

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

FISHERIES ASSISTANT

JOB DESCRIPTION

Employees in this job perform a variety of fisheries' support activities at state hatcheries, research facilities, district offices, and ports, and/or assigned territories under the guidance of professional and technical staff.

There are three classifications in this job.

Position Code Title – Fisheries Assistant-E

Fisheries Assistant 6

This is the intermediate level. The employee works in a learning capacity performing a range of fisheries assistant assignments under close supervision.

Fisheries Assistant E7

This is the experienced level. The employee performs a range of fisheries assistant assignments and routinely uses limited judgment in making decisions involving the application of methods and procedures. Guidance and directions are generally available as needed.

Position Code Title – Fisheries Assistant-A

Fisheries Assistant 8

This is the advanced level. The employee functions as a lead worker overseeing the work of other Fisheries Assistants.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Participates in creel census.

Participates in the hatchery rearing of fish under technical direction: cleans tanks, applies chemical treatments, monitors and controls rearing environments, and carries out feeding activities.

Partakes in the extraction and collection of spawn from fish, including removal of damaged eggs during incubation.

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Treats diseased fish by applying predetermined treatments.

Records air and water temperature readings in logs.

Assists technical staff in the loading and transporting of fish to planting sites.

Performs general maintenance assignments such as mowing lawns, shoveling snow, disinfecting equipment, and cleaning fish tank screens of algae and other debris.

Unloads feed and other supplies from delivery trucks.

Handles and rigs fishing gear on vessels, and operates associated deck equipment on Great Lakes vessels.

Cleans, paints, and maintains vessel hull and superstructure of Great Lakes vessels.

Cleans and maintains galley, heads, pilothouse, and living quarters at Great Lakes stations.

Performs related work as assigned.

Additional Job Duties

Fisheries Assistant 8 (Lead Worker)

Coordinates the work of lower-level Fisheries Assistants by scheduling and overseeing work assignments.

Oversees and assures the quantity and quality of the work by requiring strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains lower-level Fisheries Assistants.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the identifiable characteristics of fish commonly found in Michigan waters.

Knowledge of conservation rules and regulations applicable to fishing.

Knowledge of methods of care and protection of fish.

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Knowledge of the more common fish diseases and predators.

Ability to comprehend and carry out oral and written instructions.

Ability to record and maintain data.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills and Abilities

Fisheries Assistant 8 (Lead Worker)

Ability to organize and coordinate the fisheries assistant activities in an assigned specific work area.

Ability to establish priorities, assign and evaluate the work of other Fisheries Assistants.

Working Conditions

Some jobs involve exposure to unpleasant levels of dust, dirt, and dampness.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs may require an employee to drive facility vehicles.

Some jobs require an employee to work outdoors and on boats as well as in an office or a laboratory.

Physical Requirements

Some jobs may require an employee to unload supplies from delivery trucks.

The job duties require an employee to lift and move heavy objects.

Education

Educational level typically acquired through completion of high school.

Experience

Fisheries Assistant 6

No specific type or amount is required.

Fisheries Assistant E7

One year of experience equivalent to a Fisheries Assistant 6.

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Fisheries Assistant 8

Two years of experience equivalent to a Fisheries Assistant, including one year equivalent to a Fisheries Assistant E7.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
FISHRYAST

Job Code Description
Fisheries Assistant

Position Title
Fisheries Assistant-E
Fisheries Assistant-A

| <u>Position Code</u> | <u>Pay Schedule</u> |
|-----------------------------|----------------------------|
| FISHASTE | L32-003 |
| FISHASTA | L32-019 |

ECP Group 1
Revised 6/1/06
TeamLeaders