CONSERVATION/RESOURCE MANAGEMENT SPECIALIST

Pacific Cooperative Studies Unit (PCSU)

I. SUMMARY OF DUTIES: Regular, Full-Time, RCUH Non-Civil service position with the Pacific Cooperative Studies Unit (PCSU) performing project tasks on land controlled by the Hawaii Department of Land and Natural Resources, U.S. Army, and private landowners, in conjunction with the Koolau Watershed Partnership, located on the island of Oahu Hawaii. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

A primary goal is to ensure that on-the-brink endangered species populations are protected from major threats in a manner consistent with Federal, State, and Army environmental quality policies. Work must be done in accordance with applicable Army, Federal, and State regulations and laws, especially regarding endangered species, safety and health, and pesticides.

Implements office and field work designed and planned cooperatively by the U.S. Fish and Wildlife Service, Hawaii Department of Land and Natural Resources, U.S. Army, The Nature Conservancy of Hawaii, and the Koolau Watershed Partnership, such as, but not limited to: implementing field work (e.g., fencing, weeding, monitoring, etc.); leading volunteers in the field; assisting in scheduling, planning, logistics, and documenting day-to-day field work; recording and analyzing field data using computer aided programs. Performs other duties as assigned.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Dr. David Duffy)
   Day-to-day supervision: U.S. Fish and Wildlife Service staff

B. Supervises: None

C. Budgetary Fiscal Responsibility: None.

D. Level of Interaction: Management of tasks takes place mostly on Hawaii Department of Land and Natural Resources lands and incumbents work
closely with various agency personnel and equipment. The incumbent will interact with personnel from agencies/contractors such as The Nature Conservancy of Hawaii, U.S. Fish and Wildlife Service, Hawaii Department of Land and Natural Resources, and private landowners. When implementing field work, the incumbent works as a member of a team of other natural resources workers. Person-to-person contacts are primarily with cooperators and volunteers. Works with co-workers and supervisors in recording and analyzing field data. Required to hike, backpack, and camp with them in remote areas and rugged terrain for up to 4 days at a time.

III. MAJOR DUTIES & RESPONSIBILITIES (*Essential Job Functions—Major Duties & Responsibilities are listed in order of importance):

70%* 1. Assists in plan and design, and implements office and/or field work cooperatively with Army, Hawaii Department of Land and Natural Resources, and The Nature Conservancy staff potentially involving, but not limited to:
   a. Rare and endangered native species monitoring, surveying, and protection.
   b. Alien plant and animal monitoring, surveying, and control (e.g. monitoring, weed control involving manual and/or chemical techniques; rat control; ungulate control, etc.).
   c. Collect and ensure quality of field forms and data related to monitoring and control activities.

25%* 2. Assists in planning and documenting work potentially involving, but not limited to:
   a. Scheduling, planning, logistics, and documentation of day-to-day field work.
   b. Recording and analyzing data using conventional means and Global Positioning Systems, and computer aided programs.
   c. Completes three-month, six-month, and year-end reports.
   d. Works with partner agencies to plan conservation strategies that further the project. (U.S. Fish and Wildlife Service, Hawaii Department of Land and Natural Resources, U.S Army, The Nature Conservancy of Hawaii, Koolau Watershed Partnership, etc.)

5% 3. Performs other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. Education: Bachelor’s degree from an accredited four (4) year college or university in Biological, Biomedical, or Environmental Science with basic/related biology courses. Bachelor’s Degree in non-related field with
one (1) year experience managing natural resources in Hawaii will be accepted.

B. **Experience:** Six (6) months of experience dealing with biological resources in Hawaii. Experience needs to be documented well and acquired under the employment of an academic institution, governmental agency, private company, and non-profit organization in the appropriate field.

C. **Abilities, Knowledge, and Skills:** Able to make sound planning and logistical decisions. Knowledge of and/or expertise in vegetation and/or rare plant monitoring techniques and data collection. Knowledge of herbicide use and weed control techniques. Ability to use altimeter, compass and maps. Computer literate. Must possess valid driver's license and ability to drive 4-wheel drive vehicle.

D. **Physical and/or Medical Demands:** Able and willing to conduct work under dirty, muddy, rainy or sunny, hot or cold, and strenuous outdoor conditions (e.g. extreme weather, mosquitoes, steep terrain). Able to hike up to 10 miles per day, backpack with up to 35 pounds of weight, and camp in remote areas and rugged terrain for up to 4 days at a time.

V. **DESIABLE QUALIFICATIONS:** Education and experience in programs managing rare and endangered species and ecosystems on lands in Hawaii. Knowledge of endangered species management, safety and logistical training. Knowledge of Federal, State, and local environmental laws. Familiarity with integrative techniques used to inventory, assess, and display natural resource assets, environmental impacts and their interrelationships. Previous experience in weed and ungulate control (especially monitoring and fence construction), helicopter operations in Hawaii. Experience with chain saws and digging and cutting tools. Experience with herbicides. State of Hawaii certification to apply pesticides. Ability to record biological data with a Global Positioning System (GPS) and download data from GPS unit into computer.
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:**

__________________________________    On:  ________________
Signature of Supervisor or RCUH HR Representative    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:
Exempt
RCUH Pay Range: PR-18

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APPROVED BY:

Director of Human Resources or Designee ____________________ Date ________________

JB, 11/13/02
CONSERVATION/RESOURCE MANAGEMENT SPECIALIST – ID#22604. Pacific Cooperative Studies Unit. Regular, Full-Time, RCUH non-civil service position with the Pacific Cooperative Studies Unit performing project tasks on land controlled by the Hawaii Department of Land and Natural Resources, U.S. Army, and private landowners, in conjunction with the Koolau Watershed Partnership on the island of Oahu, Hawaii. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Monthly Salary Range: $2,108.00-$3,162.00. Duties: A primary goal is to ensure that on-the-brink endangered species populations are protected from major threats in a manner consistent with Federal, State, and Army environmental quality policies. Work must be done in accordance with applicable Army, Federal, and State regulations and laws, especially regarding endangered species, safety and health, and pesticides. Implements office and field work designed and planned cooperatively by the U.S. Fish and Wildlife Service, Hawaii Department of Land and Natural Resources, U.S. Army, The Nature Conservancy of Hawaii, and the Koolau Watershed Partnership, such as, but not limited to: implementing field work (e.g., fencing, weeding, monitoring, etc.); leading volunteers in the field; assisting in scheduling, planning, logistics, and documenting day-to-day field work; recording and analyzing field data using computer aided programs. Performs other duties as assigned. Minimum Qualifications: Bachelor's degree from an accredited four (4) year college or university in Biological, Biomedical, or Environmental Science with basic/related biology courses. Bachelor's Degree in non-related field with one (1) year experience managing natural resources in Hawaii will be accepted. Six (6) months of experience dealing with biological resources in Hawaii. Experience needs to be documented well and acquired under the employment of an academic institution, governmental agency, private company, and non-profit organization in the appropriate field. Able to make sound planning and logistical decisions. Knowledge of and/or expertise in vegetation and/or rare plant monitoring techniques and data collection. Knowledge of herbicide use and weed control techniques. Ability to use altimeter, compass and maps. Computer literate. Must possess valid driver's license and ability to drive 4 wheel drive vehicle. Able and willing to conduct work under dirty, muddy, rainy or sunny, hot or cold, and strenuous outdoor conditions (e.g. extreme weather, mosquitoes, steep terrain). Able to hike up to 10 miles per day, backpack with up to 35 pounds of weight, and camp in remote areas and rugged terrain for up to 4 days at a time. Desirable Qualifications: Education and experience in programs managing rare and endangered species and ecosystems on lands in Hawaii. Knowledge of endangered species management, safety and logistical training. Knowledge of Federal, State, and local environmental laws. Familiarity with integrative techniques used to inventory, assess, and display natural resource assets, environmental impacts and their interrelationships. Previous experience in weed and ungulate control (especially monitoring and fence construction), helicopter operations in Hawaii. Experience with chain saws and digging and cutting tools. Experience with herbicides. State of Hawaii certification to apply pesticides. Ability to record biological data with a Global Positioning System (GPS) and down load data from GPS unit into computer. Inquiries:
Lynnette Kinoshita, 956-3932 (Oahu). Application Requirements: Send cover letter (note ID#) and referral source with narrative on your qualifications for the position, resume with salary history, the names, phone numbers, and addresses of three supervisory references, and copy(ies) of degree(s)/transcripts/certificate(s) used to qualify for position via: 1) email: rcuhhrapply@rcuh.com 2) fax: (808) 956-5022 or 3) mail: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822. See www.rcuh.com for additional information on employment. **Closing Date: December 23, 2002.** EEO/AA Employer.
CONSERVATION/RESOURCE MANAGEMENT SPECIALIST – ID#22604.
Regular, Full-Time, position w/ Pacific Cooperative Studies Unit on Oahu. **Duties:** Ensure that on-the-brink endangered species populations are protected from major threats. Implements field work (e.g., fencing, weeding, monitoring, etc.); leading volunteers in field; assisting in scheduling, planning, logistics, & documenting day-to-day field work; recording & analyzing field data using computer aided programs. **Requires:** Bachelor's in Biological, Biomedical, or Environmental Science w/ basic/related biology courses. Bachelor’s Degree in non-related field w/ 1 yr. exper. managing natural resources in HI will be accepted. 6 mos. exper. dealing w/ biological resources in HI. Exper. needs to be documented well & acquired under employment of academic institution, governmental agency, private company, & non-profit organization in appropriate field. Able to make sound planning & logistical decisions. Knowledge of &/or expertise in vegetation &/or rare plant monitoring techniques & data collection. Knowledge of herbicide use & weed control techniques. Ability to use altimeter, compass & maps. Computer literate. Valid driver's license. Able to drive 4 WD vehicle. Able & willing to conduct work under dirty, muddy, rainy or sunny, hot/cold, & strenuous outdoor conditions. Able to hike up to 10 miles/day, backpack w/ up to 35 lbs., & camp in remote areas & rugged terrain for up to 4 days at a time. **Inquiries:** Lynnette Kinoshita, 956-3932. **Closing:** 12/23/02. **Sal. Range:** $2108-$3162/mo.