

SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

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*The oldest self-governing
Tribe of Indians in the United States*

Job Title: Aquaculture Manager

Reports To: Environmental Director

Department: Environmental Department

Salary: \$21 per hour

Application Deadline: Until Position is Filled

Summary: Plans, manages, and coordinates the day-to-day activities of project staff with coordination and guidance from the Environmental Director and the project partner Cornell Marine Program. Ensures that goals and objectives of the project are accomplished by performing essential duties and responsibilities personally and through staff.

Essential Duties and Responsibilities include the following and other duties may be assigned:

Reviews project proposal or plan to determine time frame, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.

Establishes work plan and staffing for each phase of project and arranges for assignment of project personnel.

Confers with department director, project partner and project staff and contractors to outline work plan and to assign duties, responsibilities, and scope of responsibilities.

Directs and coordinates activities of program staff to ensure work progresses on schedule.

Preparation, set up, and breakdown of supplies, materials and equipment.

Participates in all activities associated with the production of shellfish larvae and grow out systems.

Oversees environmental monitoring, record keeping and data analyses.

Coordinates data management from various field and lab-based projects and assist with data

collection and analysis.

Conduct and coordinate field work using a variety of methods, collect water quality samples, and assist with field and lab analyses for research and education.

Organizes and maintains hatchery tools, equipment, and grounds; identifies and communicates safety concerns and ensures tools and equipment is used properly and safely.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High School Diploma and a minimum of 3 years hatchery, marine environmental field work or aquaculture experience or, equivalent or combination of related experience and/or training is required. Must have at least 2 years of staff management experience.

Familiarity with Geographic Information Systems (GIS) and Global Positioning Systems (GPS), organizing/managing data, ability to deploy and operate powerboats, and ability to perform equipment repair, maintenance, work with power tools is desirable.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Project Management software.

Certificates and Licenses:

Must possess a valid driver's license.

Supervisory Responsibilities:

The Aquaculture Manager supervises up to 4 employees in the Shellfish Hatchery Project. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. Schedule may be dependent on tides and need to be occasionally adjusted.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand and walk. The employee is occasionally required to sit.

Additional Requirements:

Due to the nature of the work being performed, may be required to occasionally work weekends or evenings due to the needs of the project.

This position also requires you to work alone or with others in remote locations. Working outside in adverse weather conditions and perform strenuous physical activities.