INVASIVE SPECIES FIELD SUPERVISOR - MAUI

Pacific Cooperative Studies Unit

I. **SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), located on Maui, Hawaii, with primary work location near Hana. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Supervises, trains, and works in the field with a field crew and/or volunteers of up to 10 to implement established action plans that target invasive alien plant and/or animal species for control or eradication in Maui County. Assists in translating action plans appropriately, with the guidance of the MISC Manager and Field Operations Leader, Miconia Incident Commander, MISC Committee and partner agencies. The Field Supervisor plans site control strategies, makes contact with residents at targeted locations, and leads the crew’s control efforts. Uses hand tools and portable pesticide applicators in field control efforts. Works in and around helicopters.

Keeps precise daily records of all field efforts. Prepares progress reports and submits all data and findings in a timely fashion. Public or residential contact will be required to schedule access and to maintain positive relations with landowners.

Ensures strict adherence by entire field crew team to established protocols for preventing the spread of invasive species. Follows and adheres to all safety and operational guidelines and ensures crew compliance. Tracks inventory, supplies and equipment needs, and maintains equipment used. All work must be performed in accordance with Research Corporation of the University of Hawaii (RCUH), Pacific Cooperative Studies Unit (PCSU), and other applicable policies and guidelines.

II. **SCOPE OF POSITION:**

A. **Reports to:** Principal Investigator (David Duffy)
   MISC Manager (Teya Penniman)
B. **Supervises:** Two to ten (2-10) Field Crew Workers/Technicians, Temporary Hires, and Volunteers

C. **Budgetary and/or Fiscal Responsibilities:** None.

D. **Signature Authorities:** None.

E. **Level of Interaction:** Supervises and leads field teams through direct participation and oversight. Will delegate responsibilities to field team members as appropriate for project completion. Works primarily with Field Operations Leader and/or the Miconia Incident Commander to develop and carry out work strategies and schedules. Interacts regularly with MISC’s Manager, PR/Education Specialist, Administrative Specialist, and Data Associate in conducting daily activities. While overall project coordinators provide goals and direction, the incumbent may be relied on for mission scheduling and implementation. Will interact regularly with personnel from cooperating organizations as part of an interagency effort to achieve established action plans. Work is mostly outdoors, in rural, remote or residential areas. Vehicle access is possible in some areas, but cross-country travel (without trails) may be frequent in others. Exercises professional judgment in choosing from a range of available treatment methods to meet specific site requirements and for management planning. Helps foster and maintain favorable relationships with affected landowners and the public. Contributes to creating and preserving a positive work environment. Good leadership and communication skills. Excellent interpersonal skills.

III. **MAJOR DUTIES & RESPONSIBILITIES** (List 6-8 duties in order of importance, not by % values. Place an ✅ to identify the Essential Job Functions) **BOLD all “primary duties”:**

70% ✅ 1. Supervises field crews for the control of invasive plants/animals. Directs and works in conjunction with field crews to systematically locate and map target species. Invasive threats are mechanically removed or treated with pesticides. Trains field workers and volunteers in appropriate work procedures, including the use of equipment and pesticides, and evaluates work performance. Public or residential contact is required to schedule access and to maintain positive relationships with landowners.

Fieldwork requires the ability to drive project vehicles both on and off road; and within the scope of training, do occasional rappelling, work in and around helicopters, and handle pesticides. Ensures control...
crews and volunteers adhere to protocols in preventing the spread of weed seeds and to all applicable safety guidelines. Must be able to work outdoors on extremely rough terrain and under adverse weather conditions. Duty hours may vary and may include some early morning and late evening shifts.

20% 2. Keeps daily records of field efforts, areas covered, plants treated, herbicide usage, worker hours and travel details, as well as precise location records. Records and reports daily activities on maps, control work data sheets, and any other relevant notes relating to each work site. Precise navigational and field mapping capabilities are essential to accomplish and document the tasks reliably. Operates a Global Positioning System (GPS) unit to record spatial data. Downloads and post-processes GPS data. Will be required to enter data and assist with analysis.

5% 3. Regularly maintains field equipment and vehicles and notifies Supervisor when major repairs or maintenance is required. Issues gear to crewmembers, tracks field supply and equipment inventories, and identifies procurement needs in advance.

5% 4. Works in conjunction with cooperating agencies and groups to coordinate implementation of action plans. Participates in discussions regarding control status of targeted species and scheduling priorities for the field crews. Plans site control strategies.

5. Performs miscellaneous related duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. **Education:** Bachelor’s Degree from an accredited college or university, preferably in Biology, Botany, Resource Management, Environmental Studies, or a related field (Five to seven (5-7) years of fieldwork in a resources management-related program may substitute for a Bachelor’s Degree.)

B. **Experience:** One to three (1-3) years of experience in field activities relating to Natural Resources Management.

C. **Knowledge:** Knowledge of Hawaiian biota and threats from incipient alien plant and animal invasions in Hawaii. Knowledge of field techniques to control alien species.

D. **Abilities and Skills:** Ability to train others in alien species control field techniques. Ability to read and navigate with topographic maps, state Tax Map Keys (TMK), and aerial photographs. Ability to use a compass, altimeter, GPS unit, and other navigation tools. Ability to write clear and
concise reports. Ability to understand and carry out oral and written instructions. Must possess a valid driver’s license and be able to drive a 4-wheel drive vehicle with manual transmission. Able to work with small-mechanized equipment (chain saws, etc.).

**Post Offer/Employment Conditions:** Must be able to complete basic helicopter safety course and rappelling training within 12 months of hire. Must obtain State certification as Restricted Pesticide Applicator within three months of hiring.

**E. Physical and/or Medical Demands:** Must not be acrophobic (afraid of heights). Must be able to lift and carry 50 pounds.

**V. Desirable Qualifications:** Experience with control of invasive species in Hawaii; with pesticides; computer literacy; and specific knowledge of Hawaiian flora and fauna. American Red Cross Certification in First-Aid/CPR. Current certification as a Restricted Pesticide Applicator in the State of Hawaii. One year of supervisory experience.

**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
**CLASSIFICATION:**

Exempt
RCUH Pay Range: PR-18

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**REVIEWED AND APPROVED BY:**

Director of Human Resources or Designee ____________________________ Date

RI (2/21/03)
KO (6/04)
INVASIVE SPECIES FIELD SUPERVISOR-MAUI – ID# 24479. Pacific Cooperative Studies Unit. Regular, Full-Time, RCUH Non-Civil Service position located on Maui, Hawaii, with primary work location near Hana. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Monthly Salary Range: $2,189.00-$3,396.00. Duties: Supervises, trains, and works in the field with a field crew and/or volunteers of up to 10 to implement established action plans that target invasive alien plant and/or animal species for control or eradication in Maui County. Assists in translating action plans appropriately, with the guidance of the MISC Manager and Field Operations Leader, Miconia Incident Commander, MISC Committee and partner agencies. The Field Supervisor plans site control strategies, makes contact with residents at targeted locations, and leads the crew’s control efforts. Uses hand tools and portable pesticide applicators in field control efforts. Works in and around helicopters. Keeps precise daily records of all field efforts. Prepares progress reports and submits all data and findings in a timely fashion. Public or residential contact will be required to schedule access and to maintain positive relations with landowners. Ensures strict adherence by entire field crew team to established protocols for preventing the spread of invasive species. Follows and adheres to all safety and operational guidelines and ensures crew compliance. Tracks inventory, supplies and equipment needs, and maintains equipment used. All work must be performed in accordance with Research Corporation of the University of Hawaii (RCUH), Pacific Cooperative Studies Unit (PCSU), and other applicable policies and guidelines. Minimum Qualifications: Education: Bachelor’s Degree from an accredited college or university, preferably in Biology, Botany, Resource Management, Environmental Studies, or a related field (Five to seven (5-7) years of fieldwork in a resources management-related program may substitute for a Bachelor’s Degree.) Experience: One to three (1-3) years of experience in field activities relating to Natural Resources Management. Abil/Know/Skills: Knowledge of Hawaiian biota and threats from incipient alien plant and animal invasions in Hawaii. Knowledge of field techniques to control alien species. Ability to train others in alien species control field techniques. Ability to read and navigate with topographic maps, state Tax Map Keys (TMK), and aerial photographs. Ability to use a compass, altimeter, GPS unit, and other navigation tools. Ability to write clear and concise reports. Ability to understand and carry out oral and written instructions. Must possess a valid driver’s license and be able to drive a 4-wheel drive vehicle with manual transmission. Able to work with small-mechanized equipment (chain saws, etc.) Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course and rappelling training within 12 months of hire. Must obtain State certification as Restricted Pesticide Applicator within three months of hiring. Physical/Medical Requirements: Must not be acrophobic (afraid of heights). Must be able to lift and carry 50 pounds. Desirable Qualifications: Experience with control of invasive species in Hawaii; with pesticides; computer literacy; and specific knowledge of Hawaiian flora and fauna. American Red Cross Certification in First-Aid/CPR. Current certification as a Restricted Pesticide Applicator in the State of Hawaii. One year of supervisory experience. Inquiries: Lynnette Kinoshita 956-3932 (Oahu). Application Requirements: The preferred method of
applying for a job is through our on-line application process. Please go to www.rcuh.com, click on “Employment” and navigate to “Job Announcements/Apply for a Job.” However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. **Closing Date: October 11, 2004.**

EEO/AA Employer
INVASIVE SPECIES FIELD SUPERVISOR-MAUI – ID# 24479
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Requires: Bachelor’s Degree, preferably in Biology, Botany, Resource Management, Environmental Studies, or related field (5-7 years of fieldwork in a resources management-related program may sub. for Bachelor’s). 1-3 years experience in field activities relating to Natural Resources Management. Knowledge of Hawaiian biota & threats from incipient alien plant & animal invasions in HI. Knowledge of field techniques to control alien species. Ability to train others in alien species control field techniques. Ability to read & navigate w/ topographic maps, state Tax Map Keys (TMK), & aerial photographs. Ability to use a compass, altimeter, GPS unit, & other navigation tools. Ability to write clear & concise reports. Possess a valid driver’s license & able to drive a 4-wheel drive vehicle w/ manual transmission. Able to work w/ small-mechanized equipment (chain saws, etc.) Able to complete basic helicopter safety course & rappelling training w/in 12 months of hire. Must obtain State certification as Restricted Pesticide Applicator w/in three months of hiring. Must not be acrophobic (afraid of heights). Able to lift & carry 50 lbs. Inquiries: Lynnette Kinoshita 956-3932 (Oahu). Closing: 10/11/04. Sal.: $2,189-$3,396/mo.