



Northern Shuswap Tribal Council

Job Description

Seasonal Fisheries Technician Job Description

Title: Seasonal Fisheries Technicians

Reports to: Fisheries Coordinator

Job Summary

The Seasonal non-certified Fisheries Technician contributes to the overall success of the NSTC Fisheries Program and represented communities by undertaking the duties, in a professional manner, that are associated with meeting the deliverables of data collection and scientific projects obtained by the NSTC Fisheries Department.

Duties and Responsibilities

A: Fisheries Projects:

1. Coordinates field sampling activities in association with Community Fisheries Rep. that has been tasked with the project
2. Participates / assists in the Catch monitoring program;
3. Oversee and supervises shift operations as required and/or appointed
4. Conducts scientific technical sampling including:
 - a. fish habitat assessments
 - b. lake and stream water quality sampling
 - c. spawner enumerations and biological sampling
5. Collects and maintains field log-books and collected samples
6. Undertakes project data organization and management in Microsoft Excel and Word programs
7. Keeps equipment organized and maintained
8. Prepares and submits regular activity reports to the NSTC Fisheries Resource Manager
9. Promotes a safe and healthy environment, ensuring all employees receive proper orientation
10. Participates in various community, council and committee meetings as required or requested
11. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

1. Graduation from High School
2. Current enrolment in a Post-Secondary Education in Natural Resource field is an asset

Specialized Knowledge:

1. First Aid Level 1 with transportation endorsement
2. Swift water Rescue Certification – SRT-1 or greater
3. Med A4 boat certification is desirable
4. Ability to swim is required
5. Accreditation in Air Ditching is an asset
6. Knowledge of fisheries enumeration techniques
7. Competence in fish identification

Competencies:

The Seasonal Fisheries Technician should demonstrate competence in some or all of the following:

1. Team Player - Facilitates team effectiveness by actively participating in ways that respect the needs and contributions of others and assists in achieving organizational goals

2. Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
3. Delivers on Commitments - Delivers on commitments to internal and external customers, demonstrating a sense of urgency and follow-through
4. Quality - Sets and attains quality standards that meet or exceed requirements

Skills and Abilities:

1. Knowledge of fisheries resource management principles, issues, initiatives and field practices
2. Ability to work independently
3. Ability to report results accurately
4. Proficiency in the use of computer programs to the intermediate level (capable of using a large number of functions and feel confident using the program)

Experience:

1. One completed year of natural resources experience in a similar position, or related experience
2. Experience supervising and managing staff is an asset

Working Conditions

1. Travel to field sites and other locations will be required
2. May be subject to severe weather conditions
3. Non-standard hours of work
4. Ability to perform the physical requirements of the job which include field work and walking along rivers and streams, as well as other bodies of water, and heavy lifting
5. Receives minimal supervision with occasional direction and very few checks of the work performed

Conditions of Employment

1. Must be able to obtain and maintain a Criminal Records Check
2. Must be able to obtain and maintain a valid BC Driver's Licence & Annual Drivers Abstracts
3. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence
4. Must be able to obtain and maintain a valid Emergency First Aid Certificate, WCB approved Level 1

Directly Supervises

1. None

General Category:

1. Operates as part of a team and is flexible about the boundaries and functions of the job
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
3. Ensures that all internal and external deadlines are met
4. Travels as required in the performance of their job
5. Serves on committees as directed by the Executive Director
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
7. Successfully completes all training courses undertaken at the direction of Executive Director
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Position Classification:

Salary Grid Level: 4