

Job Description

Job Title: Plant Propagation Assistant
Job ID: 11018
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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[Return to Previous Page](#)

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), U.S. Army Garrison, Directorate of Public Works, Environmental Division, Oahu Natural Resources Section, located in Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$2,917.00/Mo.

DUTIES: Assist in the propagation and maintenance of native Hawaiian plants, including rare, threatened and endangered species. Under the direction of Plant Holding Shelter (PHS)/Horticultural Specialist, will perform routine greenhouse maintenance and repairs, manage plant pathogens and insect pests, conduct weed and rat abatement activities, follow greenhouse phytosanitary procedures and decontaminate plants prior to outplanting. Keep accurate nursery records and assist in the maintenance of the plant propagation data base. Under the direction of PHS/Horticultural Specialist and Natural Resource Management Coordinator/Rare Plant Managers, may also assist in field activities such as plant propagule collection, outplanting installation and monitoring.

PRIMARY QUALIFICATIONS: EDUCATION: At least two (2) years of college coursework.
EXPERIENCE: One to three (1-3) years of professional experience in plant propagation techniques in landscaping, nursery or greenhouse management industry. (Bachelor's Degree from an accredited four (4) year college or university in Horticulture or related discipline may substitute for some/all experience depending on overall qualifications). **ABIL/KNOW/SKILLS:** Basic knowledge of principles of plant propagation, irrigation design and construction, pest identification and control, and safe application of pesticides and their regulation, and fertilizer application. Good working knowledge of computers, word-processing and databases. Must possess a valid driver's license. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire. Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course within six (6) months of hire. Ability to obtain State of Hawaii Certification for Application of Restricted Use Pesticides within six (6) months new hire probation period. Must provide a copy of driver's abstract and have no citations that will prevent incumbent from driving on Department of Defense (DOD) installations. Must be able to pass a DOD security check for employment as an Army contractor. **PHYSICAL/MEDICAL REQUIREMENTS:** Considerable amount of bending, stooping, crouching, standing for long periods and lifting loads up to fifty (50) pounds are required.

SECONDARY QUALIFICATIONS: Experience in professional nursery management or the agriculture industry. Familiarity with implementing Integrated Pest Management practices. Identification of common nursery plant pests. Identification of common plant diseases and nutrient deficiency symptoms. Experience in propagation and cultivation of rare Hawaiian plant species.

INQUIRIES: Matt Keir 656-8341 (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.

EEO/AA Employer.

Please apply before 01/28/2011

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[Return to Previous Page](#)
