



POSITION DESCRIPTION

Freshwater Fisheries Society of BC

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|---|-----------------------------------|-----------------|-----------------|
| POSITION TITLE: | Facilities Maintenance Supervisor | CLASSIFICATION: | STO R21 |
| DIVISION: (e.g., Division, Region, Department) | Operations | | |
| UNIT: (e.g., Branch, Area, District) | Kootenay Trout Hatchery | LOCATION: | Fort Steele, BC |
| SUPERVISOR'S TITLE: | Hatchery Manager | | |
| SUPERVISOR'S CLASSIFICATION: | Management (Union Exempt) | PHONE NUMBER: | 250 429-3214 |

PROGRAM

The Freshwater Fisheries Society of BC is an independent, non-profit organization governed by a Board of Directors. Our mandate is to enhance and conserve BC's freshwater fisheries for public benefit. Working in partnership with government, industry and anglers, our goal is to make fishing in BC even better through the enhancement and conservation of BC's freshwater fish resources.

Freshwater fishing is an important cultural, recreational, and economic contributor to the province. Each year, more than 300,000 licensed anglers spend about \$500 million in BC, with much of the economic activity taking place in rural areas. About 50% of all angling activity takes place on the over 800 lakes and streams we stock. The Society also plays a key role in delivering a wide range of conservation services needed to protect and, in some cases, restore wild fish populations, including the endangered white sturgeon. We also conduct fisheries research, promote and educate the public about recreational fishing, and work to make angling more accessible for all.

The Society is comprised of four divisions: Operations, Science, Sport Fishing and Corporate Services. We own and operate six major fish hatcheries that are located in Duncan, Abbotsford, Summerland, Clearwater, Fort Steele, and Vanderhoof. We also operate a trout distribution centre in Prince George and nine egg collection stations situated throughout the province. We have a Fish Health Lab in Duncan and an Aging Lab in Abbotsford. We have a small office at the University of British Columbia and the Corporate Office is in Victoria. Seasonally, we offer guided tours at our Abbotsford, Fort Steele, Summerland and Vanderhoof locations as well as educational programs at some locations. For further information, please review our website: <http://www.gofishbc.com>.

Working for the Freshwater Fisheries Society of BC is more than a job. It's a chance to be part of a unique organization that's making a real difference in the future of BC's fisheries.

PURPOSE OF POSITION

Reporting to the Hatchery Manager, the Facilities Maintenance Supervisor is responsible for the management of the physical plant operations, maintenance and regulatory requirements of the hatchery facility and its offsite locations. The position is responsible to develop and implement the strategic and operational plans for the physical assets of the hatchery. The position provides the Hatchery Manager with impacts of new and revised programs on the facilities. The position contributes to the development of policy with respect to facilities and equipment. Furthermore, it identifies and administers all new facilities projects to be delivered.

NATURE OF WORK AND POSITION LINKS

The Facilities Maintenance Supervisor, as a key member of the Hatchery Management Team, reports and is accountable to the Hatchery Manager for operations, maintenance, repair and improvements activities at the hatchery and its offsite facilities. The position controls the activities of contractors and other FFSBC staff and ensures their work activities meet the operational needs of the hatchery program and adhere to approved operations and project budgets. In addition, the position supports hatchery operations by assisting fish culture staff to accomplish basic fish culture tasks when required.

The activities of the Facilities Maintenance Supervisor are in support of the fish culture goals and targets expressed in the FFSBC's annual Business Plan. The Facilities Maintenance Supervisor is a full participant in the development of this Business Plan.

As hatcheries rely on an uninterrupted water supply, failure of the equipment or works, including critical water delivery systems, can lead to the disastrous loss of live fish seriously impacting the society's contractual obligations with its clients. Many hatcheries and offsite facilities are situated in remote locations where access to specialized contractors or response teams is limited. The Facilities Maintenance Supervisor must be fully prepared for emergencies when they arise, make rapid decisions when responding to equipment failures and ensure equipment and works are maintained in peak operating condition.

The Facilities Maintenance Supervisor is responsible to develop and implement the strategic and operational plans for the physical assets of the hatchery. In conducting this responsibility, the position will contribute to the development of policy.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Conducts specialized (unique to Hatchery Operations) facilities management services to ensure the physical plant, works, equipment and offsite facilities meets the operational needs of the hatchery program.

1. Operates, monitors and repairs various equipment including wells, pumps, standby generators, electrical control systems, plumbing systems, ozonation systems, digital control systems, HVAC, heating/chilling and refrigeration equipment as well as specialized buildings, onsite residences, offsite fish culture facilities and public educational displays.
2. Maintains a complex water delivery system for fish production that optimizes water quantity and quality while ensuring the water delivery system is not operated beyond its rated water supply parameters or licensed volumes. Maintains a safe domestic water supply that meets all safe drinking water standards and regulations (where applicable).
3. The position provides the Hatchery Manager with impacts of new and revised programs on the facilities. The position contributes to the development of policy with respect to facilities and equipment. Furthermore, it identifies and oversees all new facilities projects to be delivered.
4. Develops and implements a comprehensive Preventative Maintenance Program (PM) which schedules and records actions taken for required maintenance tasks for all buildings, works and equipment. The PM program will help ensure buildings, works and equipment are ready for immediate use, safely operated and adequately maintained to help reduce failure rate and its associated costly repairs/replacement and risks to fish stocks.
5. Develops short and long term facilities maintenance plans and scope, prepares cost estimates, submits for approval and undertakes approved major facilities maintenance and enhancement projects. This necessitates working closely with FFSBC staff, contractors, consultants, engineers and project superintendents.
6. Identifies, develops and tenders contracts, recommends contractors, monitors performance, ensures contractors adhere to Occupational Health and Safety requirements, approves invoices, reports results to hatchery management and evaluates effectiveness of various services and construction contracts.
7. Ensures all facilities-related activities adhere to appropriate Occupational Health and Safety requirements, FFSBC safety program, environmental compliance, health, safe drinking water, building, electrical, boiler and other legal and/or regulatory requirements.

8. Undertakes various administrative tasks including the supervision of subordinate staff (where applicable), contractors and fish culturists involved in facilities maintenance activities and projects, develops budget estimates, monitors and forecasts expenditures for facility operations and projects and maintains digital and hardcopy data, drawings, manuals, warranties and computerized controls systems. Takes lead role in acquisition and disposal of facility related assets.
9. Provides appropriate training to facilities maintenance and fish culture staff and contractors to ensure work procedures are consistent with established safe working practices and that an emergency response program is developed and maintained and fish stocks are not placed at undue risk due to facility and equipment failures.
10. As a key member of the hatchery management team and the Maintenance Operations and Production Planning (MOPP) Committee, participates in the planning of hatchery operations so as not to compromise the physical assets of the society but provide peak performance allowing the society to meet its fish production goals. Provides technical information and advice to other facilities staff, senior management and the FFSBC executive. Maintains a working knowledge of the other FFSBC facilities and on occasion could backfill as the Facility Maintenance Supervisor at one of these sites.
11. Provides standby and alarm response services on a rotational basis throughout the calendar year.
12. Supports hatchery operations by assisting fish culture staff to accomplish basic fish culture tasks when required. Is familiar with basic fish culture and may provide assistance or support with general fish husbandry (i.e. loading fish in to transport trucks, feeding, clipping and/or cleaning) on an as and when required basis.
13. Performs other related duties as required.

FINANCIAL RESPONSIBILITY

- Responsible for transaction card purchases with spending limits of \$10,000 monthly and \$5,000 per transaction.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

| Role | # of Regular FTE's | # of Auxiliary FTE's |
|--|--------------------|----------------------|
| Directly supervises staff | 0 - 1 | 0 - 1 |
| Supervises staff through subordinate supervisors | 0 | 0 |

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

| Role | # of FTE's | Role | # of FTE's |
|--|------------|--|------------|
| Supervises students or volunteers <input type="checkbox"/> | 0 | Provides formal training to other staff <input checked="" type="checkbox"/> | 5 - 10 |
| Lead project teams <input checked="" type="checkbox"/> | 0 - 3 | Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/> | 0 - 2 |

SPECIAL REQUIREMENTS

- Must be very organized, critical thinker, multiple skills around mechanical equipment, solution oriented, calm in a crisis situation.

TOOLS / EQUIPMENT

- Computers; DDC control systems, HVAC systems; Diesel generator and other such equipment; motors of a variety of HP, Genset emergency backup
- Metal Fabrication: MIG/TIG welders (steel, stainless steel and aluminium), oxy-acetylene cutting/welding tools, drills and drill press, grinders, chop-saw, band saw, hand grinders.
- Wood Fabrication: Table saw, jointer, radial arm saw, router, jig saw, skill saw, sabre saw

- Hand Tools: Hammers, chisels, hand saws, open/box end/socket wrenches, torque wrenches, callipers, measuring devices
- Powered Tools: power washer, weed eater, tractor, boom truck, pipe threader (1/4" to 2 1/2"), nail set gun, hammer drill, impact wrench
- Pneumatic tools: sander, die grinder
- Safety Equipment: First aid station, eye protection, ear protection, personnel hoist, barricades, high angle harnesses, confined space equipment.

WORKING CONDITIONS

- Required to live on-site;
- On-call during off work hours;
- May be called out at any time and often in difficult working conditions (wind, rain, snow, sleet, early morning hours etc.) Time is critical in many callouts as fish may be at risk of death.

WORK EXAMPLES

- Programming of complex DDC controls systems to ensure all specialized equipment and works operate in an effective and cost efficient manner;
- Develop a reliable emergency response plan such that appropriate staff and resources are in place to instantly respond to dangerous equipment failures;
- Develop terms of reference and scope of work for facility maintenance and improvement projects to repair, replace or upgrade facilities. Eg. water supply upgrade to the trough room;
- Ensures a daily and annual preventative maintenance program is developed and put into operation;

COMMENTS

This position is of extreme importance in terms of long term well being of the facility and its related equipment. The potential impact of a poorly maintained physical plant is very significant and is potentially disastrous both from a fish production as well as an economic perspective.

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective September 3, 2019.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

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| NAME: Owen Schoenberger | SIGNATURE: | DATE: September 3, 2019 |
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SELECTION CRITERIA

COMPETENCIES

Education and Experience

- Secondary school graduation;
- Trades Qualification in related field such as power engineer, electrician, or a B level gas ticket;
- Completion of recognized wastewater treatment and water systems operations course;
- Minimum of five years experience in fish hatchery operations and maintenance or similar industrial experience that is satisfactory to the FFSBC executive;
- Minimum of 3 years experience in compliance with Occupational Safety and Health regulations;
- Minimum of 3 years experience in compliance with Environmental Stewardship regulations;
- Experience in staff management and managing contracts

Knowledge

- Comprehensive knowledge of mechanical systems;
- Comprehensive knowledge of wastewater treatment and water systems;
- Working knowledge of fish hatchery operations;
- Working knowledge of occupational health and safety;
- Working knowledge of supervisory techniques;
- Working knowledge of operation and maintenance of refrigeration equipment, HVAC equipment, diesel electric, gasoline electric, natural gas electric;
- Working knowledge of operation and maintenance of control and monitoring systems such as direct digital controls, security, and fire alarms;

Skills and Abilities

- Demonstrated ability to use mechanical systems;
- Demonstrated ability to use wastewater treatment and water systems;
- Demonstrated ability to manage contracts;
- Administrative skills
- Schedule activities; desktop computer skills; effective report writing, well developed oral communication skills;
- Able to supervise workforce of technical staff;
- Well developed carpentry skills;
- Well developed grounds maintenance skills;
- Personal attributes to include team player, demonstrated initiative, work well under pressure, meet demanding time schedules, able to work outdoors in all weather conditions

Competencies

- **Adaptability:** Personal willingness and ability to effectively work in and adapt to change.
- **Communication:** Clearly conveying and receiving messages to meet the needs of all
- **Innovation:** Taking risks, adapting quickly to change, leading the change process
- **Problem Solving and Judgment:** Ability to assess options and implications, in order to identify a solution.
- **Resource Management:** Effectively managing internal/external resources to achieve organizational goals
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them
- **Safety:** Follows safe working practices, complies with safety program, promotes safety
- **Coaching:** Working co-operatively and productively with others to achieve results
- **Teamwork & Coaching:** Working co-operatively and productively with others to achieve results