Job Description

Job Title: KMWP Operations Supervisor

Job ID: 12468

Project Name: Pacific Coop Studies Unit

Full/Part Time: Full-Time

Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Implements the Ko`olau Mountains Watershed Management Plan. Focuses on building the foundation of the KMWP, maintaining office space and other necessities to coordinate the KMWP efficiently and effectively, and raising funds from public and private sources, with the support of KMWP members, to fund the needs and projects for the partnership. Plans, prioritizes, and implements Ko`olau Mountains Watershed Partnership projects. Works in conjunction with private and public watershed partners and directs a team of KMWP members to implement forested watershed protection and restoration projects such as fencing, feral animal and weed control, reforestation, monitoring, and public outreach. Translates the KMWP 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 and restore the 111,000 acre Ko`olau Mountains watershed area.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Biological Sciences, Resource Management, 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 two (2) years 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: 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 within six (6) months of hire and rope safety training within twelve (12) months of hire.
SECONDARY QUALIFICATIONS: Business management, accounting, 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: Cliff Morden 956-9636.

APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on “Employment”; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-8344.

EEO/AA Employer.

Please apply before 10/05/2012