HABITAT & FISH MONITORING ISLAND COORDINATOR

Division of Aquatic Resources
Department of Land and Natural Resources

I. SUMMARY OF DUTIES: Regular, Full-Time, RCUH Non-Civil Service position with the Division of Aquatic Resources (DAR), Department of Land and Natural Resources (DLNR), located on the Islands of Oahu, Hawaii and Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Coordinates with DAR personnel, various partner agency personnel, and volunteers to conduct underwater surveys of marine fish and coral reefs. Responsible for overseeing all field work, scheduling and tracking field work, overseeing scientific diving activities, computer analysis of benthic imagery, and data entry. In addition, responsible for the maintenance of underwater survey equipment, electronics and boats. Interisland travel is required.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Dr. Dan Polhemus) Immediate Supervisor

B. Supervises: Monitoring Technician, non-regular hires (divers and temporary field assistants) and volunteers.

C. Budgetary and/or Fiscal Responsibilities: None.

D. Signature Authorities: None.

E. Level of Interaction: Work is performed independently, with minimal supervision. Must be responsible, self-motivated, and function well as part of a team both in the office and field. Tasks to be performed are established and do not require a high degree of problem-solving, but must be performed safely in a prescribed manner and in a timely fashion. Expected to apply all pertinent State and Federal rules, regulations, policies, and procedures to assigned work, as well as apply all safe diving practices and procedures. Procedural guides cover all technical aspects of the work. Must understand and follow oral and written instructions and information, and maintain professional and courteous working relationships with staff, agencies and the general public. Must be able to
III. **MAJOR DUTIES & RESPONSIBILITIES** (List 6-8 duties in order of importance, not by % values. Place an ☒ to identify the Essential Job Functions) **BOLD all “primary duties”:**

30% ☒1. Schedule, oversee and perform fish and benthic surveys utilizing SCUBA and underwater scientific survey techniques such as digital photo transects, photoquadrats, rugosity measurement, various fish survey techniques, and other established survey methodologies.

35% ☒2. Supervise the collection of benthic digital imagery and conduct its analysis.

15% ☒3. Provide direct supervision of the monitoring technician, non-regular hires and/or volunteers with fish survey data collection and database entry.

5% ☒4. Schedule and/or oversee the use and maintenance of all survey equipment, supplies, and vessels (underwater camera equipment, SCUBA equipment, GPS units, 18’ – 30’ vessels, etc.).

5% ☒5. Compile, organize and oversee dive log entries/logbooks to insure accuracy and timeliness.

5% ☒6. Operate vessels and/or supervise other operators using vessels for monitoring work.

5% ☒7. Perform outreach and other duties as assigned.

IV. **PRIMARY QUALIFICATIONS:**

A. **Education:** Bachelor’s Degree from an accredited four (4) year college or university, with coursework in Marine Science.

B. **Experience:** Two to four (2-4) years of monitoring experience to have included scientific research diving and computer data entry. One to three (1-3) years of experience operating and maintaining small powerboats. Experience should include some supervisory experience.

C. **Knowledge:** Must be familiar with Microsoft Excel and Access. Must be familiar with commonly used underwater scientific survey techniques such as digital transecting, photoquadrat collection, rugosity measurement, sediment collection, and other established survey methodologies. Must be able to identify in the field Hawaiian reef fish, corals, algae, and invertebrates. Basic knowledge of biological principles, Hawaiian marine ecology, and research design is also required.

D. **Abilities and Skills:** Must be SCUBA certified (NAUI, PADI, etc.) and...
meet the standards established by DAR's diver certification process (which meets the standards set by the Occupational Safety & Health Administration) and hold current certifications in CPR, First Aid, and Emergency Oxygen Administration.

E. **Physical and/or Medical Demands:** Must be able to qualify as a DAR Scientific Diver. Must be capable of handling all necessary diving equipment and procedures required in conducting underwater research from shore or small boats.

V. **SECONDARY QUALIFICATIONS:** Experience managing subordinate staff and volunteers in a field setting. Proficiency in Point Count 99, Photogrid, CPCe or some other benthic random point analysis software and experience with Hawaii’s coral reef monitoring program. QUEST and/or other specific underwater monitoring training and previous authorization as a scientific diver from an AAUS accredited organization. Experience using Geographic Information Systems.
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-21

<table>
<thead>
<tr>
<th>SLOT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI3</td>
<td>264</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SLOT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D(3)S</td>
<td>152</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SLOT</th>
<th>Percent</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D3</td>
<td>33%</td>
<td>87</td>
</tr>
</tbody>
</table>

********************************************************************************************************************

APPROVED BY:

---------------------------------------------------------------------------------------------------------------------

Director of Human Resources or Designee                          Date

ATTACHMENT 1
HABITAT & FISH MONITORING ISLAND COORDINATOR – ID# 10162. Department of Land and Natural Resources. Regular, Full-Time, RCUH Non-Civil Service position with the Division of Aquatic Resources (DAR), Department of Land and Natural Resources (DLNR), located on the island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. MINIMUM MONTHLY SALARY: Salary commensurate with qualifications. DUTIES: Coordinates with DAR personnel, various partner agency personnel, and volunteers to conduct underwater surveys of marine fish and coral reefs. Responsible for overseeing all field work, scheduling and tracking field work, overseeing scientific diving activities, computer analysis of benthic imagery, and data entry. In addition, responsible for the maintenance of underwater survey equipment, electronics and boats. Interisland travel is required. PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university, with coursework in Marine Science. EXPERIENCE: Two to four (2-4) years of monitoring experience to have included scientific research diving and computer data entry. One to three (1-3) years of experience operating and maintaining small powerboats. Experience should include some supervisory experience. KNOW/SKILLS: Must be familiar with Microsoft Excel and Access. Must be familiar with commonly used underwater scientific survey techniques such as digital transecting, photoquadrat collection, rugosity measurement, sediment collection, and other established survey methodologies. Must be able to identify in the field Hawaiian reef fish, corals, algae, and invertebrates. Basic knowledge of biological principles, Hawaiian marine ecology, and research design is also required. Must be SCUBA certified (NAUI, PADI, etc.) and meet the standards established by DAR’s diver certification process (which meets the standards set by the Occupational Safety & Health Administration) and hold current certifications in CPR, First Aid, and Emergency Oxygen Administration. PHYSICAL/MEDICAL REQUIREMENTS: Must be able to qualify as a DAR Scientific Diver. Must be capable of handling all necessary diving equipment and procedures required in conducting underwater research from shore or small boats. SECONDARY QUALIFICATIONS: Experience managing subordinate staff and volunteers in a field setting. Proficiency in Point Count 99, Photogrid, CPCe or some other benthic random point analysis software and experience with Hawaii’s coral reef monitoring program. QUEST and/or other specific underwater monitoring training and previous authorization as a scientific diver from an AAUS accredited organization. Experience using Geographic Information Systems. Inquiries: Paul Murakawa 587-5404 (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, mail, or hand-deliver 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. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard
Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100. **CLOSING DATE: April 14, 2010.** EEO/AA Employer.