery, pumps, generators, boilers, compressors, water filters, laboratory equipment, aerators & plumbing, heating & refrigeration systems); maintains hatchery water & sewer system; develops & executes security program for facility.

Interprets & explains policies to officials from outside agencies & general public; schedules, plans & directs tours of facility; prepares & presents displays, lectures, programs & technical papers to civic & professional organizations; conducts &/or participates in meetings, workshops & training seminars (e.g., fish health, disease identification & treatment, water quality analysis, use of chemicals, new fish production methods & techniques); provides technical assistance to land owners regarding pond management & fish culture; plans public relations activities (e.g., youth hunts, trapping workshops, free fishing day events, mobility impaired hunts); operates game checking station at hatchery during hunting & trapping seasons; operates heavy motorized equipment (e.g., tractor/truck) in order to transport fish & perform grounds maintenance.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fisheries or wildlife management; aquaculture; fish propagation techniques; biology; zoology; chemistry; supervisory principles & techniques*; employee training & development*; public relations*; inventory control. Skill in operation of building & grounds maintenance tools & scientific analysis tools. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; write accurate, concise & meaningful reports; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify data; lift up to 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in fisheries science; 2 yrs. trg. or 2 yrs. exp. in aquaculture; valid driver's license.

-Or completion of undergraduate core program in biological sciences to include 6 courses in fisheries science (e.g., fisheries management, fishery techniques, limnology, ichthyology, fish biology, fish ecology, aquatic entomology, parasitology, fish physiology) & 2 courses in statistics; 2 yrs. trg. or 2 yrs. exp. in aquaculture; valid driver's license.

-Or completion of graduate core program in biological sciences to include 6 courses in fisheries science (e.g., fisheries management, fishery techniques, limnology, ichthyology, fish biology, fish ecology, aquatic entomology, parasitology, fish physiology) & 2 courses in statistics; 1 yr. trg. or 1 yr. exp. in aquaculture; valid driver's license.

-Or 2 yrs. exp. as Fish Hatchery Coordinator, 22232; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employee must secure Commercial Chemical Applicator License within one year of date of hire.

UNUSUAL WORKING CONDITIONS:

Works outside; exposed to inclement weather; on call 24 hrs; 7 days per week.