

<b>File No.:</b>	<b>104925</b>
<b>Classification No.:</b>	<b>011103</b>
<b>Job Code:</b>	<b>001111</b>
<b>RCUH Pay Range:</b>	<b>11</b>
<b>FLSA:</b>	<b>Non-Exempt</b>
<b>EEO Cat.:</b>	<b>8 – Laborer (Unskilled)</b>
<b>Effective Date:</b>	<b>August 10, 1999 (Revised 2/00, 8/00)</b>

**MICONIA FIELD WORKER  
(a.k.a. FIELD ASSISTANT I)**

**Pacific Cooperative Studies Unit**

- I. SUMMARY OF DUTIES:** Regular, 7-month Limited Term, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) Big Island Invasive Species project, located at the Hawaii Department of Agriculture Office in Hilo, Hawaii. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Systematically pulls saplings and seedlings, cuts and frills trees (with hand cutting tools), and treats with herbicides. Assists field leader in keeping precise locational records and field maps of Miconia locations and control progress. Performs other duties as assigned.

**II. SCOPE OF POSITION:**

- A. Reports to:** General supervision by: Principal Investigator (Dr. D. Duffy)  
Day-to-Day supervision: Miconia Field Leader (Nelson Ho)
- B. Supervises:** None.
- C. Signature Authorities:** None.
- D. Level of Interaction:** Job requires working with crew leader and other team members to remove the invasive plant Miconia from Hawaii County. The team will be a major part of an interagency effort to achieve the same end. Volunteers will sometimes be instructed and supervised. Field leader may sometimes delegate to the crew responsibility for project implementation. Work will be primarily in an outdoor rural, remote or sometimes residential area, with exposure to heat, mosquitoes and difficult terrain. Rainfall occurs frequently. Special clothing and procedures will be used to prevent spreading Miconia seeds elsewhere. Vehicle access will be possible to general area of work, but cross-country (without trail) travel will be the norm when work is being performed. Accurate and timely communication of progress and Miconia locational information to the field leader is essential.

### III. **MAJOR DUTIES & RESPONSIBILITIES (\* Essential Job Functions)**

- 90%\* 1. Works closely with field leader and supervisor to implement a detailed plan to halt the expansion of Miconia within Hawaii County. Emphasis will be aimed at eliminating all plants, especially those with seed-producing capabilities. Seedlings will be removed concurrently. Will work with other field crewmembers (and sometimes with volunteers) to systematically pull saplings and seedlings, cut and frill trees (with hand cutting tools), and treat with herbicides. May need to drive from office to various field sites, site to site, or to site with supplies (to secure supplies). Systematic return trips will be made periodically to all known infestation sites to remove new growth from seed stock, and to search for overlooked individuals. Assist with maintenance of vehicle and keeping track of all dedicated project equipment, including boots, rain gear, machetes, chain saws etc. Helps to map confirmed sighting on field maps to document control efforts and to help keep detailed records of population size and reproductive status.
- 10% 2. Performs miscellaneous duties as required.

### IV. **MINIMUM QUALIFICATIONS:**

- A. **Education:** Graduation from high school.
- B. **Experience:** One (1) year minimum experience in field activities relating to agricultural or natural resources management.
- C. **Abilities, Knowledge, and Skills:** Ability to understand and carry out oral and written instructions, learn techniques (involving hand cutting tools and herbicides), work with small mechanized equipment, learn to read and navigate with topographic maps, state tax map keys (TMK) and aerial photographs; learn and use compass and altimeter. Posses a valid driver's license.
- D. **Physical and/or Medical Demands:** Able to hike over extremely rough and steep terrain, and work under adverse weather conditions. Able to lift and carry 50 lbs.

- V. **DESIRABLE QUALIFICATIONS:** Experience working with control of invasive species in Hawaii; knowledge of Hawaiian flora and fauna; experience working with herbicides, and in operating a 4-wheel drive vehicle.

**VI. REVIEWED BY INCUMBENT OF POSITION:** This position description is a summary of job functions, responsibilities and qualifications. These designations of functions are subject to change, as needs dictate.

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:**

\_\_\_\_\_  
Signature of Supervisor

On: \_\_\_\_\_  
Date

Note: This sheet is attached to the position description. This page will be maintained with your file copy of the official installation date of the position description.

**PREPARED/RECOMMENDED AND SUBMITTED BY:**

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

**CLASSIFICATION:**

Non-Exempt  
RCUH Pay Range: 11

Factor	Slotting	Points
Know How	B1	87
Accountability	B(1)R	19
Problem Solving	B1	12

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**REVIEWED AND APPROVED BY:**

\_\_\_\_\_  
Director of Human Resources or Designee

\_\_\_\_\_  
Date

cp

Bulletin Board Posting: January 26, 2001

**MICONIA FIELD WORKER – ID#21041.** Regular, 7-month Limited Term, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) Big Island Invasive Species project, located at the Hawaii Department of Agriculture Office in Hilo, Hawaii. **Minimum Monthly Salary:** \$1,661.00. **Duties:** Systematically pull Miconia saplings and seedlings, cut and frill Miconia trees (with hand cutting tools), and treat with herbicides. **Minimum Qualifications:** Graduation from high school. One (1) year minimum experience in field activities relating to agricultural or natural resources management. Ability to understand and carry out oral and written instructions, learn techniques (involving hand cutting tools and herbicides), work with small mechanized equipment, learn to read and navigate with topographic maps, state tax map keys (TMK) and aerial photographs; learn and use compass and altimeter. Posses a valid driver's license. Able to hike over extremely rough and steep terrain, and work under adverse weather conditions. Able to lift and carry 50 lbs. **Desirable Qualifications:** Experience working with control of invasive species in Hawaii; knowledge of Hawaiian flora and fauna; experience working with herbicides, and in operating a 4-wheel drive vehicle. **Inquiries: Lynnette Kinoshita, 956-3932 (Oahu).** **Application Requirements:** Send cover letter (note Recruitment No.) with narrative on your qualifications for the position, resume with salary history, the names and phone numbers of three work related references, and copy(ies) of diploma(s) and/or certificate(s) used to qualify for position to the Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822. Facsimile: (808) 956-5022. **Closing Date: February 2, 1001.**

HTH Ad: None

## **Pacific Cooperative Studies Unit, Hawaiian Ecosystem Project**

Research Corporation of the University of Hawaii

### **MICONIA FIELD WORKER – ID#**

Regular Full-Time, positions w/ the Pacific Cooperative Studies Unit (PCSU) Big Island Invasive project, located at the Hawaii Dept. of Agriculture Office in Hilo, Hawaii to do manual work toward eradication of Miconia plants by systematically pulling saplings & seedlings, treating w/ herbicide, utilizing a machete, hand saw, or chain saw.

**Requires:** H.S., 1 year minimum experience in field activities relating to agricultural or natural resources management; able to read & navigate w/ topographic maps; carry out oral & written instructions; good leadership & communication skills; valid driver's lic.; able to work w/ small mechanized equipment ; work outdoors on extremely rough terrain & under adverse conditions; able to lift & carry 50 lbs. **Closing date:** \_\_\_\_\_ . **Min.**

**Sal.: \$1661/mo. Inquires: Lynnette Kinoshita, 956-3932 (Oahu). Application:** Send cover letter (note Rec.#) w/ narr. on qualif. for the position, resume w/ sal. hist., the names & phone #s of 3 work rel. ref., & copy(ies) of diploma(s) &/or certificate(s) used to qualify for the position to: Director of Human Resources, Research Corporation of the university of Hawaii, 2530 Dole St., Sakamaki Hall D-100, Honolulu, HI 96822. Fax: (808) 956-5022.