

# Island Enterprises Incorporated

## Job Description

**Position:** Nursery Maintenance Technician  
**Company:** Clam Fresh Enterprises  
**Date:** February 14<sup>th</sup>, 2017  
**Hourly Rate:** \$13.00 - \$19.00 depending on qualifications  
**Reports to:** Nursery Manager  
**Position Opens:**  
**Position Closes:**

**SUMMARY:** This is a technician position for shellfish nursery operations at clam fresh enterprises. The technician occupying this position is responsible for sanitizing, performing maintenance tasks in nursery systems, daily feeding, weekly grading, and weekly inventory reports. The work schedule and duties will vary according to seasonal change. Employee must be available during weekend when needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other duties may be assigned as necessary.

- Perform weekly sanitation routines of water treatment system. Includes bag filters, sand filters, UV sterilizers, reservoirs, dock lines, and water pumps.
- Sanitize water lines and change filters daily
- Perform routine maintenance on air systems and plumbing
- Perform annual media changes in sand filters and carbon filters
- Repair and upkeep maintenance on nursery systems
- Perform daily rinsing of nursery systems and equipment including downweller tanks, upweller tanks, and outdoor floating upweller system
- Perform daily feeding of nursery systems
- Conduct weekly grading and sorting of nursery shellfish seed stock
- Prepare weekly inventory reports of all nursery shellfish seed stock
- Assist with preparing sees samples for nursery biologist
- Assist nursery biologist with collecting bacteria samples for quality control testing
- Assist with fluppy operations as needed
- Assist with microalgae production as needed
- Report daily to nursery manager on status of nursery shellfish seed stock.

**SUPERVISORY RESPONSIBILITIES:** There are no supervisory responsibilities for this position.

**QUALIFICATIONS:** To perform the job successfully, an individual must be able to participate as a team member, communicate with management and coworkers, strive to continuously build knowledge and skills of all shellfish nursery techniques, respond promptly to the needs of the company, and meet commitments and deadlines. It is crucial to have a good knowledge of coworker's schedules so work is efficiently done as a team, with a positive spirit. Also necessary is the ability to apply common sense to carry out written and oral instructions.

**EDUCATION and/or EXPERIENCE:** High school or GED

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to management and coworkers.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee may frequently be required to lift up to 50 pounds and carry, push, or pull heavy weights, in all weather conditions. Proper lifting techniques and back supports should be used when working with heavy materials. In addition the use of safety gear is required for all pertinent jobs. There will typically be other coworkers that can assist with jobs that require substantial lifting, etc.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work area is usually moderate.

**DRUG FREE WORKPLACE:** The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe's Drug Free Workplace Policy.

**INDIAN PREFERECE:** The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

**CONTACT:** Human Resources (360) 426-3442