## JOB DESCRIPTION

**JOB TITLE:** INVASIVE PLANT ASSISTANT  
**JOB FAMILY:** Conservation - Field  
**JOB NUMBER:** 8029  
**FLSA STATUS:** Non-Exempt  
**RELATED POSITION TITLES:** Field Technician, Research Assistant

### ESSENTIAL FUNCTIONS:

Position in Maui field team for up to 18 months, with future renewal dependent on funding.

Works closely with and is supervised by the Invasive Plant Specialist, assisting with all aspects of preserve management as directed by supervisor. The Invasive Plant Assistant supervises no one, however may from time to time lead volunteers in field based activities.

Controls listed priority weeds in assigned sites. Coordinates volunteers and/or other staff in weed control projects. Conducts aerial and ground surveys for target weed species using Global Positioning Systems and/or quad maps.

### KNOWLEDGE/SKILLS:

- One year field experience and knowledge of field safety protocols (including helicopter, four-wheel drive, radio communications). High school diploma and current driver license.
- Familiarity with biology, ecology, natural resources management or related field and one year related work experience. Knowledge of Hawaiian natural systems, with an emphasis on Maui ecosystems.
- Ability to identify invasive species in the field and knowledge of weed control techniques. Basic botanical skills (both Hawaiian native and non-native taxa) required.
- Willingness and ability to master necessary skills and licenses related to first aid, CPR, herbicide application, helicopter safety, fire arms safety and proficiency, hunter safety, off-road driving, chainsaw use, and fire suppression.
- Ability to orient in unfamiliar forest settings, having a sense of direction; understand and able to work with bearing factors (landmarks, maps, compass). Familiarity with Global Positioning Systems (from helicopter and ground) and Arc View GIS.
- Ability to work independently once acquainted with safety guidelines, settings, and tasks.
- Proven organizational skills, time management and attention to detail. Ability to manage diverse activities and meet deadlines.

### COMPLEXITY/PROBLEM SOLVING:

- Ability to coordinate multiple projects with several variables, set realistic deadlines and manage a timeframe.
- Resolve routine problems independently, consulting with supervisor to develop plans for resolution of complex or unusual problems.
- Ability to compile data from many sources into reports.

### DISCRETION/LATITUDE/DECISION-MAKING:

- Performs duties under general supervision and established guidelines, while exercising appropriate judgement independently.
- Consults with supervisor to address any issues that may affect the work of others or the program as a whole.
RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:
- Supervises no staff but may help plan and direct the work of volunteers or interns.
- Participates in work groups regularly.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
- Formulate ideas and communicate clearly with others, both orally and in written form.
- Work and communicate effectively with a diverse group of people, including scientists, preserve staff, and others, providing and obtaining needed information.
- Function productively and collaboratively as a member of a work team.

WORKING CONDITIONS/PHYSICAL EFFORT:
- Willingness to work long hours in an isolated setting; able to camp out for extended days to complete tasks.
- Ability to perform tasks requiring physical exertion, outdoors, in all weather conditions and on difficult and sometimes hazardous terrain.
- Work requires physical exertion and may involve physical strain, such as hiking through thick vegetation, uneven terrain, and steep inclines, and helicopter survey. Work environment involves frequent exposure to disagreeable elements.
- Ability to operate heavy machinery, use herbicides and to hunt and trap animals.

DESIRABLE KNOWLEDGE/SKILLS:
- Ability to mix, calibrate, apply, and clean-up herbicides.
- Bachelor’s degree in biology, ecology, or natural resources management.
- Willingness to expand abilities in weed control and natural area management techniques.

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