JOB DESCRIPTION

TAYLOR SHELLFISH FARMS

Job Title: Willapa Bay Assistant Farm Manager

Accountability: Willapa Bay Director

Current Pay Range: $16.00 - $21.00 per hour depending on qualifications

POSITION DESCRIPTION

Taylor Shellfish Farms is one of the largest producers of farmed shellfish in North America. The company is quickly growing in sustainable shellfish farming with new techniques and innovative growing methods.

The Willapa Bay assistant farm manager position is an on the ground position. Attendance on the tide is required be it day or night. Assisting the farm manager in organizing and coordinating employees and activities that occur on the described farm will be required in this position. More specific duties include the following:

MAJOR AREAS OF RESPONSIBILITY

- Seeding – Assist farm manager in forecasting seed needs and preparing shellfish beds, bags, and lines for planting. Work with the farm manager and crew bosses in seeding and spreading seed and monitoring survival.
- Farming the crop – Assist farm manager in implementing predator control and farming techniques for optimal crop performance. Assist farm manager and boat operators in transplanting oyster beds and off-bottom lines in a timely manner.
- Harvesting the crop – Assist farm manager in inventory and projecting crops. Work with farm manager and crew bosses in harvesting crops in a systematic manner.
- Records – Assist farm manager in keeping farm data from seeding to harvest.
- Coordinating – Assist farm manager in working with other managers to coordinate crews and equipment to maximize company efficiency.
- Safety, rules, and policies – Assist farm manager in crew education on rules, policies and safety procedures.
- Budgeting – Assist farm manager in developing a farm budget.
- Equipment – Assist farm manager in the maintenance and repair of assigned equipment and boats to this farm.
- Leadership skills – Work with the Willapa Bay director in planning and attending leadership development training for continued professional development.
- Computer skills – Basic computer skills are required for recording data about the farm and generating month end reports
- Assist farm manager in educating crews on the company's ECOP (environmental codes of practice).
- Work with farm manager and Willapa director in developing new farming practices and techniques.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- College Degree preferred
- Team and Individual leadership skills
- Organization and planning skills
- Strong communication skills
- Ability to work independently, at time with little direction
- Strong and sound decision making skills
- Proficiency with: (Microsoft Office – Word, Excel, Outlook)
- 3+ years of experience in aquaculture or related farming
- Excellent verbal/written skills
- Well organized and detail oriented
- Must maintain positive company morale
- Participates in company events, as needed
- Regular, reliable, predictable attendance
- 30 – 50 hours per work week. Time of day is variable with the tides, and often includes full or partial weekends

JOB & SAFETY REQUIREMENTS

- Broad knowledge and experience in: Management and Leadership
- Excellent Skills in: Communication
- Demonstrated ability to: Lead and motivate a crew of 5-15 individuals
- General knowledge of: Puget Sound or Coastal Aquaculture
- Experience in: Shellfish farming
- Safety training required
- Pass training (forklift, dive, boat operator certification, CDL, etc.)
- 21 years or older
- Valid driver's license

EDUCATION & EXPERIENCE

- Degree or Equivalent Experience: Formal education will make a candidate stronger for the position, and experience within the aquaculture industry is also a strong attribute
- Past Experience: (Driving forklift, Diving, Shellfish Farming, CDL, Boat operating, etc.)

PHYSICAL DEMANDS

- Ability to sit, stand and/or walk on uneven ground up to 8 hours per day.
- The employee may be required to stoop, bend, kneel, twist, and squat 30 percent of the time
- The employee needs to be able to lift up to 50 lbs. (Regularly required to exert up to 20lbs or force, frequently required to exert up to 50 lbs. of force, occasionally required to exert up to 125 lbs. of force)
- The vision requirements include: close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- Must be able to speak and hear well enough to communicate with co-workers, supervisors and managers

- Must be able to use hands for repetitive simple grasping, pushing, pulling and dine manipulation
- Must have agility and balance to safely climb on machines, boats, etc.

BENEFITS

- Health, dental and vision is available the 1st of the month following 60 days of becoming a full-time non temporary employee. The employee is eligible for insurance at the current allowable coverage.
- The employee is eligible for 401K after two full months of work prior to July 1st or January 1st and must be over 21 years old.

Please submit applications/resume's by March 31st, 2017.

Please submit one of two ways, either via email to:

courtneyh@taylorshellfish.com

or send by mail to:

Courtney Hansen

130 SE Lynch Rd

Shelton, WA 98584