KISC FIELD SUPERVISOR
Pacific Cooperative Studies Unit
Kauai Invasive Species Committee

I. SUMMARY OF DUTIES: Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), located in Puhi, Kauai. Continuation of employment 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 ten (10) to implement established action plans that target invasive alien plant and/or animal species for control or eradication in Kauai County. Assists in translating action plans appropriately, with the guidance of the Kauai Invasive Species Committee (KISC) Project Coordinator and Field Operations Leader, KISC Committee and partner agencies. 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.

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)
   KISC Project Coordinator (Keren Gundersen)
   KISC Field Operations Leader

B. Supervises: Two to ten (2-10) Field Workers (100% FTE)
   One to three (1-3) Pest Survey Technicians (100% FTE)
   Temporary hires, interns 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 to develop and carry out work strategies and schedules. Interacts regularly with KISC’s Project Coordinator, Field Operations Leader, and Natural Resource Data Manager 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. Exposure to extreme temperature, mosquitoes, difficult terrain, and adverse weather conditions is common. Vehicle access is possible in some areas, but cross-country travel (without trails) may be frequent in others. Fieldwork requires working with herbicides, and working in and around helicopters. 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. Ability to understand and carry out oral and written instructions. Good leadership and communication skills. May be involved in community/public outreach programs which include interactions with teachers, adults, and minors.

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, 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.

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. Occasionally participates in outreach activities involving the community and schools. Plans site control strategies.

□5. Performs miscellaneous related duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. Education: Bachelor’s Degree from an accredited four (4) year college or university, preferably in Biology, Botany, Resource Management, Environmental Studies, or related field. (Three to five (3-5) years of fieldwork in a resource management related program may substitute for the Bachelor’s Degree).

B. Experience: One to three (1-3) years experience in field activities relating to natural resources management. One to two years (1-2 years) experience in a supervisory capacity (experience year(s) must be consecutive).

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 and ability to train others.

D. Abilities and Skills: 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. Must possess excellent interpersonal skills. 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.). Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided).
Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course training within 12 months of hire. Must obtain State certification as Restricted Pesticide Applicator within twelve months of hire.

E. **Physical and/or Medical Demands:** Must be able to conduct fieldwork in remote areas and rugged terrain under inclement weather conditions, up to five (5) consecutive days. Able to backpack and lift and carry up to forty (40) pounds. Duty hours may vary and may include some early morning and late evening shifts.

V. **DESIRABLE QUALIFICATIONS:** Experience with control of invasive species in Hawaii; with pesticides; computer literacy; and specific knowledge of Hawaiian flora and fauna. Current certification as a Restricted Pesticide Applicator in the State of Hawaii. More than two (2) years 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
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-19

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REVIEWED AND APPROVED BY:

Director of Human Resources or Designee ____________________ Date ____________________

CN (08/31/04)
KO (updated 12/20/04)
KISC FIELD SUPERVISOR – ID#. Pacific Cooperative Studies Unit (PCSU). Regular, Full-Time, RCUH Non-Civil Service position, located in Puhi, Kauai. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Monthly Salary: $2,320.00-$3,599.00. Duties: Supervises, trains, and works in the field with a field crew and/or volunteers of up to ten (10) to implement established action plans that target invasive alien plant and/or animal species for control or eradication in Kauai County. Assists in translating action plans appropriately, with the guidance of the Kauai Invasive Species Committee (KISC) Project Coordinator and Field Operations Leader, KISC Committee and partner agencies. 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. 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 four (4) year college or university, preferably in Biology, Botany, Resource Management, Environmental Studies, or related field. (Three to five (3-5) years of fieldwork in a resource management related program may substitute for the Bachelor’s Degree). Experience: One to three (1-3) years experience in field activities relating to natural resources management. One to two years (1-2 years) experience in a supervisory capacity (experience year(s) must be consecutive). 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 and ability to train others. 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. Must possess excellent interpersonal skills. 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.). Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided). Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course training within 12 months of hire. Must obtain State certification as Restricted Pesticide Applicator within twelve months of hire. Physical and/or Medical Demands: Must be able to conduct fieldwork in remote areas and rugged terrain under inclement weather conditions, up to five (5) consecutive days. Able to backpack and lift and carry up to forty (40) pounds. Duty hours may vary and may include some early morning and late evening shifts. Desirable Qualifications: Experience with control of invasive species in Hawaii; with pesticides; computer literacy; and specific knowledge of Hawaiian flora.
and fauna. Current certification as a Restricted Pesticide Applicator in the State of Hawaii. More than two (2) years of supervisory experience. **Inquiries: Keren Gundersen 246-0684 (Kauai).** **Application Requirements:** The preferred method of applying for this 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 confirm your credentials 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:** EEO/AA Employer.
KISC FIELD SUPERVISOR – ID#
Regular, Full-Time position w/ Kauai Invasive Species Committee, located in Puhi, Kauai. **Duties:** Supervises, trains, & works in field w/ crew & volunteers to implement established action plans targeting invasive alien plant &/or animal species for control or eradication in Kauai County. **Requires:** Bachelor’s Degree, (Biology, Botany, Resource Mgmt., Environmental Studies, or related field preferred) (3-5 yrs. fieldwork in resource mgmt. related program may sub. for Bachelor’s). 1-3 yrs. experience in field activities related to natural resources mgmt. 1-2 yrs. experience in supervisory capacity. Knowl. of Hawaiian biota & threats from incipient alien plant & animal invasions in HI. Knowl. of field techniques to control alien species. Able to read & navigate w/ topographic maps, state Tax Map Keys, & aerial photographs. Able to use compass, altimeter, GPS unit, & other navigation tools. Valid driver’s license & able to drive 4-wheel drive vehicle w/ manual transmission. Able to conduct fieldwork in remote areas & rugged terrain under inclement weather conditions for up to 5 days. Able to backpack & lift & carry up to 40 lbs. Duty hours may vary & may incl. early morning & late evening shifts. **Inquiries:** Keren Gundersen, 246-0684 (Kauai). **Closing:** Sal.: $2,320 - $3,599/mo.