BIISC FIELD ASSISTANT I
Pacific Cooperative Studies Unit
Big Island Invasive Species Committee

I. SUMMARY OF DUTIES: Regular, Full-Time, Limited Term (six (6) months in duration, with possible extension), RCUH Non-Civil Service position with Pacific Cooperative Studies Unit (PCSU), 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.

Systematically survey and control targeted Invasive species with approved chemical and mechanical methods. Assist Field Supervisor in keeping precise location records and field maps of pest locations and control progress. Assure favorable public relations.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Dr. David Duffy)
   BIISC Field Supervisor
   BIISC Field Leader

B. Supervises: None.

C. Budgetary and/or Fiscal Responsibilities: None.

D. Signature Authorities: None.

E. Level of Interaction: Job requires working with Field Supervisor, Field Leader and other team members to remove invasive species from Hawaii County. The team will be a major part of an interagency effort to achieve the same end. Work will be primarily outdoors, in rural, remote or residential areas. Work at night will sometimes be necessary to conduct surveys or control work. Exposure to heat, stinging/biting insects, difficult terrain, and adverse weather conditions will occur. Work will include walking in and crossing through streams. Special clothing and procedures will be used to prevent spreading invasive species propagules to un-infested areas. Vehicle access will be possible to general area of work, but cross-country (without trail) travel will be the norm when work is being performed. 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 and at Field Supervisor’s discretion. Accurate and timely communication of pest control progress and location information to the Field Supervisor is essential. May fly on helicopter on a limited basis. Assure favorable public relations. Ability to understand and carry out oral and written instructions. Able to learn techniques and procedures.

III. MAJOR DUTIES & RESPONSIBILITIES (List 6-8 duties in order of importance, not by % values. Place an X to identify the Essential Job Functions) BOLD all “primary duties”:

90%  ☒ 1. Work closely with Field Supervisor, Field Operations Leader and Project Manager to implement a detailed plan to halt the expansion of invasive species within Hawaii County. Emphasis will be aimed at eliminating all pests, especially those with reproductive capabilities. Immature pests will be removed concurrently. Will work with other field crew members (and sometimes volunteers), to systematically control invasive species with approved chemical and mechanical methods. Return trips will be made periodically to all known infestations sites to systematically monitor control effectiveness and to search for overlooked individuals. Work will include walking in and crossing through streams. Assist with maintenance of boots, rain gear, machetes, pesticide application equipment, chain saws etc. Work directly with Field Supervisors to assist in mapping confirmed pest sightings and keeping detailed records of population location, size and reproductive status to document control efforts. Safely drive project vehicles both on and off-road. Occasional rappelling will be necessary for control work at selected sites at the discretion of Field Supervisors. Assure favorable public relations.

10% ☐ 2. Perform other miscellaneous related duties as assigned.

IV. MINIMUM QUALIFICATIONS:


B. Experience: Up to one (0-1) year of experience in field activities related to agricultural or natural resources management.

C. Knowledge: None.

D. Abilities and Skills: Use of hand cutting tools, pesticides and necessary pesticide application equipment. Must possess a valid driver’s license, and able to safely operate 4-wheel drive project vehicles both on and off-road.
Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course and rappelling training within twelve (12) months of hire, and maintain certification in good standing.

E. Physical and/or Medical Demands: Able to work outdoors on extremely rough and steep terrain and under adverse conditions including, but not limited to, walking through stream water and severe weather. Exposure to stinging/biting insects. Able to lift and carry fifty (50) pounds. Able to rappel. Control work requires strenuous field activity. Must be able to walk up to ten (10) miles a day in difficult terrain.

V. Desirable Qualifications: Able to read and navigate with topographic maps and compass. Experience with Global Positioning System (GPS) and altimeter navigation tools.

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:

____________________________________             ______________
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: PR-N11

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APPROVED BY:

Director of Human Resources or Designee ____________________ Date ____________________

KO (12/29/04)
BIISC FIELD ASSISTANT I – ID# 27505. Pacific Cooperative Studies Unit. (3) Regular, Full-Time, Limited Term (six (6) months in duration, with possible extension), RCUH Non-Civil Service position with Pacific Cooperative Studies Unit (PCSU), 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:** $2,200.00. **Duties:** Systematically survey and control targeted Invasive species with approved chemical and mechanical methods. Assist Field Supervisor in keeping precise location records and field maps of pest locations and control progress. Assure favorable public relations. **Minimum Qualifications:** **Education:** High School Diploma. **Experience:** Up to one (0-1) year of experience in field activities related to agricultural or natural resources management. **Abil/Know/Skills:** Use of hand cutting tools, pesticides and necessary pesticide application equipment. Possess a valid driver’s license, and able to safely operate 4-wheel drive project vehicles both on and off-road. Must be able to complete rappelling training within twelve (12) months of hire, and maintain certification in good standing. **Physical/Medical Requirements:** Able to work outdoors on extremely rough and steep terrain and under adverse conditions including, but not limited to, walking through stream water and severe weather. Exposure to stinging/biting insects. Able to lift and carry fifty (50) pounds. Able to rappel. Control work requires strenuous field activity. Must be able to walk up to ten (10) miles a day in difficult terrain. **Desirable Qualifications:** Able to read and navigate with topographic maps and compass. Experience with Global Positioning System (GPS) and altimeter navigation tools. **Inquiries:** Zeada Pachecano 933-3326 (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:** September 22, 2007. EEO/AA Employer.
BIISC FIELD ASSISTANT I – ID# 27505
(3) Regular, F/T positions w/ the Pacific Cooperative Studies Unit, Limited Term (6 mths in duration, w/ possible extension) in Hilo. **Duties:** Systematically survey & control targeted Invasive species w/ approved chemical & mechanical methods. Assist in keeping precise location records & field maps of pest locations & control progress. Assure favorable public relations. Level will be determined upon hire. **Requires:** HS Diploma. Exper in field activities related to agricultural or natural resources mgmt. Up to 1 yr exper. Use of hand cutting tools, pesticides & pesticide application equipment. Valid driver’s license & able to safely operate 4-wheel drive project vehicles both on & off-road. Able to complete rappelling training w/in 12 mths of hire & maintain certification in good standing. Able to work outdoors on extremely rough & steep terrain & under adverse conditions. Exposure to stinging/biting insects. Able to lift & carry 50 lbs. Able to rappel. Control work requires strenuous field activity. **Inquiries:** Zeada Pachecano 933-3326 (Hawaii). **Closing:** 09/22/07. **Min Sal.:** $2,200/Mo.