



JOB POSTING

Title: Fisheries Assessment Technician/Admin– Saugeen Ojibway Nation (SON)
Reports to: Fisheries Assessment Biologist
Terms: Full-Time
Hours: 35 hrs per week
Salary: \$40,000 per annum
Location: Fisheries Department

Position Summary:

Work within a team setting, in the field, (stationary and/or mobile Assessment facilities) collecting biological data and samples from the Saugeen Fisheries Department as well as joint research with the Chippewas of Nawash Fisheries Department and Coastal Waters Monitoring Program

Duties:

- Completing all duties detailed below according to the procedures of the Saugeen Fisheries Department
- Accurate and thorough recording of data onto data forms
- Responsible for primary data quality management
- Must be willing to assist in the coordination and implementation of all field sampling programs
- Must be responsible for aliasing with Saugeen and Nawash Fisheries Departments and the Coastal Waters staff on a regular basis
- Admin/Office duties Excel/Word
- Must be willing to work on a boat

Qualifications:

- Grade 12 or GED or related experience
- Any experience on a boat
- Any Administrative experience

Requirements:

- Responsible for photocopying and providing field crews with data forms
- Responsible for research data entry and primary error checking
- Responsible for deck hand work, capturing images with ROV for the purpose of fish determination and fish environment health
- Assist in filing and office maintenance
- Must be able to demonstrate some computer skills
- Must be able to demonstrate written and verbal communication skills
- Must have a strong interest in biology
- Must be willing to take additional training as required
- Must display excellent organizational abilities

- Must be able to work with minimum of supervision
- Must function well in meeting deadlines
- Must maintain confidentiality as defined in Policies and Procedures
- Must demonstrate biological and or technical skills
- Must demonstrate strong interpersonal and communications skills
- Must demonstrate problem solving capabilities
- Must possess a high level of knowledge of First Nation Fisheries
- Must provide own safety shoes to be worn as required by Health and Safety Policy
- Current knowledge of the Saugeen and Chippewas of Nawash Fisheries and of fishing techniques. Strong knowledge of biological and ecological assessment and familiarity with fisheries assessment gear

WORKING CONDITIONS

1. Physical Demands – Short Periods of stooping, reaching, pushing, walking, climbing, standing, kneeling, lifting and/or fixed work position. Lifting of some objects not exceeding 50 pounds
2. Environment – An office environment and indoor locations with exposure to outside encountering adverse weather conditions, safety hazards and temperature extremes.
3. Mental Effort – Periods of handling of difficult situations that some may find stressful and or upsetting. Accuracy of reports and meeting deadlines.
4. Position Type/Expected Hours of Work – Regular full-time hours of 35 hours per week with availability for evening and weekend work as required.

Applications MUST include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers or email addresses (one must be current or most recent employer)

DEADLINE DATE: Monday June 15 2026 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Office: HR Department, 519-797-2781, Extension 1110

By E-Mail: tiffany.dedo@saugeen.org

By Mail: HR Department, 6 Cameron Drive, RR#1, Southampton, ON N0H 2L0