



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/07/22
CLOSE: 11/22/22

EXEMPT ____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: Hatchery Maintenance Manager

RESPONSIBLE TO: Fisheries Biologist

SALARY: Step Range: 19-38; Annual/Full Benefits
Salary Range: \$46,919 - \$82,273
Hourly Range: \$22.56 - \$39.55

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: The Klamath Tribes Research Station
Sprague River Water Quality Lab
5671 Sprague River Highway
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Hatcher Manager is responsible for performing a variety of maintenance, safety and management tasks that promote a clean and safe environment for hatchery facilities. Duties include basic plumbing, construction, carpentry, and maintenance of hatchery equipment, ponds, and facilities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Install and maintain hatchery facilities to suit rearing of Lost River and Shortnose suckers and salmon.
2. Install and maintain both indoor and outdoor aquaculture systems.

3. Continually improve upon existing infrastructure and processes in collaboration with the Aquaculturist, Fisheries Biologist, and Fisheries Technicians.
4. Install and maintain Hatchery infrastructure with assistance from contractors when necessary.
5. Ensure periodic, annual and preventive maintenance inspections are completed in order to plan for regular maintenance and corrective action to prevent deterioration of facility and equipment.
6. Develop, update and implement a written preventive maintenance plan and schedule for equipment and facility. Review and include preventive maintenance recommended by mechanical specifications and operational manuals.
7. Ensure functionality of water supply and water quality control systems. Perform regular inspections.
8. Work collaboratively with staff to identify, trouble shoot, and correct deficiencies as they arise.
9. Respond to all emergency situations in order to resolve any incident that may potentially harm. Call for outside assistance as needed.
10. Provide supervisory responsibilities for temporary hires assigned to hatchery maintenance duties.
11. The incumbent will be called upon to accomplish other tasks within the scope of work.

SUPERVISORY CONTROLS

The Hatchery Maintenance Manager is directly supervised by the Fisheries Biologist. This position is expected to work independently, using professional knowledge and judgment in ensuring that duties and responsibilities are carried out in a timely manner and that policy and procedures are followed. The Hatchery Maintenance Manager must exercise good judgment in working with the public, agencies, and other entities.

The supervisor outlines the overall Tribal and project objectives and priorities, timelines and financial resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to training, experience and instructions. Work is reviewed for compliance with policy, procedures and goal attainment.

The Hatchery Maintenance Manager will directly supervise staff necessary to accommodate project-specific assignments in accordance with policies and procedures adopted by the Klamath Tribes.

KNOWLEDGE, SKILLS, ABILITIES

Practical knowledge of water supply, plumbing techniques, and electrical systems.

Ability to install and maintain piping, plumbing fixtures, filters, pumps, and other associated equipment.

General understanding of water flow calculations and water transfer systems.

Ability to maintain cooperative working relationship with supervisor, co-workers.

Ability to interact with all levels of management and with employees of tribal government.

Ability to work independently with minimal supervision.

Ability to lift and carry objects weighing up to 75 pounds.

Ability to perform tasks which require constant bending, stooping, stretching, lifting and walking.

Ability to plan and organize work using one's own initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

Ability to communicate orally and in writing. Incumbent must be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, etc., as well as, for obtaining information or conveying messages.

Ability to establish and maintain an effective filing and records management system.

Knowledge and ability to operate power and hand tools.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or GED. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)

- **Required** to have a minimum of 1 year of applicable experience, such as water system management and monitoring or related expertise.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to be in good health and good physical condition with ability to lift and carry objects weighing up to 75 pounds.
- **REQUIRED** to have basic knowledge of power and hand tools.
- **REQUIRED** to be willing to work indoors as well as outdoors in inclement weather conditions and temperature extremes.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

Preferred Qualifications:

- Three or more years' experience with aquatics resources such as hydrology, fisheries, or related field.
- Two years of supervisory experience, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)