



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Fish Hatchery Site Supervisor	
Department:	Fish Hatchery	
Employment Status:	Non-Exempt	Grade: NE-9 (\$21.53/Hour)
Opening date:	April 18, 2025	Closing date: May 2, 2025

Job Summary

Works directly under the Fish Hatchery Manager. Oversees staff, summer youth and coordinates fish hatchery operations, plans and activities. Coordinates with the Hatchery Manager and staff during project planning, fish deliveries, stocking and community events.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and ensures employees are ready to work shift.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Assists in the development of overall station plans for production and broodstock programs.
- Assists Manager as needed in hatchery.
- Loads and conducts fish distribution to tribal fisheries commissions and local tribal waters.
- Monitors and records water quality, flow, temperature and other parameters as necessary to insure continued productivity.
- Ensures fish health, disease control and fish nutrition program are initiated.
- Oversees, plans and implements evaluation program for fish health.
- Oversees operations and maintenance of the fish hatchery.
- Conducts tours of fish hatchery.
- Oversees, develops and communicates youth development, WIOA, MAS High school workforce initiative.
- Develops materials, calendar of events and maintains contact with external community groups, schools, and parents.
- Coordinates the adequacy and effectiveness of feeding procedures, feeds used and amounts. Ensures that procedures used provide for optimum fish and egg production.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Performs other duties as assigned.

Minimum Qualifications

- Valid NM CDL Driver's License and Heavy equipment operator experience.
- Three years' experience with overseeing fish hatchery development programs. One year in a lead or supervisory capacity.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of fish pathology and culture.
- Knowledge of standards of National Fish Hatchery and best practices.
- Knowledge of development of educational programs.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in fish production and broodstock program.
- Ability to lead and guide the work of others.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Long haul deliveries in excess of 3 hours or more.

Work Environment

Work is performed in an office and outdoor environment with a high noise level. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces, slippery or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work may be required. Travel within and outside of the reservation area is required.

Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.