

**Kaho‘olawe Island Reserve Commission**  
Reserve Operations and Programs Support  
**Kaho‘olawe Island Reserve Specialist II (KIR II)**

**POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Position Number: 117428  
Department: Land and Natural Resources  
Division: ADMIN  
Branch: Kaho‘olawe Island Reserve Commission  
Geographic Location: Maui, Hawai‘i

**II. INTRODUCTION**

The Kaho‘olawe Island Reserve Commission (KIRC) was established by Chapter 6K, Hawaii Revised Statutes (HRS) and placed within the Department of Land and Natural Resources for administrative purposes. 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 from shore.

This position provides operational support to all KIRC programs. It is based at the KIRC Office on Maui but involves extensive fieldwork requiring extended overnight stays on Kaho‘olawe on a regular basis. This position is a temporary exempt appointment subject to extensions based on authorization by the KIRC.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

A. Program Support 90%

1. Provides staff support to all natural, cultural, and marine resources monitoring, protection, and maintenance activities within the Reserve. [1][2]
2. Inspects, maintains, and trouble-shoots KIRC field assets, infrastructure, facilities, vehicles, and machinery as required. [1][2]
3. Inspects, maintains, and trouble-shoots KIRC facilities and equipment at the Wailuku storage unit and Kihei boathouse. [1][2]
4. Assists Field Team Leader with KIRC program volunteers conducting fieldwork. [1][2]
5. Assists in preparing and submitting weekly field activities reports. [1][2]
6. Serves as boat crew and field escort as assigned. [1][2]
7. Serve as an access escort for Reserve activities. [1][2]

B. Other duties 10%

1. Serves as back-up to other operations support staff in the performance of their basic duties; trains other KIRC staff to provide needed functions provided by this position. [2]

2. Identifies potential funding sources from local, State, Federal, and other entities and assists in preparing application documentation. [2]
3. Performs other duties as assigned.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS:**

The following evidence was considered in determining the essential functions of the position: (a) the amount of time spent performing the function; (b) the consequence of not requiring a person in this job to perform a function; (c) the work experience of people who have performed a function in the past and work experience of people who currently perform similar functions; and (d) the nature of the function based on the organizational 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 special expertise or ability to perform this function

**IV. CONTROLS EXERCISED OVER THE WORK**

This position is supervised by the Deputy Director, Position No. 117388. Detailed instructions are given for new assignments. The position seeks the guidance of the supervisor for problems not encountered in the past. The supervisor reviews completed work for technical adequacy, completeness, and thoroughness.

**V. RECOMMENDED QUALIFICATIONS**

A. Knowledge of:

Awareness of, or willingness to learn Hawaiian history, language, and cultural traditions.

Hawaiian natural history and familiar with basic Hawaiian resource management concepts and goals; basic natural resources management principles and practices arithmetic, including addition, subtraction, multiplication, and division; common wildlife and plant species in the State of Hawai‘i; standard methods involved in gathering and recording field data for natural resources research and survey projects; basic survey techniques using transects, tapes, and levels; simple report writing techniques; simple, basic carpentry, plumbing, and masonry methods and techniques.

B. Skills and Abilities:

Basic maintenance and repair of vehicles and equipment; knowledge of and competency with basic hand and power tools; familiarity with the use of a compass, altimeter, and GPS; use of MSWord, Excel, and GPS plotting course and waypoints; basic woodworking and mechanical skills; herbicide and pesticide selection and application.

Able to 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 and pesticides; work in extreme field conditions, including remote areas and rugged terrain; ability to inspect natural resources construction and maintenance projects; collect, record, compile, tabulate, and summarize field data concerning forestry, wildlife, and natural resources research and survey projects; establish and maintain effective working relationships with others; prepare simple oral and written reports; inspect, maintain, and repair field facilities and related structures; properly and safely use various light power tools and equipment such as chain saws, pumps, mowers, and circular saws; back pack thirty (30) pounds for five (5) miles; enter data into computers and generate reports; operate and maintain equipment and vehicles such as boats, mowers, wheeled tractors, and forklifts.

C. Physical Requirements:

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

D. Work Location and Hours:

Work location is predominantly on Kaho‘olawe. This work schedule for this position is often ten (10) hour days, four (4) days a week.

E. Required Education:

High school graduate or possession of a general education degree (GED).

F. Required Experience:

Three (3) years experience in: Monitoring natural resources on land and in the ocean; construction, maintenance, and trouble-shooting of infrastructure and equipment; and coordinating general missions and operations

**VI. REQUIRED LICENSES, CERTIFICATES, ETC.**

Possession of a valid driver’s license.

**VII. SALARY**

\$30,000 - \$40,000 annually, commensurate with experience.