BIISC RESEARCH TECHNICIAN  
(a.k.a. Field Supervisor)  
Pacific Cooperative Studies Unit  

I. SUMMARY OF DUTIES: Regular, 6-month limited term (with possible extension)  
Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies  
Unit, Big Island Invasive Species Committee (BIISC) Rapid Response Team,  
located in Kona, Hawaii. Continuation is dependent upon program/operational  
needs, satisfactory work performance, and availability of funds.  

Plans and leads invasive species control projects with Team Leader. Works in  
conjunction with and supervises a field crew of 1 to 15 staff and/or volunteers.  
The groups participate in control efforts directed towards the elimination of  
targeted invasive species in Hawaii County. Works with residents as well as on  
vacant lands; keeps daily records of field efforts, areas covered, invasive species  
destroyed, worker hour records and pesticide usage. Assure favorable public  
relations. Keeps precise location records on tax key and other field maps of pest  
populations or areas where none have been seen. Reports field control progress  
to Team Leader. Submits required control data and relevant information on  
species controlled on all surveyed areas. Trains field workers and volunteers in  
appropriate procedures, use of equipment and pesticides. Tracks inventory,  
supplies and equipment needs, maintains equipment used and trains others for  
the same. Utilizes a flexible assortment of control methods for invasive species  
to meet specific site requirements. Utilizes hand tools and portable pesticide  
applicators in field control efforts. Performs additional related duties as assigned.  

II. SCOPE OF POSITION:  
A. Reports to: Principal Investigator (Dr. David Duffy)  
Overall Supervisor: Project Coordinator (Gregory Santos)  
Day-to-Day Supervisor: Rapid Response Team Leader  
B. Supervises: Field Assistant I (1-15), volunteers and other groups (1-15)  
C. Budgetary Fiscal Responsibility: None.  
D. Signature Authorities: None.
E. **Level of Interaction:** Job requires developing program activities with the Team Leader, who oversees and coordinates the island wide rapid response chemical/mechanical ground control efforts, and works as a crew leader for the team to remove targeted invasive species from Hawaii County. The team will be a major part of an interagency effort to achieve the same end. Instruct and supervise group efforts. Field Supervisor will assist in planning site control strategies, make contact with residents where invasive species locations exist, and lead group efforts to control them. Field Supervisor will provide leadership for the crew and may sometimes delegate responsibility for project implementation to the crew. Work will be primarily outdoors, in rural, remote or residential areas. Exposure to heat, stinging insects, difficult terrain, and adverse weather conditions will occur. Work at night will occasionally be necessary to conduct control work. Special clothing and procedures will be used to prevent spreading invasive species propagules to uninfested areas. Vehicle access will be possible to general area of work, but cross-country (without trails) travel will be the norm when work is being performed. Travel to job sites and/or assessment of degree of infestation may require travel by helicopter. Rappelling will be necessary for control work at selected sites, but the ability to perform rappelling duties is dependent on job site requirements (Training is required). Accurate and timely communication of work progress and information on invasive species to the Team Leader is essential. Assure favorable public relations.

III. **MAJOR DUTIES & RESPONSIBILITIES** (*Essential Job Functions—Major Duties & Responsibilities are listed in order of importance):

90% * 1. Assist in the development and implementation of a detailed plan to halt the spread of invasive species within Hawaii County. Supervise and work in conjunction with field crew members to systematically reduce pest populations with approved chemical and mechanical control methods. Drive from office to various field sites, between sites, and/or to sites with supplies to facilitate control work. Pick up supplies and equipment as needed.

Assist in training and ensuring protocol adherence for preventing spread of invasive species by control crew and volunteers.

Leads field control activities with groups including regular staff and up to 15 volunteers or other field workers. Public or resident contact will be required from time to time. Records and reports daily activities through maps, control work data sheets, and any other notes obtained related to each work site to supervisor. Precise navigational and field mapping capabilities are essential in order to accomplish and document the tasks reliably. Rappelling will be necessary for control work at selected sites.
Regularly maintains field equipment and vehicles; and notifies supervisor when major repairs or maintenance is required. Tracks supply and equipment inventories, and gives ample notification to supervisor when additional items will be required.

5% 2. Works with supervisor to coordinate with other agencies and groups to implement control plans and participate in discussions regarding control status information. Assure favorable public relations.

5% 3. Performs miscellaneous related duties as required.

IV. MINIMUM QUALIFICATIONS:

A. Education: Graduation from high school.

B. Experience: Two (2) years experience in field activities relating to agricultural or natural resources management, including one (1) year supervisory experience.

C. Abilities, Knowledge, and Skills: Able to understand and carry out oral and written instructions. Able to supervise and teach control procedures and techniques: including use of pesticide application equipment, pesticides and hand tools. Able to read maps and navigate with topographic maps, state tax map keys (TMK), and aerial photographs; able to use compass and altimeter navigating tools; able to write clear and concise reports; good leadership and communication skills; possess a valid driver’s license and experience with 4-wheel drive vehicles; and able to work with small mechanized equipment. Must be able to obtain State certification as Restricted Pesticide Applicator within three months of hiring. Must be certified by PCSU Rappel Master within 12 months of hire and maintain certification in good standing.

D. Physical and/or Medical Demands: Able to work outdoors on extremely rough and steep terrain and under adverse weather conditions. Able to lift and carry 50 pounds. Control work requires strenuous physical exertion.

V. DESIRABLE QUALIFICATIONS: Degree in Botany, Environmental studies or related field. Experience working with control of invasive species in Hawaiian rain forests, the safe and effective use of pesticides, identifying common Hawaiian flora and fauna, and basic computer programs. Two (2) or more years experience supervising field control work in Hawaii. Possess a current certification as a Restricted Pesticide Applicator in the State of Hawaii.
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 Incumbent    Date

__________________________________
Print Name

JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:

__________________________________    On:  ________________
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:

Non-Exempt
RCUH Pay Range: 14

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Minor changes to job description does not warrant reclassification.

REVIEWED AND APPROVED BY:

_____________________________________  __________________
Director of Human Resources or Designee Date

lk/mk/tr (8/28/00)
ma(10/5/01)
bm11/02
FIELD SUPERVISOR - ID# 22603. Regular, 6-month limited term (with possible extension), Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit, Big Island Invasive Species Committee (BIISC) Rapid Response Team, located in Kona, Hawaii. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Monthly Salary Range: $1869.00-$2336.00. Duties: Plans invasive species control projects with Team Leader. Works in conjunction with and supervises a field crew of 1 to 15 staff and/or volunteers. The groups participate in control efforts directed towards the elimination of targeted invasive species plants in Hawaii County. Works with residents as well as on vacant lands; keeps daily records of field efforts, areas covered, plants destroyed, worker hours records and herbicide usage. Assures favorable public relations. Keeps precise location records on tax key and other field maps of Miconia populations or areas where none have been seen. Reports field control progress to Team Leader. Submits data on tree location, count and size, and relevant information on all surveyed areas. Trains field workers and volunteers in appropriate use of procedures, equipment, and pesticides. Tracks inventory, supplies and equipment needs, maintains equipment used and trains others for the same. Utilizes a flexible assortment of control methods for invasive species to meet specific site requirements. Utilizes hand tools and portable herbicide applicators into field control efforts. Performs additional duties as assigned. Minimum Qualifications: Graduation from high school. Two (2) years experience in field activities relating to agricultural or natural resources management, including one (1) year supervisory experience. Able to understand and carry out oral and written instructions. Able to supervise and teach techniques (involving application equipment and hand tools). Able to read maps and navigate with topographic maps, state tax map keys (TMK), and aerial photographs; able to use compass and altimeter navigating tools; able to write clear and concise reports; good leadership and communication skills; possess a valid driver’s license and experience with 4-wheel drive vehicles; and able to work with small mechanized equipment. Ability to obtain State certification as Restricted Pesticide Applicator within three months of hiring. Must be certified by PCSU Rappel Master within 12 months of hire and maintain certification in good standing. Able to work outdoors on extremely rough and steep terrain and under adverse weather conditions. Able to lift and carry 50 pounds. Strenuous physical exertion. Desirable Qualifications: Degree in Botany, Environmental studies or related field. Experience working with control of invasive species in Hawaiian rain forests, the safe and effective use of pesticides, identifying common Hawaiian flora and fauna, and basic computer programs. Two (2) or more years experience supervising field control work in Hawaii. Current certification as a Restricted Pesticide Applicator in the State of Hawaii. Inquiries: Lynnette Kinoshita 956-3932 (Oahu). Application Requirements: Send cover letter (note ID#) and referral source with narrative on your qualifications for the position, resume with salary history, the names, phone numbers, and addresses of three supervisory references, and copy(ies) of degree(s)/transcripts/certificate(s) used to qualify for position via: 1) email: rcuhrapply@rcuh.com 2) fax: (808) 956-5022 or 3) mail: Director of Human Resources, Research Corporation of the University of Hawaii,
2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822. See www.rcuh.com for additional information on employment. **Closing Date: December 16, 2002.** EEO/AA Employer.

BIISC Research Technician
(a.k.a. Field Supervisor)
RCUH/HR (11/5/97, rev. 10/99, 10/01, 7/02, 11/02)
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FIELD SUPERVISOR - ID# 22603
Regular, Full-Time limited 6 mos. w/ possible extension position w/ Pacific Cooperative Studies Unit in Kona. **Duties:** Plans & lead control projects. Works in conjunction w/ & supervises 1 - 15 field crewmembers. Participates in control efforts towards elimination of invasive plants in HI County. Trains field workers & volunteers in appropriate use of procedures, equip. & pesticides. Utilizes flexible assortment of control methods for invasive species. Assures favorable public relations. **Requires:** HS Diploma & 2 yrs exper. in field activities relating to agriculture or natural resources mgmt, incl. 1 yr. supervisory exper. Ability to understand/carry out oral & written instructions, supervise & teach techniques, read & navigate w/ topographic maps, TMK maps & aerial photographs, use compass & altimeter navigating tools, write clear & concise reports, lift & carry 50 lbs, work outdoors on extremely rough terrain & under adverse weather conditions, & work w/ small mechanized equip. Able to obtain State certification as Restricted Pesticide Applicator w/in 3 mo. of hire. Must be certified by PCSU Rappel Master w/in 12 mos. of hire & maintain certification in good standing. Valid driver's license & exper. w/ 4-WD vehicles. **Inquiries:** Lynnette Kinoshita, 956-3932 (Oahu). **Closing:** 12/16/02. Sal. Range:$1869-$2336/mo.