BIISC FIELD SUPERVISOR
Pacific Cooperative Studies Unit (PCSU)
Big Island Invasive Species Committee (BIISC)

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 Big Island, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Conducts field operations necessary to implement action plans. Assists the BIISC Manager in 1) translating the action plans, with guidance from the BIISC Chairman (or designee) and subject matter experts, into appropriate on-the-ground accomplishments and 2) in establishing priorities for and guidance of the BIISC field operations to achieve the project missions. Trains field supervisors, workers and temporary hires in all aspects of the field operation including plant and animal identification, field procedures, equipment use and care, herbicide application, and helicopter operations. Supervises field crews directly or delegates responsibility to field crew leaders/supervisors. Works in the field with crew-members controlling invasive alien plant and animal species targeted by action plans. Leads or co-leads Inter-agency field crews or may defer leadership to other agency team leaders as directed by the Project Coordinator. May work directly under an Interagency Incident Commander on large multi-crew projects. Manages field operations including: logistics, procuring and maintaining needed equipment and supplies, scheduling and directing helicopter operations, planning daily field priorities, and documenting day-to-day fieldwork. Coordinates field operations with cooperators from the State Department of Land and Natural Resources, the Hawaii Department of Agriculture, The Nature Conservancy, and others.

Ensures all operations are conducted according to legal requirements, accepted safety standards and that proper protective equipment is utilized. Establishes and implements protocols to prevent seed dispersal by field crews. Helps to establish and maintain favorable public relations, landowner relations, and quality control of action by the team. Records detailed field data and summarizes and coordinates data analysis using various computer programs and assists with preparation of progress reports.
II. SCOPE OF POSITION:

A. **Reports to:** Principal Investigator (David Duffy)  
   BIISC Manager (J. Leialoha)

B. **Supervises:** 12 Field Workers (100% FTE)  
   Temporary hires and volunteers.

C. **Budgetary Fiscal Responsibility:** None

D. **Signature Authorities:**

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E. **Level of Interaction:** Supervises the field team through direct participation or through crew supervisors. Interacts regularly with the BIISC Manager and other support staff in conducting daily activities. The BIISC Project Coordinator provides goals and direction and may rely on the incumbent for mission scheduling and implementation. The incumbent also interacts regularly with personnel from cooperating organizations including the State Department of Land and Natural Resources, Hawaii Department of Agriculture, The Nature Conservancy, public schools and others. Delegates responsibilities to field team members as appropriate. May be involved in community/public outreach programs which includes interactions with teachers, adults, and minors. Work will be done in the office as well as in remote field areas. Fieldwork includes exposure to heat, mosquitoes, difficult terrain, and adverse weather conditions. Cross-country foot travel and helicopter travel will often be required to complete monitoring, surveys, and control work. Position requires high level of attention to detail and leadership skills. Accurate and timely communication of progress and geographic information is essential. Limited supervision is required for this position. Incumbent has delegated responsibility.

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”**:

50% ☒1. **Field duties:** Conducts and manages BIISC field operations. Trains and supervises field leaders, workers, temporary hires, and volunteers in all aspects of field operations including plant and animal identification, field procedures, data collection, data reporting, herbicide application, equipment use and care. Systematically locates and maps target species and mechanically removes or treats them with pesticides. Assures quality control
through monitoring of treatment effectiveness. Directs helicopter spray and recon operations. Ensures all field operations are conducted in a safe manner and that protocols to prevent seed dispersal are followed. Maintains a positive public image during field operations. Appraises work performance of field crews on a daily basis.

45%  ☒ 2. **Office duties:** Assists in planning and managing field operations including but not limited to procuring and maintaining needed equipment and supplies, tracking supplies, scheduling helicopter operations, planning daily field priorities, and documenting day-to-day field work. Interfaces with cooperators to ensure efficient collaboration and utilization of resources. Works with the BIISC Manager to establish priorities and translate these into on the ground action. Works with the Natural Resource Management Technician to obtain landowner permissions for access and manage and analyze field data. Assists with preparation of progress reports for presentation to the BIISC Committee and to various funding organizations. May also be involved in community outreach programs involving contact with general public, public schools, teachers and students.

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 Biology, Botany, Resource Management, Environmental Science, or related field.

B. **Experience:** Two – Three (2-3) years of supervisory work experience in field resources management or related field/industry work environment.

C. **Knowledge:** Strong working knowledge of herbicide use and safety and experience working in control of invasive species. General knowledge of basic computer skills.

D. **Abilities and Skills:** Ability to make sound planning and logistical decisions. Strong organizational, leadership, and interpersonal communication skills. Ability to work both independently and as part of a team. Ability to read topographic and other map formats and use global positioning systems. Ability to perform data collection, data entry, management and analysis. Must have a valid driver’s license and be able to drive a 4-wheel drive vehicle with manual transmission. Ability to obtain State of Hawaii Certification for Application of Restricted Use Pesticides. Ability to successfully pass PCSU Helicopter Safety Training Program. Must possess the American Red Cross Certification in First Aid/CPR (or
be able to obtain the certificate following the training provided.) Required to pass post-offer criminal background check.

Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course within 12 months of hire. Pass criminal background check.

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 forty (40) pounds.

V. Desirable Qualifications: Research, field, or management experience involving native and alien species in Hawaii. Knowledge of Hawaiian biota and threats from incipient plant and animal invasions. Demonstrated ability to communicate clearly both orally and in writing. Ability to use geographic information systems (Arcview) and databases to organize and analyze spatial data.

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-23

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APPROVED BY:

Director of Human Resources or Designee ____________________ Date ____________________

CN (08/31/04)
BIISC FIELD SUPERVISOR – ID# ___. Pacific Cooperative Studies Unit, Big Island Invasive Species Committee (BIISC). Regular, Full-Time, RCUH Non-Civil Service position, located on the Big Island. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $2,929/Mon. Duties: Conducts field operations necessary to implement action plans. Assists the BIISC Manager in 1) translating the action plans, with guidance from the BIISC Chairman (or designee) and subject matter experts, into appropriate on-the-ground accomplishments and 2) in establishing priorities for and guidance of the BIISC field operations to achieve the project missions. Trains field supervisors, workers and temporary hires in all aspects of the field operation including plant and animal identification, field procedures, equipment use and care, herbicide application, and helicopter operations. Supervises field crews directly or delegates responsibility to field crew leaders/supervisors. Works in the field with crew-members controlling invasive alien plant and animal species targeted by action plans. Leads or co-leads Inter-agency field crews or may defer leadership to other agency team leaders as directed by the BIISC Manager. May work directly under an Interagency Incident Commander on large multi-crew projects. Manages field operations including: logistics, procuring and maintaining needed equipment and supplies, scheduling and directing helicopter operations, planning daily field priorities, and documenting day-to-day fieldwork. Coordinates field operations with cooperators from the State Department of Land and Natural Resources, the Hawaii Department of Agriculture, The Nature Conservancy, and others. Ensures all operations are conducted according to legal requirements, accepted safety standards and that proper protective equipment is utilized. Establishes and implements protocols to prevent seed dispersal by field crews. Helps to establish and maintain favorable public relations, landowner relations, and quality control of action by the team. Records detailed field data and summarizes and coordinates data analysis using various computer programs and assists with preparation of progress reports. Minimum Qualifications: Education: Bachelor’s Degree from an accredited four (4) year college or university in Biology, Botany, Resource Management, Environmental Science, or related field. (Six (6) or more years experience in a field supervisory capacity may substitute for the Bachelor’s Degree.) Experience: Two – Three (2-3) years of supervisory work experience in field resources management or related field/industry work environment. Knowledge: Strong working knowledge of herbicide use and safety and experience working in control of invasive species. General knowledge of basic computer skills. Abilities and Skills: Ability to make sound planning and logistical decisions. Strong organizational, leadership, and interpersonal communication skills. Ability to work both independently and as part of a team. Ability to read topographic and other map formats and use global positioning systems. Ability to perform data collection, data entry, management and analysis. Must have a valid driver’s license and be able to drive a 4-wheel drive vehicle with manual transmission. Ability to obtain State of Hawaii Certification for Application of Restricted Use Pesticides. Ability to successfully pass PCSU Helicopter Safety Training Program. 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 within 12 months of hire. Required to pass post-offer criminal background check. **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 forty (40) pounds. **Desirable Qualifications:** Research, field, or management experience involving native and alien species in Hawaii. Knowledge of Hawaiian biota and threats from incipient plant and animal invasions. Demonstrated ability to communicate clearly both orally and in writing. Ability to use geographic information systems (Arcview) and databases to organize and analyze spatial data. **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 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.