

Job Description

Job Title: Senior Natural Resources Management Coordinator
Job ID: 29256
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil service position with the Pacific Cooperative Studies Unit (PCSU), coordinating and performing project tasks on land controlled by the U. S. Army Garrison, Directorate of Public Works, Environmental Office, Natural Resources Section on the island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: A primary goal is to ensure that the military mission is accomplished and that training opportunities are realized to the fullest extent possible in a manner consistent with Federal, State, and Army environmental quality policies. Work must be done in accordance with applicable Army, Federal, and State regulations and laws, especially regarding endangered species, safety and health, and pesticides. Supervises Natural Resource Management Coordinators who oversee field crews. Natural Resource field crews are responsible for carrying out required actions of the Makua and Oahu Implementation Plans on Army Training Lands on Oahu. Also supervises program area managers related to rare plants, rare snails, rare birds, rat control, ungulate control and ecosystem restoration. Coordinates with these Managers to ensure production of the year-end report. Oversees safety program for Oahu Army Program. Assists Army Natural Resource Manager and Biologist in coordinating Makua and Oahu plan actions with involved landowners. Attends meetings with landowners and assists in providing reports to landowners. Contributes to Section 7 Consultation with the U. S. Fish and Wildlife Service. Assists with Army database oversight. Works with partner agencies to plan conservation strategies that further the Army Natural Resource Program Goals. Also works with subcontractors in scheduling surveys and other projects. Provides oversight for natural resource crews in the field conducting rare species survey, monitoring and management and alien species survey, monitoring and control. Plans educational trainings for crew and leads staff meetings. Assists in review of Army projects to determine potential effects on natural resources. Performs other duties as assigned.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Biological, Biomedical, or Environmental Science with basic/related Biology courses. **EXPERIENCE:** Five to seven (5-7) years of experience managing a team conducting Natural Resource Management in Hawaii. **ABIL/KNOW/SKILLS:** Able to organize and plan natural resource projects. Knowledge of and skill in planning, scheduling and conducting environmental related projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of programs. Demonstrated skill in summarizing findings and recommendations, as well as, proficiency in oral and written presentations. Must be skilled in constructing natural resource fences. Able to identify native and alien species in Hawaii. Must possess valid driver's license. **Post Offer/Employment Conditions:** Must be able to complete basic helicopter safety course and rappelling training within twelve (12) months of hire. Must obtain State certification as Restricted Pesticide Applicator within three months of hiring. Must possess certification in First Aid/CPR (or be able to obtain certification following the training provided within three (3) months of hire). Must be able to

obtain chainsaw certification within twelve (12) months of hire. May be required to complete additional duties such as firearms use at a later time, which will be approved by the RCUH and PCSU. If selected for these additional duties, must pass a physical exam, pass federal firearms certification and be legally able to possess firearms. Must be able to pass a post offer criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Must be able to complete basic helicopter safety course and rappelling training within twelve (12) months of hire. Able to conduct work outdoors, which may involve hiking, backpacking, camping and work in steep terrain.

SECONDARY QUALIFICATIONS: Knowledge of programs managing rare and endangered species and ecosystems on Army lands in Hawaii. Familiarity with Department of the Army natural resources programs in general, and the policy and organizational contexts within which they are managed. Familiarity with offsite Oahu Natural Resource Land Managers. Familiarity with spreadsheet programs and use of Geographical Information Systems. Knowledge of pertinent laws and regulations, and licensing and permitting requirements related to program management.

INQUIRIES: Dietra Myers-Tremblay 655-9175 (Oahu).

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 or mail 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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 07/06/2009

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