BIISC FIELD LEADER  
(a.k.a. Field Supervisor)  
Pacific Cooperative Studies Unit

I. SUMMARY OF DUTIES: Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit, Big Island Invasive Species Committee (BIISC), located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Plan and lead invasive species control projects with Team Leader. Work in conjunction with and supervise a field crew of 1 to 4 staff and/or volunteers. The groups participate in control efforts directed towards the elimination of targeted invasive species in Hawaii County. Work with residents as well as on vacant lands; keeps daily records of field efforts, areas covered, invasive species destroyed, worker records hours and pesticide usage. Keep precise location records on tax key and other field maps of pest populations or areas where none have been seen. Reports field control progress to Team Leader. Submits required control data and relevant information on species controlled on all surveyed areas. Train field workers and volunteers in appropriate procedures, use of equipment and pesticides. Track inventory, supplies and equipment needs. Assure proper maintenance of equipment used and train others for the same. Utilize a flexible assortment of control methods for invasive species to meet specific site requirements. Utilize hand tools and portable pesticide applicators in field control efforts. Assure favorable public relations. Perform additional related duties as assigned.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Dr. David Duffy)  
   Overall Supervisor: Project Manager (Julie Leialoha)  
   Day-to-Day Supervisor: Field Operations Supervisor

B. Supervises: Field Assistant I (4), volunteers and other groups (1-15)

C. Budgetary and/or Fiscal Responsibilities: None.

D. Signature Authorities: None.
E. **Level of Interaction:** Job requires developing program activities with the Team Leader, who oversees and coordinates the island wide rapid response chemical/mechanical ground control efforts, and works as a crew leader for the team to remove targeted invasive species from Hawaii County. The team will be a major part of an interagency effort to achieve the same end. Instruct and supervise group efforts. Field Supervisor will assist in planning site control strategies, make contact with residents where invasive species locations exist, and lead group efforts to control them. Field Supervisor will provide leadership for the crew and may sometimes delegate responsibility for project implementation to the crew. Work will be primarily outdoors, in rural, remote or residential areas. Exposure to heat, stinging/biting insects, difficult terrain, and adverse weather conditions will occur. Work will include walking in and crossing through streams. Occasional night work will be necessary to conduct survey or control work. Special clothing and procedures will be used to prevent spreading invasive species propagules to uninfested areas. Vehicle access will be possible to general area of work, but cross-country (without trails) travel will be the norm when work is being performed. Travel to job sites and/or assessment of degree of infestation may require travel by helicopter. Occasional rappelling will be necessary for control work at selected sites. Training is required, but the ability to perform rappelling duties is dependent on job site requirements. Accurate and timely communication of work progress and information on invasive species to the Team Leader is essential. Assure favorable public relations. Possess good leadership and communication 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”:**

90%❑1. Assist in the development and implementation of a detailed plan to halt the spread of invasive species within Hawaii County. Supervise and work in conjunction with field crew members to systematically reduce pest populations with approved chemical and mechanical control methods. Work will include walking in and crossing through streams. Drive from office to various field sites, between sites, and/or to sites with supplies to facilitate control work. Pick up supplies and equipment as needed. Train field team and ensures protocol adherence for field work and preventing spread of invasive species by control crew and volunteers. Lead field control activities with groups including regular staff and up to 15 volunteers or other field workers. Public or resident contact will be required from time to time. Record and report daily activities through maps, control work data sheets, and any other notes obtained related to each work site to supervisor. Precise navigational and field mapping capabilities are essential in order to accomplish and document the tasks reliably. Rappelling will be necessary for control work at selected sites.
Regularly maintain field equipment and vehicles; and notifies supervisor when major repairs or maintenance is required. Track supply and equipment inventories, and give ample notification to supervisor when additional items will be required. Safely drive 4WD project vehicles both on and off-road.

5% ☒2. Work with supervisor to coordinate with other agencies and groups to implement control plans and participate in discussions regarding control status information. Assure favorable public relations.

5% ☐3. Perform miscellaneous related duties as required.

IV. MINIMUM QUALIFICATIONS:

A. **Education:** High School Diploma.

B. **Experience:** Two to four (2-4) years experience in field activities relating to agricultural or natural resource management in Hawaii, including two to three (2-3) years supervisory experience.

C. **Knowledge:** None.

D. **Abilities and Skills:** Able to understand and carry out oral and written instructions. Experience using pesticides. Experience supervising others using pesticides and application equipment. Able to teach control procedures and techniques: including use of pesticide application equipment, pesticides and hand tools. Able to read maps and navigate with topographic maps, state tax map keys (TMK), and aerial photographs. Able to use compass, GPS and altimeter navigating tools. Able to write clear and concise reports. Possess a valid driver's license. Able to safely operate 4-wheel drive project vehicles both on and off-road. Able to work with small mechanized equipment.

Post-offer/Employment conditions: Must obtain State certification as Restricted Pesticide Applicator, and must pass PCSU/RCUH required rappelling and helicopter safety training within 12 months of hire, and maintain certification in good standing.

E. **Physical and/or Medical Demands:** Able to hike over extremely rough and steep terrain, and work under adverse conditions including, but not limited to: walking through stream water and severe weather conditions. Exposure to stinging/biting insects. Able to lift and carry 50 pounds. Able to rappel. Control work requires strenuous physical exertion. Must pass a post-offer physical examination in order to safely rappel and perform strenuous field activity.

V. **DESIRABLE QUALIFICATIONS:** Bachelor’s Degree from an accredited four (4) year college or university in Resource Management, Botany, Environmental
studies or related field. Experience working with: the control of invasive species in Hawaiian rain forests, the safe and effective use of pesticides, identifying common Hawaiian flora and fauna, and basic computer programs. Two (2) or more years experience supervising field control work in Hawaii. Possess a current certification as a Restricted Pesticide Applicator in the State of Hawaii.

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:

Non-Exempt  
RCUH Pay Range: 14

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REVIEWED AND APPROVED BY:

Director of Human Resources or Designee Date

lk/mk/tr (8/28/00)  
ma(10/5/01)  
bm11/02  
KO (updated 12/22/04)
FIELD SUPERVISOR - ID# 24691. Pacific Cooperative Studies Unit. Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit, Big Island Invasive Species Committee (BIISC), located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Minimum Monthly Salary:** $1,871.00. **Duties:** Plan and lead invasive species control projects with Team Leader. Work in conjunction with and supervise a field crew of 1 to 4 staff and/or volunteers. The groups participate in control efforts directed towards the elimination of targeted invasive species in Hawaii County. Work with residents as well as on vacant lands; keeps daily records of field efforts, areas covered, invasive species destroyed, worker records hours and pesticide usage. Keep precise location records on tax key and other field maps of pest populations or areas where none have been seen. Reports field control progress to Team Leader. Submits required control data and relevant information on species controlled on all surveyed areas. Train field workers and volunteers in appropriate procedures, use of equipment and pesticides. Track inventory, supplies and equipment needs. Assure proper maintenance of equipment used and train others for the same. Utilize a flexible assortment of control methods for invasive species to meet specific site requirements. Utilize hand tools and portable pesticide applicators in appropriate procedures. Experience using pesticides. Experience supervising others using pesticides and application equipment. Able to teach control procedures and techniques: including use of pesticide application equipment, pesticides and hand tools. Able to read maps and navigate with topographic maps, state tax map keys (TMK), and aerial photographs. Able to use compass, GPS and altimeter navigating tools. Able to write clear and concise reports. Possess a valid driver’s license. Able to safely operate 4-wheel drive project vehicles both on and off-road. Able to work with small mechanized equipment. **Minimum Qualifications:** **Education:** High School Diploma. **Experience:** Two to four (2-4) years experience in field activities relating to agricultural or natural resource management in Hawaii, including two to three (2-3) years supervisory experience. **Abil/Know/Skills:** Able to understand and carry out oral and written instructions. Experience using pesticides. Experience supervising others using pesticides and application equipment. Able to teach control procedures and techniques: including use of pesticide application equipment, pesticides and hand tools. Ability to read maps and navigate with topographic maps, state tax map keys (TMK), and aerial photographs. Able to use compass, GPS and altimeter navigating tools. Able to write clear and concise reports. Have a valid driver’s license. Able to safely operate 4-wheel drive project vehicles both on and off-road. Able to work with small mechanized equipment. **Post-offer/Employment conditions:** Must obtain State certification as Restricted Pesticide Applicator, and must pass PCSU/RCUH required rappelling and helicopter safety training within 12 months of hire, and maintain certification in good standing. **Physical/Medical Requirements:** Able to hike over extremely rough and steep terrain, and work under adverse conditions including, but not limited to: walking through stream water and severe weather conditions. Exposure to stinging/biting insects. Able to lift and carry 50 pounds. Able to rappel. Control work requires strenuous physical exertion. Must pass a post-offer physical examination in order to safely rappel and perform strenuous field activity. **Desirable Qualifications:** Bachelor’s Degree from an accredited four (4) year college or university in Resource Management, Botany, Environmental studies or related field. Experience working with: the control of invasive species in Hawaiian rain forests, the safe and effective use of pesticides, identifying common Hawaiian flora and fauna, and basic computer programs. Two (2) or more years experience supervising field control work in Hawaii. Possess a current certification as a Restricted Pesticide Applicator in the State of Hawaii. **Inquiries:** Julie
Leialoha 974-4140 (Hawaii). 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: January 14, 2005. EEO/AA Employer
FIELD SUPERVISOR - ID# 24691
Regular, Full-Time position w/ the Pacific Cooperative Studies Unit, Big Island Invasive Species Committee (BIISC), in Hilo. **Duties:** Plan & lead invasive species control projects w/ Team Leader. Work in conjunction w/ & supervise field crew of 1-4 staff &/or volunteers. Participate in control efforts directed towards elimination of targeted invasive species in HI County. Submits required control data & relevant information on species controlled on all surveyed areas. Train field workers & volunteers in appropriate procedures, use of equip. & pesticides. Utilize hand tools & portable pesticide applicators in field control efforts. **Requires:** HS Diploma. 2-4 yrs. exper. in field activities rel. to agricultural or natural resource mgmt. in HI, incl. 2-3 yrs. supervisory exper. Exper. using pesticides. Exper. supervising others using pesticides & application equip. Able to teach control procedures & techniques: incl. use of pesticide application equipment, pesticides & hand tools. Able to read maps & navigate w/ topographic maps, state tax map keys (TMK), & aerial photographs. Able to use compass, GPS & altimeter navigating tools. Able to write clear & concise reports. Valid driver's license. Able to safely operate 4-wheel drive project vehicles both on & off-road. Able to work w/ small mechanized equip. Obtain State certification as Restricted Pesticide Applicator, & pass PCSU/RCUH required rappelling & helicopter safety training w/in 12 mths. of hire, & maintain certification in good standing. Able to hike over extremely rough & steep terrain, & work under adverse conditions including, but not limited to: walking through stream water & severe weather conditions. Exposure to stinging/biting insects. Lift & carry 50 pounds. Able to rappel. Control work requires strenuous physical exertion. Must pass a post-offer physical examination in order to safely rappel & perform strenuous field activity. **Inquiries:** Julie Leialoha 974-4140 (Hawaii). **Closing:** 1/14/05. **Min Salary:** $1,871/mo.