Job Description

Job Title: Na Ala Hele Field Assistant
Job ID: 11337
Project Name: PBRC
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $1,600/Mon.

DUTIES: Assists the Oahu Na Ala Hele program in management, coordination of operations, and maintenance activities of Oahu's Island wide Trail and Access system, in a manner consistent with the Division of Forestry and Wildlife (DOFAW) statewide Na Ala Hele program. Provides assistance to the Na Ala Hele Forestry Technician IV in charge of the Oahu District program field operations, trails, roads, hiker checking stations, and storage facilities. Assists with the coordination of a viable volunteer program. Coordinates logistics for field operations and supervises other lower-level field crew and interns.

PRIMARY QUALIFICATIONS: EDUCATION: High School Diploma. EXPERIENCE: One to three (1-3) years of manual labor or semi-skilled work experience, which includes three (3) months of natural resource management activities. (Associate's Degree from an accredited community college in the fields of Forestry, Wildlife Management, or Natural Resource Management, may substitute for six (6) months of experience.) ABIL/KNOW/SKILLS: Knowledge of Hawaiian Native Plants and threats from alien species to native ecosystems. Ability to understand and carry out oral and written instructions. Ability to identify common native and introduced plants. Ability to read maps and aerial photographs. Ability to work with small-mechanized equipment in a safe manner (chain saws, etc.). Ability to calculate herbicide formulations and follow label instructions of herbicides used in controlling incipient weeds. Demonstrated ability to plan detailed jobs and make necessary preparations to accomplish work assignments. Must possess a valid driver's license and able to operate a 4-wheel drive vehicle with manual transmission. PHYSICAL/MEDICAL REQUIREMENTS: Must be able and willing to physically perform, efficiently and effectively under strenuous outdoor conditions (e.g. extreme weather, mosquitoes, steep terrain, etc.). Ability to lift and carry fifty (50) pounds over uneven terrain.

SECONDARY QUALIFICATIONS: Associate's Degree from an accredited college in the fields of Forestry, Wildlife Management, Natural Resource Management, or a related field. Experience in use of pesticides and power tools. Computer literate and familiar with data analysis and presentation. Previous field experience in an active resource or management program to protect ecosystems in Hawaii or elsewhere. Experience with hunting in Hawaii or elsewhere and successful completion of the State of Hawaii Hunter Education program or recognized equivalent.

INQUIRIES: Aaron Lowe 973-9782 (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 07/05/2011