The Klamath Tribes

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

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

OPEN: 05/08/25
CLOSE: 05/22/25

EXEMPT ____
NON-EXEMPT _X__

POSITION DESCRIPTION

POSITION: **HATCHERY MAINTENANCE TECHNICIAN**

RESPONSIBLE TO: Hatchery Maintenance Manager

SALARY: Step Range: 15-25; Annual/Full Benefits
Salary Range: $43,103 - $57,927
Hourly Range: $20.72 - $27.85

CLASSIFICATION: Non-Management, Regular, Full-Time

FRRA CLASSIFICATION: This position is considered fully classified for Klamath Tribal members in accordance with the *Klamath Tribes Administration Policies & Procedures Reporting and Recordkeeping for Fishing Rights-Related Activity*.

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

BACKGROUND: N/A

POSITION OBJECTIVES

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

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist with installing and maintaining hatchery facilities to suit rearing of Lost River and Shortnose suckers and salmon.

2. Assist with installing and maintaining both indoor and outdoor aquaculture systems.

3. Assist with installing and maintaining Hatchery infrastructure.

4. Ensure functionality of water supply and water quality control systems under the guidance of the Hatchery Maintenance Manager. Perform regular inspections.

5. Work collaboratively with staff to identify, trouble shoot, and correct deficiencies as they arise.

6. Respond to all emergency situations in order to resolve any incident that may potentially harm in consultation with the Hatchery Maintenance Manager. Call for outside assistance as needed.

7. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Hatchery Maintenance Technician is directly supervised by the Hatchery Maintenance Manager. 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 Technician 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 follows plans and schedules determined by the Hatchery Maintenance Manager for 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.

KNOWLEDGE, SKILLS, ABILITIES

Practical knowledge or willingness to learn water supply systems, plumbing techniques, and electrical systems.

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

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

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 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 High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application.*)
- **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 intermediate 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.

Preferred Qualifications:

- One or more years' experience with water systems, plumbing techniques, and electrical systems.

- A minimum of 12 credits of education beyond high school relating to environmental science, biology, ecology, natural resource management, or baccalaureate core courses is preferred. Formal training from other entities can be substituted with documentation *(Diploma, transcripts must be submitted with application for consideration.)*

- One or more years of experience operating heavy machinery or tractors.

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)**