

## CONSERVATION MANAGER

Pu`u Kukui Watershed Department  
Maui Land & Pineapple Company, Inc.  
(200 Village Road, Lahaina, Maui 96761)

- I. **SUMMARY OF DUTIES:** Regular, Full-Time position with the Pu`u Kukui Watershed (PKW) department, located in West Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Plans, prioritizes and implements Pu`u Kukui Watershed Preserve (PKW) Long Range Management Plan and related ML&P conservation initiatives. Works in conjunction with private and public watershed partners to implement forested watershed protection projects related to controlling alien species and protecting and restoring native habitats and biodiversity for 12,000 acres of conservation land. Oversees the training of field crew and volunteers in proper watershed management procedures. Ensures all operations are conducted according to legal requirements, accepted safety standards and that proper protective equipment is utilized. Works with landowners and the community to obtain proper approvals to carry out management objectives and leads public education efforts, working with media, community organizations, civic leaders and individuals. Coordinates with cooperators, volunteers and the public to establish new collaborative efforts to protect ML&P conservation lands. Accountable for obtaining and maintaining regulatory approval from state and federal agencies for project activities. Formulates annual operational budget, and annual budget summaries and writes annual reports, annual budget summaries, technical reports, and press releases. Responsible for fiscal oversight, and fund raising requirements of PKW. Works with funding agencies to identify and obtain financial support for projects and assures proper reporting and financial statements.

II. **SCOPE OF POSITION:**

- A. **Reports to:** ML&P Land and Property Manager
- B. **Supervises:** Directly supervises full-time field technicians (1-5), interns (1-3), temporary hire or work program participants (1-3) and volunteer groups (1-100)
- C. **Budgetary and/or Fiscal Responsibilities:** Manages an annual operating budget of ~350K. Responsible for grant compliance and reporting.
- D. **Level of Interaction:** Supervises and/or trains the field team through direct participation or through crew leaders. Manager provides goals and

direction and may rely on the incumbent for mission scheduling and implementation. Delegates responsibilities to field team members as appropriate. Work will be done in the office as well as in remote field areas. Fieldwork includes exposure to heat/cold, difficult steep terrain, and adverse weather conditions. Cross-country foot travel and helicopter travel will often be required to complete monitoring, surveys, and control work. Position requires high level of attention to detail and leadership skills. Accurate and timely communication of progress and geographic information is essential. Ability to make sound planning and logistical decisions. Excellent organizational, leadership, and interpersonal communication skills. Ability to work both independently and as part of a team.

### **III. MAJOR DUTIES & RESPONSIBILITIES**

- 50%\* 1. Program leadership, supervision, coaching and employee development. Works under the direction of the ML&P Community Development Division. Plans, supervises and schedules work program for the field crew and up to 100 volunteers. Oversees lower level supervisors in the implementation of work programs to construct fences, control feral animals and weeds, monitor forest resources and other resource management projects. Holds employees accountable for achieving desired results and production, while working in a safe manner. Evaluates employee performance based on established expectations in a fair, objective and timely manner. Keeps detailed records on work progress and areas managed. Arranges for maintenance of vehicles and accounts for all project equipment. Implements protocol for preventing the spread of weeds and other alien pests by control crews and volunteers.**
- 30%\* 2. Seeks out and raises funds for watershed protection projects. Identifies and works with public and private funding agencies on a regular basis to ensure continued project funding. Writes grants, proposals and carries out routine awareness raising events to ensure ongoing project funding. Writes grant and progress reports to satisfy requirements of individual funding sources. Ensures proper accounting of expenditures. Assures all Federal, State, and local regulations regarding incorporation and funds management are met.**
- 15%\* 3. Leads public education efforts, working with media, community organizations, civic leaders and individuals through an effective program using personal contact, media briefings, brochures, press releases, presentations, public testimony, and public service announcements. Coordinates with cooperators, volunteers and the public to establish new collaborative efforts to protect ML&P conservation lands.**

5% 4. Performs other duties as assigned.

IV. **MINIMUM QUALIFICATIONS:**

A. **Education:** Bachelor's Degree from an accredited four (4) year college or university in Natural Resource Management, Botany, Environmental Studies or related field.

A. **Experience:** Three to five (3-5) years experience in field activities relating to agricultural, watershed or natural resources management. Supervisory and project management experience required.

B. **Abilities, Knowledge, and Skills:** Excellent organizational, leadership and communications skills. Grant writing and fundraising experience. Knowledge of Hawaiian biota and watershed threats. Knowledge of how to implement a natural resource-related project. Strong computer skills in word processing and spreadsheets. Must be able to legally possess firearms. Able to pass state hunter safety education course and NRA equivalent firearms safety course. Able to drive four-wheel drive vehicles.

C. **Physical and/or Medical Demands:** Able to work outdoors on extremely rough terrain, and under adverse weather conditions. Able to lift and carry 50 lbs. Must not be acrophobic (afraid of heights.)

V. **DESIRABLE QUALIFICATIONS:** Advanced degree in Natural Resource Management, Botany, Environmental Studies or related field. Experience working with control of invasive species in Hawaiian forests, and knowledge of Hawaiian flora and fauna. Experience with PC databases such as Access, spreadsheets such as Excel and Geographic Information Systems (GIS) such as Arcview. Training in safety, CPR/first aid, helicopter operations and fire prevention/fighting. Possess a state hunting license. Certified Pesticide Applicator.

Send your resume to: [employment@mlpmaui.com](mailto:employment@mlpmaui.com)

Or apply in person at the Human Resources Department  
Kapalua Land Company, 200 Village Road  
Lahaina, HI 96761

Maui Land & Pineapple Company, Inc. is an equal opportunity employer and promotes a drug free workplace.

[www.mauland.com](http://www.mauland.com)