



ISLAND ENTERPRISES INC
Weaving a strong business foundation for the
Squaxin Island Tribe's future.

NURSERY MANAGER

Department: Clam Fresh

FLSA Status: Exempt / Non-Exempt

Grade/Level: (9) \$33.62 - \$47.07

Opens: 01/15/2023

Job Status: Full Time

Reports To: Operations Manager

Work Schedule: Day

Closes: 01/26/2023

POSITION SUMMARY

The Nursery Manager is responsible for the management of the shellfish nursery operations to include oversight of land base shellfish nursery, flupsy, algae grow operation, supervision of nursery staff, monitoring nursery systems, reporting to operations manager, and communication with larvae vendors.

ESSENTIAL DUTIES

1. Directs staff on weekly goals for algae production, nursery production, and flupsy production.
2. Ensures SOPs are followed by nursery staff and technicians.
3. Communicates with nursery biologist to ensure quality control is being met while achieving goals.
4. Processes purchase requests for equipment needed by staff.
5. Checks equipment and systems performance parameters.
6. Updates and inspects maintenance logbooks.
7. Researches, designs, and installs new systems.
8. Identifies and troubleshoots problem areas, repairs if possible.
9. Responds to emergencies involving nursery systems and direct response teams.
10. Communicates with the Maintenance Manager/Farm Manager on all projects and repairs needed.
11. Prepares product inventory for review by farm manager and management team.
12. Prepares reports, proposals, and data review when requested by the Farm Manager.
13. Communicates staff issues or incidents with the management team.
14. Communicates production goals and plans to the management team.
15. Communicates with vendors involved with larvae and seed supply and vendors involved with nursery equipment.
16. Attends and/or facilitates all mandatory meetings and training.
17. Maintains confidentiality at all times.
18. Maintains awareness and sensitivity to Native American Culture.
19. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervises the nursery biologist, nursery technicians, algae technicians, and flupsy technicians

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.



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POSITION REQUIREMENTS

- Knowledge of business and management principles involved in strategic planning, resource allocation, and leadership techniques.
- Continuously build knowledge and skills of all shellfish nursery techniques.
- Knowledge and experience in scheduling and assigning tasks so work is completed efficiently and timely.
- Reliable and dependable in meeting commitments and deadlines.
- Detail oriented and thorough in completing tasks.
- Ability to participate as a team member and as an individual contributor.
- Ability to communicate with management and coworkers to convey information so others will understand.
- Ability to apply common sense to carry out written and oral instructions.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to management and coworkers.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to work weekends as needed.

COMPUTER SKILLS

- Basic computer skills including Microsoft Office (word, excel, outlook, etc.)

EDUCATION AND EXPERIENCE

Education Required: High School Diploma or equivalent

Education Preferred: Bachelor's degree in Biology, Marine Biology, or related field

Experience: Three years' experience in shellfish hatchery, nursery, or other aquaculture systems; 1 year in a management or supervisory capacity.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: N/A

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Regularly required to use hands to finger, handle, or feel with frequent hand and wrist movements, and talk or hear.



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- Occasionally required to sit, stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision depth perception and ability to adjust focus.
- The employee may frequently be required to lift up to 50 pounds. Proper lifting techniques and back supports should be used when working with heavy materials. There will typically be other coworkers that can assist with jobs that require substantial lifting, etc.
- The use of safety gear is required for all pertinent jobs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- The noise level in the work area is usually moderate.
- At times you will be required to work outside in rainy or sunny conditions.

Other Requirements: Must be able to pass a criminal background check and follow the Squaxin Island Tribe's drug policies.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for Squaxin Indian Tribal members is in effect for this position. The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.



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Employee Signature:

Date:

Manager Signature:

Date: