

File No.:	1041214
Position No.:	00021054
Job Code:	005856
RCUH Pay Range:	N18
FLSA:	Non-Exempt
EEO Cat.:	03 – Technician
WC Classification	4511
Effective Date	03/17/12

MKWA FIELD TECHNICIAN/VOLUNTEER LEADER

Pacific Cooperative Studies Unit Mauna Kea Watershed Alliance

- I. SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Mauna Kea Watershed Alliance (MKWA), located on the Island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

As Field Technician, conducts restoration of mesic/montane forest including seed collection and processing, site preparation, out-planting and seed broadcast, and monitoring of native species at restoration areas. Collects and analyzes technical field data. Works with other field assistants to control alien plants and other resource management work. As volunteer leader, coordinates and leads volunteer restoration activities and leads public education efforts working closely with MKWA Coordinator. Interacts with volunteers, conservation community, schools, community organizations, media, civic leaders, and local hunting community. Assists in the preparation of reports, and prepares publications, press releases and other public outreach documents. Develops content and curriculum for classroom presentations on natural resource management and forest restoration programs.

II. SCOPE OF POSITION:

- A. Reports to:** Principal Investigator (Dr. Clifford Morden)
Mauna Kea Watershed Alliance Coordinator (Cheyenne Perry)
- B. Supervises:** Up to (25) volunteers and interns
- C. Budgetary and/or Fiscal Responsibilities:** None.
- D. Signature Authorities:** None.
- E. Level of Interaction:** Must maintain a professional and courteous bearing in all internal and external relationships as they relate to MKWA. Supervised by the Mauna Kea Watershed Alliance Coordinator, whom coordinates daily work assignments, provide goals, and delegate responsibilities for project completion. Communicates weekly with

Coordinator to discuss status of projects and assists in planning future projects. Assists with coordinating the activities of volunteers and/or interns in alien plant control, planting, and other resource management work. Must be dependable, flexible, and attentive to details. Must have good organizational and time management skills for timely completion of responsibilities. Collects field data, often under difficult conditions (heat, rain, cold temperatures, hail, poor footing), which requires attention to detail. Work occurs in somewhat remote areas and requires frequent camping (not primitive), and long irregular hours. Attends training to gain or maintain skills in safe use of firearms, pesticides, and first aid. Requires the ability to drive off-road vehicles and to hike long distances over various substrates including rough lava, open pasture, and thick, dry forests, often in wet or cold conditions carrying loads up to forty (40) pounds. Usual schedule is 4/10 hour work days. Able to work independently. Work sites are located between 5,000-8,000 feet in elevation.

III. **MAJOR DUTIES & RESPONSIBILITIES** (List 6-8 duties in order of importance, not by % values. Place an to identify the Essential Job Functions) **BOLD all "primary duties" :**

- 50% 1. **Forest restoration: Collects seeds, prepares sites, and seeds/out-plants native dry land forest species. Prepares areas on Mauna Kea for planting, some of which requires using herbicides to kill non-native pasture grass. Monitors survivorship of outplanting efforts and provides summaries and analysis of field data.**
- 20% 2. **Volunteer Coordination: Works with the Coordinator to plan and lead volunteer forest restoration events and organize all necessary logistics to complete the scheduled goals. Solicits volunteers from the community to participate in MKWA efforts through email, radio, and newspaper advertisements. Provides weekly updates to the Coordinator on the status and results of volunteer efforts.**
- 10% 3. **Community Outreach: Develops, produces and maintains display boards, flyers, brochures, computer presentations and other educational materials for public events, educational proposals and reports. Writes press releases and works with local media to broadcast MKWA's message. Conducts presentations and interpretive hikes for schools and community groups. Participates in conservation related community events.**
- 10% 4. **Alien plant monitoring and control: Conducts alien plant monitoring and control on Mauna Kea. Controls alien plants using mechanical and chemical techniques. Surveys monitoring transects and records and maps locations of alien plants. Provides summaries and analysis of field data.**

- 10% 5. Performs other duties as assigned including other monitoring activities on Mauna Kea, assists with propagation activities, Geographic Information Systems (GIS), and works with MKWA coordinator to develop and maintain partnerships. Provides summaries and analysis of field data.

IV. **PRIMARY QUALIFICATIONS:**

- A. **Education:** Bachelor's Degree from an accredited four (4) year college or university in ecological restoration, biology, botany, resource management or related field.
- B. **Experience:** One to three (1-3) years experience in research and/or resource management program (e.g., ecological restoration, environmental education, watershed and conservation management, inter-agency coordination, or other related experience) aimed at protection of Hawaii's ecosystems.
- C. **Knowledge:** Knowledge of native Hawaiian flora and fauna, ecosystems, and threats from alien species. Working knowledge of the principles of restoration, ecology, and wildlife biology. Working knowledge of safe use of pesticide application.
- D. **Abilities and Skills:** Demonstrated ability to communicate clearly and effectively, both orally and in writing. Proficient in word processing and spreadsheet computer applications as well as basic understanding of ArcGIS and database applications. Must possess a valid driver's license and be able to drive a 4-wheel drive vehicle with manual/automatic transmission. Ability to use a compass, map, and Global Positioning Systems (GPS) hand-held units. Ability to input field data into a computer, analyze field data using database and spreadsheet programs and prepare draft reports. Able to apply pesticides.

Post offer/Employment conditions: Must pass a criminal background check. Must possess a Restricted Use Pesticide Applicator license (or be able to obtain the certificate following the training provided within twelve (12) months of hire. Must possess the American Red Cross Certification in First Aid/AED/CPR (or be able to obtain the certificate following the training provided within three (3) month new hire probationary period).

- E. **Physical and/or Medical Demands:** Ability to hike in remote areas and rugged terrain under inclement weather conditions. Able to backpack and lift and carry forty (40) pounds.
- V. **SECONDARY QUALIFICATIONS:** Experience in identification of native Hawaiian plants and non-native plants. Experience in using Global Information Systems (GIS). Knowledge of endangered species in Hawaii. Knowledge and experience with PCSU and/or RCUH policies and procedures. Experience working in an office to support and promote biological field activities.

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 Employee

Date

Print Name

JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:

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: N18

	<u>SLOT</u>		<u>POINTS</u>
KNOW HOW	DII2		200
	<u>SLOT</u>		<u>POINTS</u>
ACCOUNTABILITY	C(2)S		66
	<u>SLOT</u>	<u>Percent</u>	<u>POINTS</u>
PROBLEM SOLVING	C2	22%	44

REVIEWED AND APPROVED BY:

Director of Human Resources or Designee

Date

ATTACHMENT 1

Completed By: Sochin Kim

Bulletin Board Posting: 4/12/12
RCUH Website: 4/12/12

MKWA FIELD TECHNICIAN/VOLUNTEER LEADER – ID# 12176. Pacific Cooperative Studies Unit. Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Mauna Kea Watershed Alliance (MKWA), located on the Island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws. **MINIMUM MONTHLY SALARY RANGE:** \$2,189 - \$3,396/Mon. **DUTIES:** As Field Technician, conducts restoration of mesic/montane forest including seed collection and processing, site preparation, out-planting and seed broadcast, and monitoring of native species at restoration areas. Collects and analyzes technical field data. Works with other field assistants to control alien plants and other resource management work. As volunteer leader, coordinates and leads volunteer restoration activities and leads public education efforts working closely with MKWA Coordinator. Interacts with volunteers, conservation community, schools, community organizations, media, civic leaders, and local hunting community. Assists in the preparation of reports, and prepares publications, press releases and other public outreach documents. Develops content and curriculum for classroom presentations on natural resource management and forest restoration programs. **PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in ecological restoration, biology, botany, resource management or related field. **EXPERIENCE:** One to three (1-3) years experience in research and/or resource management program (e.g., ecological restoration, environmental education, watershed and conservation management, inter-agency coordination, or other related experience) aimed at protection of Hawaii's ecosystems. **ABIL/KNOW/SKILLS:** Knowledge of native Hawaiian flora and fauna, ecosystems, and threats from alien species. Working knowledge of the principles of restoration, ecology, and wildlife biology. Working knowledge of safe use of pesticide application. Demonstrated ability to communicate clearly and effectively, both orally and in writing. Proficient in word processing and spreadsheet computer applications as well as basic understanding of ArcGIS and database applications. Must possess a valid driver's license and be able to drive a 4-wheel drive vehicle with manual/automatic transmission. Ability to use a compass, map, and Global Positioning Systems (GPS) hand-held units. Ability to input field data into a computer, analyze field data using database and spreadsheet programs and prepare draft reports. Able to apply pesticides. Post offer/Employment conditions: Must pass a criminal background check. Must possess a Restricted Use Pesticide Applicator license (or be able to obtain the certificate following the training provided within twelve (12) months of hire. Must possess the American Red Cross Certification in First Aid/AED/CPR (or be able to obtain the certificate following the training provided within three (3) month new hire probationary period). **PHYSICAL/MEDICAL REQUIREMENTS:** Ability to hike in remote areas and rugged terrain under inclement weather conditions. Able to backpack and lift and carry forty (40) pounds. **SECONDARY QUALIFICATIONS:** Experience in identification of native Hawaiian plants and non-native plants. Experience in using Global Information Systems (GIS). Knowledge of endangered species in Hawaii. Knowledge and experience with PCSU and/or RCUH policies and procedures.

Experience working in an office to support and promote biological field activities.

INQUIRIES: Cheyanne Perry 937-5170 (Hawaii). **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. **CLOSING DATE: April 30, 2012.** EEO/AA Employer.

HTH: 4/22/12

MKWA FIELD TECHNICIAN/VOLUNTEER LEADER – ID#12176.

Regular, F/T position w/PCSU, MKWA, located on the Island of HI. **Duties:** Conducts restoration of mesic/montane forest, site prep., out-planting & seed broadcast, & monitoring of native species. Collects & analyzes technical field data. Works w/field assts. to control alien plants. Coord./leads volunteer restoration activities & leads public educ. efforts working w/MKWA Coord. Interacts w/volunteers, conservation community, schools, etc. Assists in prep. of reports, & prep. publications, etc. Devel. content & curric. for classroom. **Requires:** BA in ecological restoration, biology, or related fld. 1-3 yrs exper in rsch. &/or resource mgmt. prgm. aimed at protection of HI's ecosys. Knowl of native Hwn. flora & fauna, ecosys, & threats from alien species. Working knowl of restoration, ecology, & wildlife biology & safe use of pesticide appl. Demons. abil to communicate clearly & effectively. Proficient in word processing & spreadsheet comp. apps. & understanding of ArcGIS & DB apps. Valid DL & drive 4-WD w/manual/automatic trans. Abil to use compass, map, & GPS. Abil to input & analyze field data, using DB & spreadsheet pgms. & prepare draft reports. Able to apply pesticides. Pass criminal bkgd. check. Possess Restricted Use Pesticide Applicator license (or be able to obtain cert. w/in 12 mo.). Possess First Aid/AED/CPR Cert. (or be able to obtain the cert. w/in 3 mo.) Abil to hike remote areas & rugged terrain under inclement weather conditions. Able to backpack & lift & carry 40 lbs. **Inquiries: Cheyenne Perry 937-5170 (Hawaii). Closing: 4/30/12. Min Sal Range: \$2,189-\$3,396/Mo.**