

NATURAL RESOURCES SPECIALIST II
KAHO'OLAE ISLAND RESERVE COMMISSION

POSITION DESCRIPTION: Natural Resources Specialist II

I. IDENTIFYING INFORMATION

Position Number: 118617

Current Class Title: Temporary Exempt – Natural Resources Specialist II

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 or 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 90%

1. Supervises field crew and volunteer personnel conducting management and monitoring work including, but not limited to, alien plant species control, planting, weed control, invasive species control, erosion control, fence and other facility construction and maintenance, feral animal control, plant and animal surveys, marine resources monitoring and data collection. [1][2][3]

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2. Working with higher-level specialist, plans and implements environmental resource restoration and maintenance projects by following specific project guidelines, goals, and operating procedures. [1][2][3]
3. Prepares reports and documents such as monitoring plan, site survey plan, and location-specific strategic management plan for environmental resource restoration and management projects under the guidance of higher-level specialists. [1][2][3]
4. Establishes research plots and transects according to plans prepared by the higher-level specialists. [1][2] [3]
5. Surveys established research and regular planting plots and transects and makes detailed measurements of such parameters as percent vegetation coverage, vegetation composition, percent bare soil, animal activities, avian fauna presence and abundance, invertebrate fauna presence and abundance. [1][2] [3]
6. Records, compiles and submits data such as rainfall, vegetation condition, and penology. [1][2] [3]
7. Conducts noxious vegetation and invasive species control using herbicides and other bio control methods. [1][2] [3]
8. Participates in biological and environmental research to measure the impact of restoration effort, the success of plantings and overall restoration of the reserve. [1][2] [3]
9. Prepares implementation schedules for projects and identifies critical deadlines. [1][2] [3]
10. Assists in preparing estimates and procuring field equipment and materials. [1][2] [3]

B. Performs other duties as assigned. 10%

1. Maintains and organizes field equipment [1][2]
2. Assists in inputting of field data into an electronic database or geographical information system (GIS). [1][2]

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS:

The following evidence was considered in determining the essential functions of

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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.

IV. CONTROLS EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work:

The position is supervised by the Natural Resources 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; principles, concepts and techniques of natural resources management, including principles, techniques and procedures for the prevention and control of unwanted plants and animals, and census/survey/statistical sampling techniques to determine populations of plants and animals; basic plant and animal physiology and ecology; basic statistical methods and procedures and research methodology used in the conservation and management of natural area ecosystems; laws, rules, regulations and policies pertaining to the State's Natural Area Reserves Management and other protected areas programs; physiology and

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ecology of plants and animals found in Hawaii, both native and introduced, including threatened and endangered species; various herbicides applicable to the control of unwanted species of plants; and report writing.

Skills:

Operation and basic maintenance of vehicles. Knowledge of and 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. Vehicle and equipment maintenance, basic woodworking, mechanical skills, herbicide selection and application.

Ability to:

Ability to 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 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; inspect natural resources construction and maintenance projects; independently plan and organize various work operation, and prepare reports and recommendations; apply knowledge of basic plant and animal physiology and ecology to plants and animals found in Hawaii, both native and introduced, including threatened and endangered species; understand, interpret and apply laws, rules, regulations and policies pertaining to the State's Natural Area Reserves Management and other protected area programs; navigate through large undeveloped, remote areas using maps, compasses and other aids; prepare rough maps and design sketches of natural area field projects; explain program objectives; determine and monitor plant and animal health and vigor; prepare reports of field projects and activities according to program standards and procedures; and gather facts and analyze data for the purpose of evaluating specific management activities such as noxious weed control; and maintain records of reserve management activities.

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.

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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 related fields.

Required Experience:

Three (3) years of field experience, in the protection of Hawaiian native ecosystems, feral animal/small mammal control, with remote backcountry work and living, wild land fire fighting, alien plant control work, supervising staff, volunteers and coordinating general missions or operations.

Allowable Substitution:

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

License Requirements:

Possession of a current Hawaii Driver's License.

VI. SALARY

Commensurate with experience.