Island Enterprises Incorporated
Job Description

Position: Algae Production Supervisor
Company: Clam Fresh Enterprises
Date: March 11, 2020
Hourly Rate: $23 - $30
Reports to: Nursery Manager
Position Opens: March 16, 2020
Position Closes: March 27, 2020

SUMMARY: This is a supervisor position for shellfish greenhouse/algae production operations at clam fresh enterprises. The employee occupying this position will ensure that commercial algae production will meet the needs of seed production in nursery upwellar systems throughout the operation. In the flask room, the supervisor occupying this position is responsible for oversight of maintaining the constant rotation of flask for the optimal microalgae growth, sanitizing flask, inoculating flask with algae, transferring of algae from flask to flask until ready for the greenhouse, maintaining the controlled growing environment for the algae in the flask room, and maintaining the chemical stocks that are used for nutrients in the flask media.

In the greenhouse, the supervisor is responsible for oversight and maintaining the bag system, weekly ozone processes, filter changes, and tank cleanings. Performing daily adjustments to aeration, CO2 injection, water flow, and pH. Employee will assist with land based nursery operations when needed and must be available during weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following and other duties may be assigned as necessary:

- Manage nutrient and chemical stocks for algae production.
- Perform cleaning and sanitation duties for algae production equipment.
- Prepare flask, media, and algae production equipment for autoclaving.
- Perform algae flask culture in the lab.
- Monitoring algae growth parameters in the lab and greenhouse.
- Perform microalgae culture in continuous harvest algae bag system.
- Perform sanitation routines in continuous harvest algae bag system.
- Perform microalgae culture in batch algae system.
- Perform sanitation routines in the batch algae system.
- Perform weekly ozone routines.
- Manage sanitation logs for the lab and greenhouse.
- Assist nursery manager as needed.
- Oversee and assist algae technicians as needed.
- Development of micro algae expansion through future algae production techniques

SUPERVISORY RESPONSIBILITIES: Employee occupying this position would have supervisor responsibilities over Algae Technicians.

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 algae grow techniques, develop goals to meet algae production as operation expands, 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 Diploma/GED and 7 years experience in commercial microalgae production.

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. 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. Most work is performed inside the flask room and greenhouse. At times you will be required to work outside in rainy or sunny conditions. The noise level in the work area is usually moderate.

DRUG FREE WORKPLACE: The successful candidate will be required to follow the Squaxin Island Tribe’s drug policies.

INDIAN PREFERENCE: Preference for Squaxin Island Tribal members is in effect for this position in accordance with the Squaxin Island Tribe Hiring and Contract Preference Ordinance.

CONTACT: Human Resources (360) 426-3442