Job Description

Job Title: BIISC Field Supervisor
Job ID: 29092
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $3,039.00.

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 support staff 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. May work directly under an Interagency Incident Commander on large multi-crew projects. Manages field operations with support staff 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 with support staff. Records detailed field data and summarizes and coordinates data analysis using various computer programs and assists with preparation of progress reports.

PRIMARY QUALIFICATIONS: EDUCATION: High School Diploma or GED and additional supervisory training. EXPERIENCE: Three to five (3-5) years of experience as a field supervisor of a crew of six (6) or more workers which included but not limited to hiring, disciplining, planning, evaluating, assigning tasks, and other related supervisory tasks. ABIL/KNOW/SKILLS: Strong working knowledge of herbicide use and safety and experience working in control of invasive species. General knowledge of basic computer 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). Must be able to complete basic helicopter safety course within twelve (12) months of hire. PHYSICAL/MEDICAL REQUIREMENTS: 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.

SECONDrY QUALIFICATIONS: Bachelor's Degree from an accredited four (4) year college or university in Biology, Botany, Resource Management, Environmental Science, or related field. Two to three (2-3) years of supervisory work experience in field resources management or related field/industry work environment. 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: 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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 03/20/2009