



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140002047

TO PROVIDE:

Off-Bottom Aquaculture
Contract Worker

ISSUE DATE:

November 1, 2019, 10:00 AM CST

LOCATION:

Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

CONTACT:

Rickey Kinnard
(228) 523-4147
procurement@dmr.ms.gov

CLOSING DATE AND TIME:

November 18, 2019, 2:00 PM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an Off-Bottom Aquaculture contract worker to work with all aspects of oyster aquaculture in Mississippi for the Office of Marine Fisheries.

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:

- Assist with all aspects of oyster aquaculture in Mississippi, working with interested state agencies, non-profit groups, educational institutions and private citizens. This includes, but is not limited to, providing expertise on hatchery and nursery operations, remote setting (for private culture, public stock enhancement and restoration projects) and off-bottom culture.
- Assist with training class for individuals interested in off-bottom oyster farming (Oyster Farming Fundamentals);
- Project management, including planning, statements of work, budgets, and scheduling;
- Coordination among staff and multiple stakeholders to achieve program goals;
- Monitor process variables and biological status of marine cultures;
- Equipment monitoring including preventative maintenance and repair;
- Data recording and record keeping;
- Participate in planning, execution, and reporting of experiments;
- Develop fact sheets and outreach materials pertaining to off-bottom oyster farming;
- Design and construction of oyster spawning infrastructure, fish holding systems, including carpentry, plumbing and electrical work;
- Design and construction of water systems, including reservoirs and treatment systems;
- Provide general facility and equipment maintenance;
- Water quality analyses as needed in re-circulating and pond aquaculture systems;
- Monitor health of oysters and fish;
- Acquire and maintain brood stock, breeding oysters/fish and data recording and record keeping;
- Assist with food production facilities, including algae, rotifers, paramecia, and others;
- Feed oysters and fishes—work with food and assess quantity and quality of the food provided using multiple methods;
- Oyster larvae setting and deployment;
- Manage the implementation of experimental designs;
- Must be available for consultation, site visits, and outreach events;
- Provide assistance as needed, on weekends and holidays; and,

- Perform other duties as assigned.

Minimum Qualifications

The minimum qualifications the MDMR is seeking for these positions 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 driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

Compensation and Hours Worked

This position pays \$18.00 per hour and is for 40 hours per week. The MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay and/or hours per week worked in the future based upon merit, cost-of-living increases, or increases in job duties.

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). 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;
- Via U.S. mail, postage prepaid, to:
 - Rick Kinnard, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Rick Kinnard at the above address.

The **deadline** for receiving applications is **November 18, 2019 at 2:00 p.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:

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