State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. FISHTCHE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** DNR-NATURAL RESOURCES
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)**
4. Civil Service Position Code Description Fisheries Technician-E	**10. Division** FISHERIES
5. Working Title (What the agency calls the position) FISHERIES TECHNICIAN	**11. Section** FISH PRODUCTION
6. Name and Position Code Description of Direct Supervisor HUGHES, MATTHEW M; NATURAL RESOURCE MANAGER-1	**12. Unit** WOLF LAKE STATE FISH HATCHERY
7. Name and Position Code Description of Second Level Supervisor MICKEVICH, JOSEPH F; NATURAL RESOURCE MANAGER-3	**13. Work Location (City and Address)/Hours of Work** 34270 County Rd 652 MATTAWAN, MI 49071 / 40 HOURS PER WEEK

14. General Summary of Function/Purpose of Position

This Fisheries Technician position will assist with lake whitefish gamete collections, rearing, stocking and assessments on Lake Michigan and inland lakes. The position is responsible for functioning as a member of a fish hatchery work unit and is knowledgeable in, and carries out, a full range of tasks, methods, practices, and procedures used in technical fish culture and stocking. This position will assist other units, research section, and tribal agencies to evaluate inland lakes for potential lake whitefish stocking and to assess existing inland lake populations and will assist other state, federal, and tribal hatcheries as necessary. The primary work location will be in Southwest Michigan, however the position will participate in all other statewide lake whitefish efforts as needed.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **50**

Fish Care: Daily care of eggs and fish from egg stage to stocking.

Individual tasks related to the duty:

- Cleaning, set up, and maintenance of incubators and rearing units to get them prepared to stock proper numbers of fish in the rearing units.
- Determine daily feeding levels.
- Monitor and adjust daily feedings to establish maximum growth.
- Clean rearing units and monitor fish health and environment.
- Establish and monitor correct flow rates per fish rearing unit.
- Monitor water chemistry parameters
- Disinfect gear, as needed, upon obtaining a commercial pesticide applicator's license.
- Administer treatments as needed to production fish and daily treatment to eggs in incubators for fungus control.
- Enumerate, sort, and transfer fish from incubators to appropriate tanks.
- Use scales, compound microscopes, pH meter, oxygen meter, saturometer, calculators, pumps, computer, and other equipment as needed.
- Determine fertilization rates and monitor egg development.
- Shock, pick, and prepare eyed eggs for future rearing. This may involve using counting board, volumetric flasks, stopwatch, calculator and computer or other equipment as required.
- Build, maintain, and repair fish culture equipment such as dip nets, scaps, divider screens, brushes and other equipment used in the rearing of fish.
- Operate fish-stocking trucks to transport and release fish at assigned stocking locations upon obtaining a CDL

Duty 2

General Summary: **Percentage:** **30**

Assist Research Section, Tribal Coordination Unit, and other Field Units with lake whitefish assessment in the Great Lakes and inland waters.

Individual tasks related to the duty:

- Assist with collection of biological data (e.g. length, weight, age, sex, maturity, genetic samples) for Great Lakes and inland lake species by working with Fisheries Division personnel, Federal and Tribal agencies, and fishing operations. Collection methods include riding commercial fishing vessels, riding research vessels operated by State, Federal, or Tribal agencies, operating small State-owned boats, or collecting information dockside, at access sites, or at fish wholesalers and processing operations.
- Assist with lake whitefish recruitment surveys for the Fisheries Division and among partner agencies. Methods include gill nets, trap nets, fyke nets, seines, trawls, and electrofishing.
- Compile and process biological data including fish aging, identifying and quantifying stomach contents, and extracting tags using appropriate methods for sample preparation and archiving.
- Maintain survey equipment in proper operating condition, including the construction and repair of sampling gear such as gill nets, trap nets, fyke nets, seines, and trawls.
- Ensure proper maintenance of boats, motors, and trucks.
- Disinfect equipment after use, including boats, trailers, nets, boots, waders, and other associated equipment according to division policy and procedures.
- Make purchases needed to complete field work activities.

Duty 3

General Summary: **Percentage:** **10**

Fish Inventory: Assist with inventory of fish lots by measuring and collecting data for hatchery management practices

Individual tasks related to the duty:

- Maintain mortality records, feeding levels, growth rates and feed conversions.
- Perform sample weights to determine fish size and tank densities. Complete fish inventories.
- Ensure that correct daily information is recorded in the Fish Production computer program.
- Use scales, measuring boards, calculators, computers, or other equipment as required.

Duty 4

General Summary: **Percentage:** **10**

Spawning Operations: Participate in fish spawn collection and subsequent care of eggs.

Individual tasks related to the duty:

- Participate in gamete collection process of lake whitefish, walleye, steelhead, salmon, and muskellunge.
- Select adults for spawning.
- Sort, spawn and fertilize the eggs for future production fish.
- Disinfect eggs and equipment (upon obtaining a commercial pesticide applicator's license) to prevent and/or control diseases.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

When independently working weekends and holidays, decisions are made which affect fish health due to environmental conditions.

17. Describe the types of decisions that require the supervisor's review.

Major changes to past practices, fish stocking, issues that may have statewide impact, or any other matter that may have significant impact on the Division or Unit budget.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Must be able to work outside, often in extreme weather conditions (rain, snow, heat, etc.). Must be capable of wearing appropriate safety and respiratory equipment. Must be able to sustain long periods of physical labor such as carrying nets of fish weighing 25 pounds or buckets of fish and water weighing up to 50 pounds while loading fish planting units and carrying fish into remote stocking locations. Bending, standing, sitting, stooping, lifting, pushing, and pulling is sometimes required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The technician provides for the care of fish from egg-take to plant out. Type of care includes disease detection and treatment, daily cleaning fish tanks and removal of mortalities, disinfecting stocking and rearing gear, lifting heavy feed bags/nets & buckets, calculating feeding rates to assure the best conversion, monitoring oxygen and other water chemistry parameters and setting water flow rates to assure a healthy environment. Fish stocking and transfer, fish inventory, spawning operations, and public relations. Assessments on Great Lakes and inland lakes using nets and electrofishing gear. The technician is expected to work weekends and holidays with total responsibility for the facility. Maintaining a Class-B CDL with tank endorsement and obtaining and maintaining a Pesticide Applicator’s license, CDL, with Core and Aquatic certifications are all conditions of employment.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

Hatcheries function as a tool for fish management. The product (fish) must meet the exact requirements (i.e. proper size at the right time and in the requested numbers). To meet these objectives, careful planning and management of the hatchery operations is necessary. To stay on target throughout the rearing cycle requires technical knowledge of all the parameters which affect fish production. This position ensures that fish meet those requirements so that stocking requirements are met.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an associate’s degree in science with course work emphasis in limnology, ichthyology, aquatic systems, or field biology.

EXPERIENCE:

Fisheries Technician 8
No specific type or amount is required.

Fisheries Technician 9
One year of experience performing technical fisheries management activities equivalent to a Fisheries Technician.

Fisheries Technician E10
Two years of experience performing technical fisheries management activities equivalent to a Fisheries Technician, including one year equivalent to a Fisheries Technician 9.

Alternate Education and Experience

Fisheries Technician E10
Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge, interest, and aptitude in animal husbandry.
- Knowledge of the identifiable characteristics of fish such as general appearance and habitats commonly found in Michigan waters.
- Knowledge and methods of care, protection, and rearing of fish, fish foods, diseases, and fish gathering methods and equipment.
- Ability to perform basic chemical and biological analysis of water samples, operate and maintain mechanical equipment and ordinary shop tools, maintain records, prepare reports, and prepare correspondence related to the work.
- Ability to communicate effectively with others and maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license required.
- Must possess or be able to obtain and maintain a class B Commercial Driver's License with tanker endorsement and without air brake restriction within six months of hire
- Must obtain a commercial Pesticide Applicator's license within 12 months of hire.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee **Date**