BIISC SURVEY & CONTROL SUPERVISOR
Pacific Cooperative Studies Unit
College of Natural Science

I. SUMMARY OF DUTIES: Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), College of Natural Science, located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Works with the Big Island Invasive Species Committee (BIISC) to develop a comprehensive early detection program for potentially invasive plant species in Hawaii County. Conduct island wide survey of invasive plant species and assist with control and eradication of known populations. Assist in coordinating survey activities and field logistics, including post-treatment and monitoring of invasive species populations. Establish survey parameters for potential new targets. Review and assess effectiveness of efforts to detect potentially invasive species, including targeted species from other islands. Produce distribution maps using Global Positioning System (GPS)/Geographic Information System (GIS). Record detailed field data and works with Botanical Data Technician to assist with preparation of progress reports. Directly supervises field crew to meet program objectives. Coordinate field operations with cooperators, from the National Park Service, State of Hawaii Department of Land and Natural Resources, The Nature Conservancy, the United States (US) Geological Survey and others.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Dr. David Duffy)
   BIISC Manager (Julie Leialoha)
   BIISC Field Supervisor

B. Supervises: (2-4) Field workers

C. Budgetary and/or Fiscal Responsibilities: None.

D. Signature Authorities: None.

E. Level of Interaction: Interacts regularly with BIISC Manager, Field Supervisor, Botanical Data Specialist and Invasive Species Program Associates in conducting daily activities. The BIISC Manager provides
goals and direction and may rely on the incumbent for mission scheduling and implementation. Also interacts regularly with personnel from cooperating organizations including the National Park Service, The Nature Conservancy, the State Department of Land and Natural Resources, USGS Biological Resources Division, the Hawaii Department of Agriculture, and others. Field work includes exposure to heat, mosquitoes, difficult terrain, and adverse weather conditions. Cross-country foot travel and helicopter travel will often be required to complete surveys, monitoring, 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.

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

70% ☒1. Field Operations: Works with the Big Island Invasive Species Committee (BIISC) to develop a comprehensive early detection program for potentially invasive plant species in Hawaii County. Conduct island wide survey of invasive plant species and assist with control and eradication of known populations. Select appropriate methods and pathways for survey and detection. Establish survey parameters for potential new targets and conduct surveys to evaluate adoption of new targets. Review and assess effectiveness of efforts to detect potentially invasive species. Produce distribution maps using GIS/GPS (ArcView) for target species. Train and supervise field workers in the habits and identifying characteristics of invasive plant species for field identification. Coordinates field operations with cooperators from the National Park Service, State of Hawaii Department of Land and Natural Resources, The Nature Conservatory, the U.S. Geological Survey and others. Work to increase the number of trained observers from BIISC staff, its members and volunteers.

25% ☐2. Assist with data analysis and preparation of summary reports. Incumbent will work with Botanical Data Technician with analysis and preparation of reports summarizing data collect on this project. Trains and assist personnel in data collecting, including use of GPS unit, as well as plant identification.

5% ☐3. Perform other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. Education: Bachelor’s Degree from an accredited four (4) year college or university in Botany, Conservation Biology or in a Biological Science program with at least two (2) non-introductory courses in Botany or Ecology.
B. **Experience:** Two to three (2-3) years of field experience in botanical field work that includes invasive species in survey, monitoring or control work. One (1) year of supervisory or leadership experience.

C. **Knowledge:** Working knowledge of invasive plant species. Knowledge of general methods involved in gathering and recording field data for research and management projects.

D. **Abilities and Skills:** Ability to navigate with map and compass, and GPS handheld units. Ability to accurately record biological data. Must possess a valid driver’s license, and be able to drive a 4-wheel drive vehicle with manual transmission.

**Post Offer/Employment Conditions:** Must be able to complete basic helicopter safety course and rappelling training within 12 months of hire.

E. **Physical and/or Medical Demands:** Able to hike and camp in remote areas and rugged terrain under inclement weather and arduous conditions. Able to lift and carry up to fifty (50) pounds.

V. **DESIRABLE QUALIFICATIONS:** Three to five (3-5) years of field experience in botanical field work, with at least one (1) year of invasive species survey, monitoring or control work. One (1) year experience in surveying plant populations.

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 Employee                     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:

Exempt
RCUH Pay Range: PR-E18

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APPROVED BY:

Director of Human Resources or Designee ___________________________ Date ___________________________

Kn (08/30/07)
BIISC SURVEY & CONTROL SUPERVISOR – ID# 27518. Pacific Cooperative Studies Unit. Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), College of Natural Science, located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary Range: $2,408.00-$3,000.00. Duties: Works with the Big Island Invasive Species Committee (BIISC) to develop a comprehensive early detection program for potentially invasive plant species in Hawaii County. Conduct island wide survey of invasive plant species and assist with control and eradication of known populations. Assist in coordinating survey activities and field logistics, including post-treatment and monitoring of invasive species populations. Establish survey parameters for potential new targets. Review and assess effectiveness of efforts to detect potentially invasive species, including targeted species from other islands. Produce distribution maps using Global Positioning System (GPS)/Geographic Information System (GIS). Record detailed field data and works with Botanical Data Technician to assist with preparation of progress reports. Directly supervises field crew to meet program objectives. Coordinate field operations with cooperators, from the National Park Service, State of Hawaii Department of Land and Natural Resources, The Nature Conservancy, the United States (US) Geological Survey and others. Minimum Qualifications: Education: Bachelor’s Degree from an accredited four (4) year college or university in Botany, Conservation Biology or in a Biological Science program with at least two (2) non-introductory courses in Botany or Ecology. Experience: Two to three (2-3) years of field experience in botanical field work that includes invasive species in survey, monitoring or control work. One (1) year of supervisory or leadership experience. Abil/Know/Skills: Working knowledge of invasive plant species. Knowledge of general methods involved in gathering and recording field data for research and management projects. Ability to navigate with map and compass, and GPS handheld units. Ability to accurately record biological data. Must possess a valid driver’s license, and be able to drive a 4-wheel drive vehicle with manual transmission. Must be able to complete basic helicopter safety course and rappelling training within 12 months of hire. Physical/Medical Requirements: Able to hike and camp in remote areas and rugged terrain under inclement weather and arduous conditions. Able to lift and carry up to fifty (50) pounds. Desirable Qualifications: Three to five (3-5) years of field experience in botanical field work, with at least one (1) year of invasive species survey, monitoring or control work. One (1) year experience in surveying plant populations. Inquiries: Julie Leialoha 933-3340 (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: October 1, 2007. EEO/AA Employer.
BIISC SURVEY & CONTROL SUPERVISOR – ID# 27518
Regular, F/T position w/ the Pacific Cooperative Studies Unit, College of Natural Science in Hilo. **Duties:** Works w/ the Big Island Invasive Species Committee to develop an early detection program for invasive plant species. Conduct island wide survey of invasive plant species & assist w/ control & eradication. Assist in survey activities & field logistics. Establish survey parameters for potential targets. Review & assess efforts to detect invasive species. Produce distribution maps using Global Positioning System /Geographic Information System. Record detailed field data & assist w/ preparation of progress reports. Supervises field crew. Coordinate field operations. **Requires:** Bachelor’s in Botany, Conservation Biology or in a Biological Science program w/ at least 2 non-intro courses in Botany or Ecology. 2-3 yrs exper in botanical field work. 1 yr supervisory exper. Knowl of invasive plant species. Knowl in gathering & recording field data. Able to navigate w/ map, compass & GPS units. Able to record biological data. Must possess valid driver’s license & able to drive a four-wheel drive vehicle w/ manual transmission. Able to complete basic helicopter safety course & rappelling training w/in 12 mo. Able to hike & camp in remote areas & rugged terrain under inclement weather & arduous conditions. Able to lift & carry up to 50 lbs. **Inquiries:** Julie Leialoha 933-3340 (Hawaii). **Closing:** 10/01/07. **Min Sal Range:** $2,408-$3,000/Mo.