HAWAII FOREST INDUSTRY ASSOCIATION
KAUPULEHU DRYLAND FOREST
SITE MANAGER ANNOUNCEMENT AND POSITION DESCRIPTION

Site Manager Announcement
Hawaii Forest Industry Association and the National Tropical Botanical Gardens are seeking a highly motivated manager to maintain and manage the Kaupulehu Dryland Forest in North Kona. Requires BA/BS and minimum two years experience in natural resource management, forestry, site maintenance, or related field. Experience in irrigation, plant, fence, fire break, and weed maintenance. Must have strong leadership and PR skills. $40,000/yr. + benefits. Send resume to P.O. Box 10216 Hilo, HI 96721 or email: hawaii.forest@hawaiiantel.net

SITE MANAGER POSITION DESCRIPTION
Hawaii Forest Industry Association (HFIA) is a 501(c) (6) not-for-profit corporation working in conjunction with the Dryland Forest Working Group (DFWG) and the National Tropical Botanical Gardens (NTBG) to protect and enhance dryland forest on approximately 70 acres makai of Mamalahoa Highway and six acres mauka of the Mamalahoa Highway at Kaupulehu, Kona.

Job Summary
HFIA is seeking a highly motivated full-time manager to provide leadership on all matters pertinent to the management and maintenance of the dryland forest at Kaupulehu, Kona. Candidate must have an excellent work ethic, be able to work independently, and be a good team player. Salary starts at $40,000, with a competitive benefits package. Continuation of employment after one year is dependent upon satisfactory work performance and availability of funds. Will be required to work outdoors on rough terrain and must be able to lift and carry 50 pounds. Reports to HFIA Executive Director.

Qualifications
Bachelors Degree from an accredited four year college or university and a minimum of two years experience in natural resource management, biology, botany, forestry, or a related field. Must have experience in implementing multi-faceted natural resource-related projects with a wide range of experience in areas such as establishing and maintaining irrigation systems, constructing fences, controlling weeds, maintaining fire breaks, propagating plants, monitoring forest and outplanting inventory, providing information for grant proposals, supervising staff, and interfacing with the public. Successful candidate will possess excellent organizational, leadership, and communications skills. Must have good computer skills with competency in Word, Excel, Power Point, and GPS capability. Must maintain CPR and First Aid certification.

Site Manager’s Roles and Responsibilities:
1. Responsible for the supervision of and communication concerning all site activities including site stewardship, site visitor, education, community outreach, and science/research.
2. Responsible for all site maintenance and monitoring (e.g. weed and predator control, fire hazard monitoring, fence and road maintenance, irrigation system installation and maintenance, out plantings, and ensuring the proper care of all plants). See Exhibit A: Maintenance and Monitoring Services
3. Develop an annual work plan within two months of hire date for the mauka and makai sites in coordination with NTBG supervisor and HFIA Executive Director, with recommendations from DFWG.
4. Schedule and facilitate quarterly meetings with on-site contractors and HFIA Executive Director to review and evaluate work plan activities.
5. Assist with researching and pursuing funds through grant programs and other sources.
6. Responsible for reviewing reports from contractors and sub-contractors for submission to HFIA Executive Director.
7. Responsible for coordinating volunteer activities and access by visitors with the education contractor.
8. Responsible for enhancing public relations by encouraging community partnerships and publicizing activities with the education contractor.
9. Update fire plan and develop a MOU with makai and mauka landowners and lessees and the fire department to utilize water and equipment resources in the event of a fire. Brief personnel on fire mitigation.
   • Attend fire training sessions at Hawaii Volcanoes National Park and/or other venues.
   • Attend West Hawaii Fire Management Group (WHFMG) and other appropriate meetings.
10. Outline basic safety procedures for all personnel and attend training sessions including but not limited to CPR training. Ensure all personnel and visitors observe basic safety procedures.
11. Keep current fire protection and safety procedures along with emergency phone numbers posted on-site.
12. Attend DFWG meetings and report on Kaupulehu condition and activities. Attend other meetings and conferences relating to the restoration of the forest.

13. Develop and implement an on-site security program. Instruct all on-site personnel including contractors, subcontractors, researchers, and visitors on security and safety protocol. See Exhibit B: Proposed Site Security Program Outline.

14. Send all receipts and invoices to HFIA Executive Director in a timely manner.

15. Report any unusual occurrences or conditions immediately to HFIA Executive Director.

16. Establish a protocol for on-site research.

17. Perform other duties as assigned.

“EXHIBIT A”
Kaupulehu Dryland Forest
Maintenance and Monitoring Services

1. Control invasive species in outplanted areas and adjacent environs using a variety of methods including mechanical, chemical, and other appropriate means.
   a. Hand weed adjacent to young native species as necessary to prevent herbicide damage.
   b. Retain native vines, except where these vines impact native trees and/or shrubs in a harmful manner.
   c. Take special care in the use of herbicides around native species and the nursery to prevent damage from herbicide drift.
   d. Spray herbicide of invasive species in such a manner that native species are not impacted.
   e. Kill sisal and lantana in place.
   f. Continue to expand weed control with the goal of eventually removing all noxious weeds from the 76 acres.
   g. Implement a plan to plant a ground cover as the noxious weeds are removed by broadcasting seeds, outplanting fast growing native trees and shrubs, and other methods that provide shade and competition to reduce fountain grass growth.

2. Maintain existing firebreaks around fence line in areas inaccessible to vehicles and along interior roads at all times. Spray firebreaks as necessary.

3. Clear, herbicide, and prepare outplant areas for planting of native species (Consult with agencies such as NTBG, National Park Service, UH-CTAHR Extension specialists, West Hawaii Fire Management Group, Institute of Pacific Islands Forestry, and DLNR-DOFAW on appropriate chemicals and formulas).

4. Check and order water as needed.

5. Maintain existing irrigation system in good working condition. Expand irrigation system as required for outplantings. Remove non-functional irrigation systems (mauka and makai). Repair, maintain, and expand irrigation system at mauka site.

6. Monitor and repair fence line around exclosures in a timely manner.

7. Eradicate feral animals.

8. Maintain equipment in good working order (e.g. weed whackers, pole saw, herbicide backpacks, etc.) Responsible for the proper maintenance, service, and repair of the Polaris Ranger.

9. Follow up and finalize the pending seed gathering permit.

10. Develop a tagging system for significant endangered trees that are naturally regenerating.

11. Upon verification of the availability of funds, provide short term contract support when it is needed before situations become a crisis (i.e. following high rainfall periods that bring a significant population spike of invasive species).

12. Assist with trash pickup and maintaining a clean and neat environment at all times.
Contact the Kona community police to attain the proper protocol on how to handle trespassers. Document phone call and keep protocol posted and on file. Establish protocols for gate/lock combinations to address security and liability issues.

Record:
- Date and time of event(s);
- Any statements made by the alleged perpetrators;
- Names and contact information of alleged perpetrators;
- Employer name and contact information;
- Names and contact information of all witnesses;
- The number and scientific name of the plants involved and their ultimate fate if plants are stolen or damaged. Record exact original and current location and condition of the plant(s). If the incident involves endangered species, contact DLNR’s arm of enforcement, DOCARE;
- Method and implements used (e.g. shovels, saws, picks);
- Mode of transportation used by alleged perpetrators;
- Any photos you can provide;
- Who owns (has fee title to) the property;
- Location of the incident relative to the ownership of the property (e.g. just inside the fence a few feet or in the middle of the property 300 yard’s from the west boundary—a sketch would be useful);
- Is the owner aware of the alleged crime?
- Manner in which the property is posted or fenced;
- Manner in which the alleged perpetrators accessed the property? (i.e. walked through open gate or climbed fence with “no trespassing” signs on it);
- A note specifying if the owner considers access to the property by the individual(s) involved, at that place and time, as trespassing.
- Any other information you have.

This should be done immediately by phone and recorded in writing. Limit written report distribution due to its sensitive nature. Any breach of security should be reported to the police by calling 911 immediately, followed by report to HFIA Executive Director, NTBG, and the mauka and makai parcels landowners and lessees.