

NATURAL RESOURCES SPECIALIST III

KAHO`OLAWE ISLAND RESERVE COMMISSION

POSITION DESCRIPTION: Natural Resources Specialist III

I. IDENTIFYING INFORMATION

Position Number: 103110

Current Class Title: Temporary Exempt – Natural Resources Specialist III

Department of: Land and Natural Resources

Division: Kaho`olawe Island Reserve Commission

Geographic Location: Maui/Kaho`olawe, Hawai'i

II. INTRODUCTION

The Kaho`olawe Island Reserve Commission (KIRC) was established within the Department of Land and Natural Resources (DLNR) for administrative purpose by Chapter 6K, Hawaii Revised Statutes (HRS).

The KIRC is responsible for the management of the Kaho`olawe Island Reserve (Reserve), which includes the island of Kaho`olawe and the marine waters two miles seaward of the shore. The Reserve is to be used solely and exclusively for the preservation and practice of all rights customarily and traditionally exercised by native Hawaiians for cultural, spiritual, and subsistence purposes, preservation of and protection of its archeological, historical and environmental resources, rehabilitation, re-vegetation, habitat restoration, and preservation; and education. The KIRC's mission is to establish the critical policies and controls for the management and use of the Reserve. The KIRC also approves all contracts for services and rules, provides advice to the State, and carries out the powers and duties to manage the Reserve in accordance with 6K-5, HRS.

The position will be based on KIRC Maui office but will involve extensive fieldwork on Kaho`olawe requiring extended overnight stays on a regular basis. The position is a limited term appointment with the possibility of extension depending on project needs and funding availability.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Natural Resources and Restoration Duties 95%

1. Independently plans and implements environmental resource restoration and management projects of moderate complexity, which follow standard program guidelines and conform to the program goals and operating procedures [1] [2].
2. Prepares project reports and documents for environmental resource restoration and management project activities following program guidelines and standards [1] [2].

NATURAL RESOURCES SPECIALIST III

3. Plans and, upon approval of a higher level specialist, carries out wildlife censuses and plant surveys to determine existing populations of native and nonnative wildlife and plants [1] [2].
4. Analyzes conditions of assigned environmental resource restoration and management work areas and submits report to a higher-level specialist for review [1] [2].
5. Discusses with a higher-level specialist, future management projects required based on condition of restoration work areas [1] [2].
6. Gives talks and demonstrations on natural ecosystems, natural area management activities and other related subjects to youth organizations, service clubs, schools, other government agencies and civic groups [1] [2].
7. Provides consultation to lower level specialists on physiology and ecology of plants and animals found in Hawaii [1] [2].
8. In addition, may perform work described at the lower levels [2].

B. Miscellaneous Duties

5%

1. Assists in inputting of field data into an electronic database or geographical information system (GIS). [1][2]
2. Performs other duties as assigned.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequence of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for the skill/ability to perform this.

NATURAL RESOURCES SPECIALIST III

IV. CONTROLS EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work:

The position is supervised by the Natural Resource Specialist V (NRSV). For restoration field activities, operations, infrastructure coordination, and volunteer supervision, safety general instructions are given for routine assignments. Direct supervision or detailed instructions are given for new assignments. The position seeks the NRSV's guidance for problems not encountered in the past. The NRSV reviews completed work for technical adequacy, completeness and thoroughness.

V. RECOMMENDED QUALIFICATIONS

A. Knowledge, Skills and Abilities Required to Perform the Major Duties and Responsibilities:

Knowledge of: Hawaiian Natural history, familiar with basic Hawaiian Resource management concepts and goals; natural resources management principles and practices based on a background of professional training and experience; regulations, policies and procedures, and sources of technical information in forestry, wildlife, and natural resources management; other government and private agencies involved in related natural resource management activities; State laws and requirements for contract specifications; basic negotiation techniques; and public relations; propagation of native Hawaiian plant species; propagation and maintenance of plants; control of alien plants; native and alien plant species; native and alien bird fauna; Hawaiian history, language, and/or cultural traditions.

Skills: Operation and basic maintenance of vehicles. Competency with basic hand and power tools. Familiar with the use of a compass, altimeter and GPS. Use of MSWord, Excel, GPS plotting course and waypoints; basic familiarity with Hawaiian history, language, and/or cultural traditions.

Ability to: Plan and coordinate natural area management projects for assigned work area; monitor and evaluate condition of assigned work areas; speak before groups on various program topics such as native ecosystems and natural area management activities; and make recommendations on forest land/resource development and utilization in conservation districts; supervise interns and volunteers as workers in demanding field environment; follow oral and written instructions; be self-motivated; read, analyze, and interpret written materials and reports; assist in developing and implementing field safety and infrastructure

NATURAL RESOURCES SPECIALIST III

maintenance protocols; assist in preparing program status reports; work constructively with diverse members of the public and community organizations; travel on short notice; work/travel by helicopter, airplane, boat, and four wheel drive vehicle; use and/or work in the vicinity of hazardous substances, including petroleum products, herbicides, pesticides; work in the vicinity of unexploded ordnance; work in extreme field conditions, including remote areas, and rugged terrain; operate a four wheel drive vehicle; independently plan and organize various work operation, and prepare reports and recommendations..

B. Physical Requirements:

Good physical health, endurance and ability to swim are required. Must be capable of backpacking 5 miles or hiking 10 miles, willing to camp, work irregular hours under difficult conditions. Must be able to work alone and independently. Must have good hearing and eyesight necessary for fieldwork.

C. Education / Experience Required to Perform the Major Duties and Responsibilities:

Required Education:

An undergraduate degree in Environmental Management, Natural Resources Management, Biology, Planning or other closely related fields.

Required Experience:

Five (5) years of field experience in planning and coordinating natural area management projects; monitoring and evaluating environmental resource restoration and management projects; supervising interns and volunteers as workers in demanding field environment.

Allowable Substitution:

A Master's degree in relevant area may be substituted for 2 years of professional experience. A Ph.D. degree in relevant area may be substituted for 3 years of professional experience.

License Requirements:

Possession of a current Hawaii Driver's License.

VI. SALARY

Commensurate with experience.