

**External Job Posting**  
Crew Leader

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**Our Company**

Fuerste Vaccination Services is a full-service vaccination company which provides various services to our clients such as an on-site supply of trained vaccinators, fin clipping and PIT tagging services and assistance in the setting up of the vaccinating system. Our primary goal is to provide fish with disease protection to help ensure a healthy, robust life. While our services and the products we use cannot protect against all diseases, we are able to reduce fish mortalities, create a higher quality product, and reduce production costs.

Aquaculture is a rapidly growing industry and Fuerste Vaccination Services is the leader in its market. Unlike many of the hatcheries, Fuerste Vaccination Services considers candidates with no prior aquaculture experience. We strive to find the right personality and fit for the role and then provide comprehensive training. If you are interested in a career in the aquaculture industry, this is a great starting point for you.

Our mission is to be part of a sustainable future for the aquaculture industry and our environment. Our core values include Excellence in Service, Innovation, Transparency/Trust, Health & Safety, Inclusivity, and Teamwork

**Role – Crew Leader**

We are currently seeking a Crew Leader/Machine Technician for the Grieg Hatchery in Gold River, BC.

The Crew Leader is the primary liaison for both Fuerste Vaccinations Crew and the hatchery staff. This role will lead the team of Fish Handlers, oversee production, perform customer service, oversee daily vaccinating operations at the hatchery, manage performance, delegate and role model best practices.

The Crew Leader is expected to represent Fuerste Vaccinations in a professional, confident, and respectful manner in all forms of communication with staff and third parties.

Title	Crew Leader
Status	Seasonal part-time (season runs from approximately August – May)
Locations	Gold River – Grieg Hatchery & Tahsis – Conuma River Hatchery
Pay	\$22.00/hour
Benefits	Health Spending Account of \$750/season upon completion of 3 month probationary period

Start Date	Tentative – August 23, 2021
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## Duties & Responsibilities

The Crew Leader's duties and responsibilities include, but are not limited to:

### Equipment Maintenance

- Ensures the vaccination machines are clean and disinfected at the beginning of each week or group
- Ensures machines are properly washed at the end of every shift
- Provides training and feedback to Crew Members on quality of disinfection and preparation of vaccination guns, NFT machines and equipment
- Responsible for reordering used spare parts for the machines
- Monitors and ensures proper treatment of equipment by the Crew

### Vaccine Storage

- Follows hatchery protocols to ensure vaccine is properly signed out

### Service Delivery

- Performs vaccinations, fin clipping or other services as a main priority to ensure targets are met while role modelling best practices
- Maintains quality of shots and clips while maintaining a steady pace
- Maintains accurate records of shots per vaccination bag within 1% margin
- Communicates with Hatchery Manager to determine desired culls, accurately identifies fish to be culled and monitors Crew culls to ensure accuracy
- Partners with the hatchery staff to ensure the Crew remains on schedule
- Keeps hatchery staff informed on production numbers throughout the day
- Oversees the efficient running of the machines
  - Ensures proper needle placement and depth adjustments
  - Adjusts and monitors calibration
  - Monitors vaccine pressures

### Quality Control

- Assesses shot and clip quality performed by Crew members
- Identifies Crew members who are having difficulty with quality
- Provides additional training to Crew members as needed
- Encourages and communicates the importance of quality shots and clips to the Crew
- Communicates assessment results to the Crew and works with them to improve where needed
- Works to identify and mitigate inefficiencies that slow down the production process and increase overtime
- Performs lethal checks to ensure vaccine is properly administered to the fish and provides feedback to the Crew on assessment results to mitigate poor quality shots

### Performance Management

- Ensures all Crew are meeting performance standards and following company policy and procedures
- Provides gratitude, praises areas of strengths to Crew Members and encourages continued development
- Prepares and conducts 1 month and 3 month performance evaluations for all direct reports
- Participates in the performance management of Crew Members and disciplinary meetings in partnership with HR Manager and Crew Supervisor
- Manages any Crew Members who are not performing to standards
- Develops, implements and oversees station observation checks for Crew Members and provides feedback on performance and areas of improvement
- Coaches, trains and develops Crew Members through respect, setting expectations, communication, coaching, feedback and ongoing support

### Staff Scheduling

- Assists with securing staff replacements in the case of sick calls or “no-shows”
- Assists Crew with entering timesheets into QB Time when needed
- Reviews Crew timesheets at the end of each pay period in QB Time, makes corrections as needed and approves for payroll processing

### Health & Safety

- Assists Crew members in completing Form 6 as well as any other accident reports in cases of accident or injury
- Immediately informs Crew members and Senior Management of any hazards, unsafe working conditions or possible dangers
- Ensures Crew members are working in compliance with Fuerste Vaccinations, hatchery and WorkSafe BC health and safety rules

### Crew Morale

- Positively encourages Crew members when the mood or morale is low
- Encourages Crew members to participate in staff social events
- Assists with successful onboarding of new staff
- Encourages senior Crew members to mentor new staff
- Models best practices and leads by example

### Daily Data Recording

- Completes production number spreadsheets in provided tablet with accuracy
- Completes hatchery recording sheets when necessary and liaises with hatchery staff when completing

### Required Skills

- Excellent problem solving and decision-making skills
- Ability to work effectively with and positively influence a team
- Ability to demonstrate accountability for own actions
- Excellent leadership skills

- Ability to take a leadership role on all aspects of health and safety at the worksite
- Ability to work effectively with a diverse group of individuals and personalities
- Physical ability to stand for extended periods of time
- Physical ability to perform repetitive movements for the duration of the shift
- Excellent hand-eye coordination
- Manual dexterity
- Ability to stay focused and maintain accuracy within a distracting environment
- Good multi-tasking skills
- Adept with basic mathematical skills
- Good Microsoft Office skills as well as basic computer skills including uploading and saving files
- Working knowledge of Worksafe BC Regulations

### **Required Experience**

- Previous fish vaccinating or fin clipping experience is preferred
- Demonstrated dependable attendance record
- Previous experience leading a team is preferred
- Experience communicating on two-way radios

### **Education & Training**

- First Aid - level 1 is preferred
- WHMIS is preferred
- Valid Driver's License is required