
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and *succinctly* as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

Position Title: Fish Hatchery Technician RPT

Position Number: [Click here to enter text.](#) **Pay Band:** 10

Reports To: Senior Operations Manager

Appointment Type: Other-details at right. **“Other” Hours Details:**

Scheduled Weekly Hours (maximum 24 hours per week): 24hrs/wk

PDF Completed By (Manager Name): [Click here to enter text.](#)

Effective Date: March 1, 2024 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

The position provides technical service by applying specialized knowledge of the SSFC Salmonid Hatchery and related applied research projects and is part of a team responsible for the successful day-to-day operation of the facility and fish husbandry. Application of specialized aspects of operation of a recirculating fish hatchery and fish husbandry is essential to student learning in the Aquaculture Certificate program, and the success of aquaculture-based Fleming Applied Research projects.

The incumbent also provides day-to-day, in lab, technical support to the Aquaculture program, related to the classroom aspects of the program, and any associated field trips and field-based learning.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Performs daily fish culture routines as well as intermittent procedures, as required in rearing healthy fish stocks and meeting targets. This includes troubleshooting complications that arise with fish rearing, related disease pathogens or mechanical system issues which impact fish health. Communicates with internal (Applied Research) and external (OMNRF, Research Clients) partners regarding fish numbers, sizes, health status, transfer plans.	35%
2	Ensures all equipment is operating to specifications (water temp, dissolved oxygen, flows, waste handling and filtration, pumps etc.) Monitors systems and equipment, maintains records, recommends and performs service as required/responds to the adaptive management approach to the research and rearing of salmonids being held in the hatchery.	30%
3	Provides technical support to the Aquaculture Certificate Program. Provides technical support to the in-class labs including equipment set up, tear down, cleaning, supervising students in the hatchery and labs; reinforcing previously introduced material through demonstration of techniques in equipment and mechanical system monitoring, troubleshooting and maintenance, water chemistry sampling, equipment use and results analysis.	20%
4	Monitors water quality parameters associated with recirculation technology. Adjusts to optimize water quality as required.	10%
5	Other Duties As Assigned <i>(do not amend this section)</i>	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a two (2) year college diploma.

Field(s) of Study:

Aquaculture, Fish & Wildlife or Environmental Studies

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than three years up to five years.

Additional Skills & Abilities:

[Click here to enter text.](#) Experience operating a recirculating hatchery. Experience with Salmonids (or similarly challenging species of cultured vertebrate fish) rearing, care and husbandry. Experience with warm/cool water fish species.

Mechanical aptitude (pumps, blowers, handling quartz tubing, UV lamps, water filters, oxygen delivery equipment and other hatchery systems), and aptitude with related plumbing, electrical and mechanical components. Computer skills.

Knowledge of ethical practices and requirements under the Ontario Animals for Research Act and Canadian Council on Animal Care GAP certification.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Conduct water quality testing and collect data on fish health
Description Ensure water quality testing equipment is performing to its designed specification ongoing, conduct testing and collect data from equipment. Analyze results, identify any material changes that require further follow up or response. Log and communicate results in a timely manner and with priority to the large team. Determine and execute on best course of action from a fish health perspective. Analysis of data relies on experience and understanding of hatchery systems to enable appropriate response to issues.

Example #2

Task / Activity Working alone in the hatchery and an alarm is triggered in one of the tanks
Description Individual must respond to the alarm by reading the user interface on the tank management system, then verify fish health in the tank(s) effected, then verify critical systems are functioning as designed and check recent trend data captured by staff or automatically and react following SOP's to resolve the issue. If the issue can not be resolved in a timely way or root cause is not found and corrected, the individual will escalate the issue to the larger issue, senior staff and possibly the animal care vet to determine best immediate course of action on the ground and follow up requirements.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?
Non-routine.

How would you describe the complexity of the work?

All duties are varied and complex.

Describe the business processes used by the position.
Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Fish health episode is identified in a tank

Description Individual has full responsibility to verify function of equipment, conduct water quality test and determine immediate course of action following SOP's. If root cause is not easy to determine their role is to collect as much current state information as possible and escalate to make a decision as part of a team. Then execute on the aligned path.

Example #2

Task / Activity Performing maintenance on critical animal health systems

Description Individual uses their training and expertise, in addition to developed SOP's to execute on maintenance of equipment. Some of these tasks can be multi variable and take more than an hour to complete. Cleaning tanks, sand filters, etc. All require a large number of steps to be executed in the right order and as an SOP can't cover every scenario, the individual, should a situation evolve during the job that was unplanned, be able to determine the best course of action from an animal welfare perspective, resolve the issue or escalate the issue if it is larger in scope. Individual will perform these tasks following routine schedule or practice established in hatchery, but them performs the work unsupervised.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Interpretation of complex data or refinement of work methods.

In determining a solution for problems, the incumbent has discretion to:

Uses established analytical techniques.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Taking fish health samples
Description Individual will take samples from a set amount of fish on a routine basis. Taking the sample involves prepping the area for the task and setting up a job station, prepping equipment and tools for the task. Capturing fish from tank and placing fish on testing surface and completing very precise movements, example blood sample, to collect sample with little stress as possible to fish.

Example #2

Task / Activity Water quality samples
Description Setup job station and equipment, collect samples in beakers, strips and apparatus used for reading information. Operations any machines or reading devices used in analyzing samples. All equipment is fragile and requires care and attention and accuracy to log samples in a valid way.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:
Speed is a secondary consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Fish health samples	5
Water quality samples	5

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity Unloading bags of feed just delivered to storage
Description Bags can weigh up to 50 lbs and there may be a pallet at any one time to unload. A large number of consumable items in the hatchery come in bulk for transport and are frequently heavy and awkward with need to break them down and move to storage weekly.

Example #2

Task / Activity Guide a lab on water quality
Description Individual will need to get on and off of standing platforms to gather samples, setup multiple work stations and equipment for students and guide students through activity while bending, lifting and transporting samples from sometimes awkward and a large variety of heights and positions.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Unloading feed and consumables	5
Guide a lab on water quality or other	20

How would you describe the frequency of the physical demands of this position?
Occasional (part of the day)

How would you describe the nature of the physical demands of this position?
Moderate

How would you describe the physical strain on this position?

Uncomfortable/awkward positions for short periods; some flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Conducting lab for students
Description The hatchery is a continuously noisy environment, a raised voice is required to speak to staff and students over ambient noise. Hatchery is also not fully lit for animal health reasons so individual is often dealing with low light and noise to perform guiding and precise tasks. Managing this atmosphere and executing at a high level is imperative.

Example #2

Task / Activity Performing water and animal health tests
Description Noise and light noted above carries through to conducting testing on systems and animals. The testing work then requires precise hand movements and focus and concentration to complete. Individual must be able block out a hatchery that is busy with other personnel and environmental distractions to performs tasks successfully.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?
Frequent (>60%)

How would you describe the requirement for sensory demand in this position?
Considerable

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Conducting lab for students	20
Performing water quality and fish health testing	10

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Managing a hatchery full of students for a lab

Description Individual will be managing a group of students learning a new task in the hatchery and be required to complete setup an execution on time. During their day they will have maintenance, logging of data to complete, lab prep, and other tasks that all require completion and individual must balance priorities to complete all required.

Example #2

Task / Activity Performing maintenance on a drum filter

Description Individual must plan and communicate this maintenance with others on team. Take down the drum filter with the established amount of time, complete the task and bring it back on line while managing competing priorities from students in the area and other tasks requiring attention before and after, that may involve inputting data on a computer next. Individual is responsible for managing priorities to execute on all required work through the day.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
Deadlines may periodically change.

How would you describe the existence of critical deadlines in this role?
Occasional critical deadlines.

How would you describe the level of interruptions this position faces?
Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Managing students in lab	20	TP (Tends to be Predictable)
Performing maintenance	10	TP (Tends to be Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Discussion of short or long term project goals for contracts with clients
Description Establish intermediate production targets against expected survival and growth rates. Individual can refine methods, adapt processes to species or situation in order to deliver on target for our AQU client needs.

Example #2

Task / Activity New or little known species introduced to hatchery
Description Individual will adjust techniques, adapt processes and refine methods while logging these differences to capture in new SOP that formalizes this new situation going forward.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Uses procedures and past practices but may adapt them, as required.

What degree of supervision is typically provided to the incumbent?

Considerable freedom to act independently; supervisory input provided upon request.

How is the work typically checked and verified?

Output is reviewed by exception only.

How frequently is the work checked?

Most processes are reviewed weekly.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Students, Faculty Staff, Project Partners	General Updates and information relating to general fish health and husbandry issues (feeding, cleaning, mechanical operation, water quality monitoring, disease testing)	Daily
Students Volunteers Training	Relating to raising ATS in a re-circulating hatchery environment; demonstrating techniques such as water quality testing (e.g. using DO meter, PH meter)	Daily
Students Industry Experts	On using water quality testing equipment; feeding and cleaning regime, student paid work methods; ATS rearing activities/challenges	Weekly
Student workers Volunteers	Standard Operating Protocols – charting and documentation. Lab delivery	Weekly
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Occasionally involvement with minor disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Critical system alarm

Description Individual must respond, check systems, collect data and either decide on a course of action based on SOP's that fit the scenario and execute, or quickly gather consensus from the larger team, and then execute. The team will be relying on each individual to perform these tasks with accuracy and professionalism and as there is not time to verify info, there is accountability for this individual to execute against SOP's to a very high level.

Example #2

Task / Activity Planning a field trip

Description Offsite trip to partner site. Assemble and execute on all logistical requirements and plan trip with partners. This task will typically be assigned to one individual but is not checked in detail by others, there is a high degree of responsibility placed on this individual to raise issues and inform others as a result.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?
Errors detected after-the-fact.

What is the typical scope of impact to the organization for errors in this position?
Results in significant waste and negative impacts to operational effectiveness.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Choose an item.	10
Outdoor work; seasonal conditions Choose an item.	10
Other (please specify) Hatchery	80
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Slightly disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Occasional

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)