

JOB ANNOUNCEMENT

NISQUALLY INDIAN TRIBE

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| JOB TITLE: Shellfish Farm Supervisor | REPORTS TO: Shellfish Farm Manager |
| GRADE: A-19 | SALARY: Starts @ \$21.88 per hour |
| OPEN DATE: 11/11/2016 | CLOSE DATE: 11/18/2016 |

Contract Nisqually HR at 360-486-9558 or click the link to apply -
<https://nisquallyhr.applicantpro.com/jobs/>

NATURE OF WORK: This position is responsible for providing crew supervision, leadership and oversight of the Nisqually Tribe's 120 acre Shellfish Farm located in Henderson Inlet.

DUTIES AND RESPONSIBILITIES:

- Lead, oversee, supervise, and coordinate activities of workers engaged in planting, cultivating, harvesting, and processing shellfish.
- Keep worker time records, manage internal staff relations and assist with disciplinary actions and performance management activities.
- Plan work schedules according to tides and availability of personnel and equipment.
- Participate in all farm activities.
- Participate in shellfish enhancement activities.
- Monitor shellfish ground for mortality, overall health, and maintenance.
- Confer with manager regarding all duties performed on farm.
- Oversee maintenance of equipment and shellfish growing areas.
- Maintain vessel log books.
- Record planting and harvest data, Hazzard Analysis Critical Control Point (HACCP) and other required documentation.
- Responsible for beach and equipment maintenance and keeping records of all farm operations.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of shellfish farm operations.
- Knowledge of culture of shellfish species.
- Knowledge of shellfish cultivation techniques.
- Knowledge of inventory and quality control methods.
- Knowledge of shellfish farming plans and methods.
- Knowledge of modern management and supervisory practices.
- Knowledge of record keeping practices and procedures.
- Knowledge of MS Office Suite and other common office equipment and software.
- Knowledge of Hazzard Analysis Critical Control Point (HACCP).
- Skill in basic computer operations.
- Skill in basic reading, writing, and math necessary to complete job duties.
- Ability to effectively manage multiple personnel.
- Ability to effectively manage projects.
- Ability to enforce quality control standards.
- Ability to establish and maintain effective working relationships.
- Ability to demonstrate honesty and ethical behavior.
- Ability to communicate effectively, both orally and in writing including electronically.

- Ability to understand and follow written policies, procedures and guidelines.
- Ability to lead, work with, and train other employees as directed.
- Ability to work independently, follow instructions, and to delegate.
- Ability to operate and maintain program equipment including powerboats.
- Ability to problem solve effectively.
- Ability to positively represent the Nisqually Indian Tribe.
- Ability to supervise multiple assigned personnel.
- Ability to perform strenuous work in difficult conditions.

MINIMUM QUALIFICATION:

- High school diploma or GED.
- 4 years' experience in shellfish farming practices, shellfish farm operational function and culture of shellfish species, including 1 year experience as a crew lead.
- Six months' experience in operating and maintaining powerboats.
- Must have a valid driver's license and must be insurable under the Tribe's insurance policy.
- Must be able to work all necessary tidal events during irregular hours including weekends and holidays and respond to emergencies.