

Reports to:	Taku Wild Manager
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Position Summary

Reporting to the Taku Wild Manager, this role is responsible for the setup, daily operation, maintenance, and shutdown of the Landing Station and remote camp. The Landing Station is important to maintain the presence of the Taku River Tlingit First Nation on their Traditional Territory and provide income for all commercial fishers on the Taku River, especially the First Nation fishers. They work with the fishers to ensure adequate supplies, including ice and fuel. They are responsible for communicating the daily pricing and updating as required. In addition, they are coordinating with the Taku Wild Manager any supplies replenishment and flight or barge arrangements to transport fish. This position provides accurate and timely reporting to the DFO and TRTFN fisheries. This role also works with the Taku Wild Manager to provide weekly updates on landing information for the fisher payroll.

Responsibilities

Landing Station

- Conduct startup checklist to ensure adequate supplies and equipment is in working order and ready to go; coordinate repairs as required with the Taku Wild Manager
- Clean and set up all Landing Station Equipment ready for use
- Ensure fuel and ice are available for fishers
- Post prices for buying salmon on LS weekly or as they change, provided by the Taku Wild Manager
- Land & weigh salmon, complete paperwork
- Pack salmon in layers of ice & replenish the ice as needed
- Track amounts of each species packed in each bin and record them in the workbook
- Clean and maintain the Landing Station deck after each landing and at the end of the opening
- Constant communication with TW Manager regarding fish on the dock, ice & fuel supply, river level, fish deliveries, parts, supplies & groceries needed, flight/barge arrangements to transport fish, etc.
- Update information for DFO after each day of fishing
- Enter information from landings into the excel workbook daily and submit it to the office weekly for payroll
- Complete the Food Fish report weekly and submit it to TRTFN Fisheries and Taku Wild Manager
- Check and correct moorage lines in preparation for flood or low-water extremes
- Conduct a shutdown checklist at the end of the season to ensure the Landing Station equipment, facilities, etc., are clean, winterized, and secure, ready for the following season.

Remote Camp

- Operate and maintain diesel & gas generators, complete the daily maintenance logbook, and ensure adequate diesel/gas supply on site
- Keep generator shed clean and organized; clean up spills immediately with soaker pads
- Test and ensure electrical and communication systems are operational every day
- Ensure the communication system is stored safely at all times, especially during emergencies (i.e., flood)

Taku Wild Products

Landing Station Manager

- Maintain operation of water/UV system needed to pass inspection and winterize at the end of the season
- Track fuel usage (diesel, gas & propane) and order ahead to ensure adequate supply in the camp
- Maintain all appliances and equipment in the kitchen, watershed, and bunkhouse
- Keep tools organized in the shed and on the tool bench
- Burn all burnable garbage daily, rinse & crush cans, and send out the garbage as the opportunity arises
- During flood watch, move things to higher ground as needed, including internet equipment and printer

Administration & General Duties

- Post the current Fish Receiver Licence on the Landing Station each season
- Post the current buying price for salmon each opening
- Fill out the fish slips for each landing, give one copy to the fisher, one to DFO, and submit one for organizational records
- Ensure all fish slips are recorded and up to date
- Track all bins of salmon (lbs. and species) and update TW Manager regularly and assist in planning delivery loads to market
- Reconcile the excel workbook (landings & deliveries) at the end of the opening and submit it to the office for payroll
- Fill out POs for fuel, slips for deliveries, and fisher camp charges
- Track POs for fuel and slips for camp charges and submit them to the office at the end of each pay period
- Complete daily, weekly, and monthly maintenance logbooks for all generators
- In an email to TW Manager, provide details of any incidents that may occur on the Landing Station or in camp immediately and your response to them
- Communicate with Taku Wild Manager constantly throughout the day to inform of the quantity of fish on the dock, possible delivery schedules, weather, river levels, the fuel needed, materials, supplies, and groceries needed. Report emergencies and incidents immediately.
- Be available to Fishers daily during fishing openings to land fish and provide ice and fuel as required.
- Provide paperwork to Department of Fisheries and Oceans (DFO) river staff daily during fish openings.
- Email the Barge operator whenever a delivery needs to be booked to take fish to Juneau and load and unload the barge.
- Work with plane and helicopter pilots to unload and load flights for supplies and groceries into camp and to take fish out to Atlin or Whitehorse.
- Communicate with TRTFN Fisheries personnel to submit Food Fish reports weekly and coordinate arrangements for food fishing for the community.

Knowledge, Skills, and Abilities

- Knowledge of fishing and salmon species on the Taku River
- Basic knowledge of computers, including Microsoft Excel, Outlook, and Skype
- Experience with the operation and maintenance of equipment, such as generators, water systems, and ice machines
- Solid communication, written and verbal, and interpersonal skills
- Flexible with a willingness to work an irregular and extended schedule, servicing fishers, usually between 8 am and 10 pm
- Excellent relationship-building abilities and working with people from various backgrounds (fishers, DFO personnel, the barge operator, helicopter pilots, and community members) representing Taku Wild in all interactions.
- Good communication with the TW Manager on a very regular basis is also essential.
- The ability to multi-task, prioritize, organize, and work in a demanding environment
- The ability to adjust quickly to changing circumstances (i.e., bad weather or low water affecting delivery schedules, etc.)
- Also need to manage heavy fish totes for loading planes and helicopters.

Training, Education & Experience

- Experience in the operation of a remote landing station and camp
- One year of supervisory experience
- Satisfactory Criminal Record Check

Working Conditions

- Work is routinely performed indoors and outdoors
- Remote location work with limited communication