

File No.:	1041420
Position No.:	00038944
Job Code:	006518
RCUH Pay Range:	N16
FLSA:	Non-Exempt
EEO Cat.:	03 – Technician
WC Classification:	4511
Effective Date:	03/01/14 (update 01/09/20)

## HAWAI'I ISLAND PLANT EXTINCTION PREVENTION TECHNICIAN

### Pacific Cooperative Studies Unit Plant Extinction Prevention Program

- I. **SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Plant Extinction Prevention (PEP) Program, located on Hawai'i Island. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

The primary goal of the PEP Program is to implement rare plant conservation actions to prevent the extinction of critically rare species, focusing on species that have fewer than 50 wild plants remaining (i.e., PEP species). Work will be conducted on land controlled by the Hawai'i Department of Land and Natural Resources (DLNR), U.S. National Park Service, U.S. Army, private landowners, and watershed partnerships located on the island of Hawai'i.

Assists in office and/or field work planned by the supervisor including, but not limited to: rare plant collection, monitoring, surveying, and protection; and alien plant and animal control (e.g., weed control, invertebrate and vertebrate pest control, ungulate control, and fencing). Drives to access field sites. Collects and ensures quality of field forms and data related to monitoring and control activities. Assists in planning and documenting work such as scheduling, planning logistics, and documenting day-to-day field work. Records and analyzes field data using Global Positioning Systems (GPS) and computer aided programs. Assists staff with completing reports including monthly reports, grant reports, and PEP annual reports for Hawai'i Island. Work must be done in accordance with applicable Federal and State regulations and laws, especially regarding endangered species, safety and health, and pesticides use.

II. **SCOPE OF POSITION:**

- A. **Reports to:** Principal Investigator (Dr. Clifford Morden)  
Hawai'i Island Native Ecosystem Protection & Management  
(NEPM) Staff (Joshua VanDeMark)
- B. **Supervises:** None.
- C. **Budgetary and/or Fiscal Responsibilities:** None.

D. **Signature Authorities:** None.

E. **Level of Interaction:** Work is conducted on land controlled by the Hawai'i DLNR, U.S. National Park Service, U.S. Army, private landowners, and watershed partnerships. May interact with a wide range of personnel from various conservation agencies and organizations, such as Hawai'i State Division of Forestry and Wildlife (DOFAW), The Nature Conservancy of Hawai'i, U.S. Fish and Wildlife Service (USFWS), U.S. National Park Service, Lyon Arboretum, U.S. Army, members of the Hawai'i Alliance of Watershed Partnerships, Volcano Rare Plant Facility, botanical gardens, seed storage facilities, micro-propagation facilities, private landowners, and fencing contractors. When implementing field work, works closely with DOFAW and NEPM staff, volunteers, and other collaborators, which includes person-to-person contacts. Works with co-workers and supervisors to record and analyze field data. Required to hike, backpack, and camp with PEP staff, NEPM staff and/or collaborators in remote areas and rugged terrain for up to five (5) consecutive days at a time.

III. **MAJOR DUTIES & RESPONSIBILITIES** (List 6-8 duties in order of importance, not by % values |  + bold text = "primary duty" |  = Essential Job Function:

- 55%  1. **Assists in office and/or field work including, but not limited to:**
- a. **Rare and endangered native species collection, monitoring, surveying, and protection.**
  - b. **Alien plant and animal monitoring, surveying, and control (e.g., weed control involving manual and/or chemical techniques invertebrate and vertebrate pest control, ungulate control, and fencing). Drives to access field sites.**
  - c. **Collecting and ensuring quality of field forms and data related to monitoring and control activities.**
- 35%  2. Assists in planning and documenting work potentially involving, but not limited to:
- a. Scheduling, planning logistics, and documenting day-to-day field work.
  - b. Records and analyzes field data into a database and recording data using conventional means and GPS, and computer aided programs.
- 5%  3. Assists staff to complete reports including monthly reports, grant reports, and PEP annual reports for Hawai'i Island.
- 5%  4. Performs other duties as assigned.

IV. **PRIMARY QUALIFICATIONS:**

A. **Education/Training:** Bachelor's Degree from an accredited four (4) year college or university in a Biological, or Environmental Science field with basic/related biology courses. (Associate's Degree from an accredited

community college or university in a Biological or an Environmental Science field and at least two (2) years of experience managing natural resources in Hawai'i, may substitute for a Bachelor's Degree in a Biological or Environmental Sciences field with basic/related biology courses.).

- B. **Experience:** At least two (2) years of experience dealing with biological resources in Hawai'i. Experience needs to be documented well and acquired under the employment of an academic institution, governmental agency, private company, or non-profit organization in the appropriate field.
- C. **Knowledge:** Knowledge of vegetation or rare plant monitoring techniques and data collection. Knowledge of herbicide use and weed control techniques.
- D. **Abilities and Skills:** Ability to use a GPS, altimeter, compass, and maps. Computer literate. Must possess a valid driver's license (and if use of personal vehicle on the job is required, must also have valid personal driver's insurance equivalent to Hawai'i's No-Fault Driver's Insurance) and maintain throughout the duration of employment. Must be able to drive a 4-wheel drive vehicle with manual transmission.

**Post Offer/Employment Conditions:** Must be able to complete basic helicopter safety course within six (6) months from date of hire. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months from date of hire) and maintain throughout duration of employment. Must complete the online Hazard Communication training immediately after hire or no later than employee's initial exposure to hazardous chemicals. Must be able to complete chainsaw training within twelve (12) months from date of hire and maintain throughout duration of employment.

- E. **Physical and/or Medical Demands:** Able and willing to conduct work under dirty, muddy, rainy or sunny, hot or cold, and strenuous outdoor conditions (e.g., extreme weather, mosquitoes, and steep terrain). Able to hike up to 10 miles per day, backpack with up to 35 pounds of weight, and camp in remote areas and rugged terrain for up to five (5) days at a time.
- F. **Policy and/or Regulatory Requirements:** As a condition of employment, incumbent will be subject to all applicable RCUH policies and procedures and as applicable subject to University of Hawai'i's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.).

- V. **SECONDARY QUALIFICATIONS:** Education and experience in programs managing rare and endangered species and ecosystems on the island of Hawai'i. Knowledge of endangered species management, safety, and logistical requirements necessary to carry out field operations. Knowledge of Federal, State, and local environmental laws. Familiarity with integrative techniques used to inventory, assess, and display natural resource assets, environmental impacts, and their interrelationships. Previous experience in weed and ungulate control (especially monitoring and fence construction), helicopter operations in Hawai'i. Previous experience working with chainsaws, digging and cutting tools, and herbicides. Possess a current State of Hawai'i Certification for Application of Restricted Use Pesticides. Working knowledge of Microsoft Word, Excel, and Access. Ability to record biological data with a GPS and download data from GPS unit into a computer.

VI. **REVIEWED BY INCUMBENT OF POSITION:** This job description is a summary of job duties, responsibilities, and qualifications. These designations of duties are subject to change as needs dictate. I acknowledge that I have read and understand the job description for my position. I understand that I must contact my supervisor/manager immediately if I have any questions regarding the content of the job description.

\_\_\_\_\_  
Print Name/Signature of Employee

\_\_\_\_\_  
Date

**JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:**

\_\_\_\_\_  
Signature of Supervisor  
(If PI is same as Supervisor, move to PI Certification below)

\_\_\_\_\_  
Date

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Note: This sheet is attached to the job description. This page will be maintained with your file copy of the official installation date of the job description.

**Principal Investigator Certification of Accuracy:** I certify that the description of job duties, responsibilities, and qualifications are accurate and I am responsible to inform the RCUH Human Resources Department of any changes in duties and/or qualifications.

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date

**CLASSIFICATION:**

Non-Exempt

RCUH Pay Range: PR-N16

	<b>SLOT</b>		<b>POINTS</b>
<b>KNOW HOW</b>	DI2		175
	<b>SLOT</b>		<b>POINTS</b>
<b>ACCOUNTABILITY</b>	C(2)C		57
	<b>SLOT</b>	<b>Percent</b>	<b>POINTS</b>
<b>PROBLEM SOLVING</b>	C2	22%	39

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**APPROVED BY:**

\_\_\_\_\_  
Director of Human Resources or Designee

\_\_\_\_\_  
Date

**ATTACHMENT 1**

Completed by: SK, TC

Bulletin Board Posting: 02/20/20  
RCUH Website: 02/20/20  
Hire Net Hawai'i: 02/20/20  
Conservation Connections: 02/20/20

**HAWAI'I ISLAND PLANT EXTINCTION PREVENTION TECHNICIAN – ID# 220085.**

Pacific Cooperative Studies Unit. (2) Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Plant Extinction Prevention (PEP) Program, located on Hawai'i Island. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws. **MONTHLY SALARY RANGE:** \$2,600-\$3,300/Mon. **DUTIES:** The primary goal of the PEP Program is to implement rare plant conservation actions to prevent the extinction of critically rare species, focusing on species that have fewer than 50 wild plants remaining (i.e., PEP species). Work will be conducted on land controlled by the Hawai'i Department of Land and Natural Resources (DLNR), U.S. National Park Service, U.S. Army, private landowners, and watershed partnerships located on the island of Hawai'i. Assists in office and/or field work planned by the supervisor including, but not limited to: rare plant collection, monitoring, surveying, and protection; and alien plant and animal control (e.g., weed control, invertebrate and vertebrate pest control, ungulate control, and fencing). Drives to access field sites. Collects and ensures quality of field forms and data related to monitoring and control activities. Assists in planning and documenting work such as scheduling, planning logistics, and documenting day-to-day field work. Records and analyzes field data using Global Positioning Systems (GPS) and computer aided programs. Assists staff with completing reports including monthly reports, grant reports, and PEP annual reports for Hawai'i Island. Work must be done in accordance with applicable Federal and State regulations and laws, especially regarding endangered species, safety and health, and pesticides use. **PRIMARY QUALIFICATIONS:**  
**EDUCATION/TRAINING:** Bachelor's Degree from an accredited four (4) year college or university in a Biological, or Environmental Science field with basic/related biology courses. (Associate's Degree from an accredited community college or university in a Biological or an Environmental Science field and at least two (2) years of experience managing natural resources in Hawai'i, may substitute for a Bachelor's Degree in a Biological or Environmental Sciences field with basic/related biology courses.).  
**EXPERIENCE:** At least two (2) years of experience dealing with biological resources in Hawai'i. Experience needs to be documented well and acquired under the employment of an academic institution, governmental agency, private company, or non-profit organization in the appropriate field. **ABIL/KNOW/SKILLS:** Knowledge of vegetation or rare plant monitoring techniques and data collection. Knowledge of herbicide use and weed control techniques. Ability to use a GPS, altimeter, compass, and maps. Computer literate. Must possess a valid driver's license (and if use of personal vehicle on the job is required, must also have valid personal driver's insurance equivalent to Hawai'i's No-Fault Driver's Insurance) and maintain throughout the duration of employment. Must be able to drive a 4-wheel drive vehicle with manual transmission.  
Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course within six (6) months from date of hire. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months from date of hire) and maintain throughout duration of employment. Must complete the online Hazard Communication training immediately

after hire or no later than employee's initial exposure to hazardous chemicals. Must be able to complete chainsaw training within twelve (12) months from date of hire and maintain throughout duration of employment. **PHYSICAL/MEDICAL REQUIREMENTS:** Able and willing to conduct work under dirty, muddy, rainy or sunny, hot or cold, and strenuous outdoor conditions (e.g., extreme weather, mosquitoes, and steep terrain). Able to hike up to 10 miles per day, backpack with up to 35 pounds of weight, and camp in remote areas and rugged terrain for up to five (5) days at a time. **POLICY AND/OR REGULATORY REQUIREMENTS:** As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawai'i's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.). **SECONDARY QUALIFICATIONS:** Education and experience in programs managing rare and endangered species and ecosystems on the island of Hawai'i. Knowledge of endangered species management, safety, and logistical requirements necessary to carry out field operations. Knowledge of Federal, State, and local environmental laws. Familiarity with integrative techniques used to inventory, assess, and display natural resource assets, environmental impacts, and their interrelationships. Previous experience in weed and ungulate control (especially monitoring and fence construction), helicopter operations in Hawai'i. Previous experience working with chainsaws, digging and cutting tools, and herbicides. Possess a current State of Hawai'i Certification for Application of Restricted Use Pesticides. Working knowledge of Microsoft Word, Excel, and Access. Ability to record biological data with a GPS and download data from GPS unit into a computer. **INQUIRIES: Dr. Clifford Morden 956-9636 (Oahu).** **APPLICATION REQUIREMENTS:** Please go to [www.rcuh.com](http://www.rcuh.com) and click on "Job Postings." You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Supervisory References, 4) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawai'i 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 [rcuh\\_employment@rcuh.com](mailto:rcuh_employment@rcuh.com). If you have questions on the application process and/or need assistance, please call (808)956-8344 or (808)956-0872. **CLOSING DATE: March 20, 2020.** *RCUH's mission is to support and enhance research, development and training in Hawai'i, with a focus on the University of Hawai'i.*  
Equal Opportunities Employer – Minorities/Women/Disability/Veteran.