Job Description

Job Title: Waianae Mountains WP Operations Supervisor
Job ID: 29252
Project Name: Pacific Coop Studies Unit
Full/Part Time: Part-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $1,611/Mon. (@ 50% FTE)

DUTIES: Work with partners to create a Waianae Mountains Watershed Partnership, Memorandum of Understanding, and draft Watershed Action Plan. Focus on building the foundation of the WMWP, to coordinate the WMWP efficiently and effectively, and raising funds from public and private sources, with the support of WMWP members, to fund the needs and projects for the partnership. Plans and implements Waianae Mountains Watershed Partnership projects. Works in conjunction with private and public watershed partners and directs a team of WMWP members to implement forested watershed protection projects such as fencing, feral animal and weed control, monitoring, and public outreach. Translates the WMWP Management Plan developed by the partnership coordinating committee into appropriate action. Assures favorable public relations and quality control of action by the team. Assures that information on watershed protection activities is properly kept in project records. Works with funding agencies to identify and obtain financial support for projects. This includes writing and submitting grant applications and reports. Recruits, hires, and trains, with the assistance of partner members, field crew and volunteers in control methods, proper watershed management procedures, equipment, and safety. Accurately records and reports work progress. Works with landowners and the community to implement management objectives and to obtain proper approvals to carry out management objectives. Leads public outreach efforts, working with media, community organizations, civic leaders and individuals through an effective program using personal contact, media briefings, brochures, press releases, presentations and public service announcements. Coordinates with cooperators, volunteers and the public to establish new collaborative efforts to protect the Waianae Mountains watershed area.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Biological Sciences, Resource Management, Forestry, or related field. EXPERIENCE: One to three (1-3) years of project management experience involving planning, scheduling, internal/external relations, and administration. Experience must also include at least one (1) year of field activities relating to agricultural, watershed or natural resources management, and one to two (1-2) years of supervisory or leadership experience. ABIL/KNOW/SKILLS: Working knowledge of Hawaiian biota and watershed threats. Working knowledge of MS PowerPoint, databases systems (MS Access), and geographic information systems (ARCVIEW). Proficient computer skills in word processing, and spreadsheets (MS Excel). Proficient in grant/report writing, fundraising, budgeting, procurement, report writing, and general office administration. Able to read maps and aerial photographs. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided). Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course and rappelling training within twelve (12) months of hire.
Must be able to obtain State of Hawaii Certification for Application of Restricted Use Pesticides. May be required to complete additional duties such as firefighting, rappelling, and firearms at a later time, which will be approved by the RCUH and PCSU. If selected for these additional duties, must complete fire training course and pass a physical exam, complete rappelling course, and pass federal firearms certification and legally possess firearms. Able to pass a post offer criminal background check.

SECONDARY QUALIFICATIONS: Business management, accounting (QuickBooks), and public relations skills. Experience working with control of invasive species in Hawaiian forests; working with herbicides; and knowledge of Hawaiian flora and fauna. Knowledge of funding sources in Hawaii and nationally. Ability to work outdoors on extremely rough terrain, and under adverse weather conditions. Background in graphical design/art.

INQUIRIES: Marigold Zoll 453-6110 (Oahu).

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: 06/21/2009