SITEMANAGERANNOUNCEMENTANDPOSITIONDESCRIPTION

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Site Manager
Hawai‘i Forest Industry Association and the National Tropical Botanical Gardens are seeking a highly motivated individual to maintain and manage the Ka‘ūpūlehu Dryland Forest in North Kona; a nationally recognized restoration project, now in its 12th year. Requires 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 and ability to collaborate with ongoing programs. $40,000/yr. + benefits. Send resume to P.O. Box 10216 Hilo, HI 96721 or email: hawaii.forest@hawaiiantel.net by January 11, 2008.

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Hawai‘i 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 Ka‘ūpūlehu, 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 Ka‘ūpūlehu, 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
Requires 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 preferred 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.
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 Kaʻūpūlehu 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, sub-contractors, 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.