

Town of Bourne

Shellfish Technician (Grade 3)

Statement of Duties

The Shellfish Technician assists the Department of Natural Resources with general and technical work relating to aquaculture and propagation of shellfish, protection of the shellfishery, and does other work as required.

Supervision

Work is performed under the general supervision of the Director of Natural Resources or Senior Natural Resources Officer. The employee plans and carries out the regular work in accordance with standard practices and previous education and training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. Instructions for new assignments or special projects usually consist of oral or written statements of desired objectives, deadlines and priorities. Technical and policy problems, changes in procedures, and unusual situations are discussed with supervisors.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in delay or loss of service, damage to vehicles and equipment, damage to shellfishery and environment, adverse public relations, and/or personal injury and injury to others.

The position has occasional contact with the public and other town departments to give or receive information and assistance regarding work. Contact is made via email, telephone, in person, and in writing.

Essential Duties

The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

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1. Generally responsible for the completing and maintaining various shellfish enhancement and propagation activities.
2. Operation and maintenance of shellfish aquaculture and propagation equipment, such as cages, floating upweller systems, nets, and racks, growing shellfish seed, including the cleaning of equipment and sorting of seed sizes for optimal growth.
3. Maintains records of seed growth and weather conditions, as well as other pertinent information.
4. Designs and constructs equipment and structures to be used in the management of the shellfishery.
5. Provides input to supervisors regarding all shellfish aquaculture and management activities.
6. Maintains all equipment in good repair.
7. Performs routine maintenance tasks, as required.
8. Performs duties of Deputy Shellfish Constable, including giving verbal & written warnings, as well as issuing citations for State & Town laws, by-laws, rules & regulations.
9. Informs Natural Resources Officers of violations of other laws, by-laws, rules, & regulations enforceable by the Department.
10. Informs fishermen and the general public regarding the current state of the shellfishery and shellfish management & propagation activities, as well as various shellfish laws, by-laws, rules & regulations.
11. Assists the Department with other duties, as needed.

Recommended Minimum Qualifications:

Physical and Mental Requirements:

Employee works both indoors and outdoors, including working on local waterways, in all types of weather. Employee is required to sit and use hands more than 2/3rd of the time; stand, walk, talk/listen, reach, stoop, crawl, and smell up to 2/3rd of the time. Employee may be exposed to disease, dangerous situations, and moving mechanical parts at times. Employee frequently lifts up to 30 lbs., and occasionally lifts up to 100 lbs., sometimes repetitively. Normal vision and good physical strength and agility are required. Equipment used includes automobiles, light trucks, trailers, boats, hand tools, power tools, pumps, office equipment, computers and other associated equipment.

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Education and Experience:

High school diploma or equivalent, education in aquaculture, marine biology, natural sciences, or related field and at least one (1) year of experience in same, or an equivalent combination of education and experience.

Licenses and certifications required:

Must have a valid Massachusetts Driver's License, be CPR and First Aid certified, and pass a physical examination.

Knowledge, Skill and Ability:

Knowledge: Local and state laws, by-laws, rules and regulations regarding shellfishing. Knowledge of aquaculture and a general knowledge of Town waters and shoreline.

Skill: Written and oral communications, computer skills, organization and planning skills, good social skills; operating boats, vehicles, tools and equipment safely and effectively.

Ability: Follow complex written and oral instructions. Clearly and effectively communicate with others, maintain accurate records and prepare correspondence, maintain confidential information, and provide information and assistance to the public. Good powers of observation and memory. Ability to work outdoors in all types of weather conditions, work independently and prioritize tasks, work effectively under time constraints, swim, and deal with the general public tactfully, appropriately, and in a positive manner. Ability to work irregular shifts, including weekends, holidays and evenings.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)