



**Mississippi Department of Marine Resources**

**Contact: [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)**

# **REQUEST FOR APPLICATIONS**

## **Aquaculture Technician**

## **Introduction**

The Mississippi Department of Marine Resources (MDMR) is currently seeking a contract worker for an Aquaculture Technician. The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## **Scope of Work/Job Duties**

The position includes, but is not limited to, the following job duties:

- Provide assistance to all aspects of the Cedar Point and Lyman Hatchery;
- Design and construction of fish holding systems, including carpentry, plumbing and electrical work;
- Design and construction of water systems, including reservoirs and treatment systems;
- Providing general facility and equipment maintenance;
- Water quality analyses as needed in re-circulating and pond aquaculture systems;
- Monitoring health of fish;
- Observation of fish and systems, with the intent of correcting problems as soon as they are detected;
- Acquiring and maintaining broodstock, breeding fish and data recording and record keeping;
- Oral and written reports of activities;
- Assistance with food production facilities, including algae, rotifers, paramecia, and others;
- Feeding fish. Work with fish food and assess quantity and quality of the food provided using multiple methods;
- Transfer and acclimation of fish for pond grow out as Lyman facility;
- Harvesting and releasing fish;
- Provide assistance as needed, on weekends and holidays; and,
- Perform other duties as assigned.

## **Minimum Qualifications**

The minimum qualifications which the MDMR is seeking for this position include:

- **Education:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);
- **Experience:** Three (3) years of experience related to the described job duties;
- **Substitution Statement:** Related education and related experience may be substituted on an equal basis.

- **Other:** Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

### **Compensation and Hours Worked**

This position pays \$19.00 per hour and is for 40 hours per week.

### **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information, including phone number and email, if available). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Director at the above address.

The **deadline** for receiving applications is **April 23, 2018 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:

**Michelle Williams, Sr. Contracts Analyst at [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)**

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

### **Equal Opportunity Statement**

MDMR will select the worker for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.