

Kaho‘olawe Island Reserve Commission

Reserve Operations and Programs Support

Logistics Specialist

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 103127

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 assists in the managing of KIRC resources, inventory, assets, and equipment. This position is based at the KIRC Office on Maui but may involve fieldwork on Kaho‘olawe requiring extended overnight stays. This position is a temporary exempt appointment subject to extensions based on authorization by the KIRC.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Purchase Requests and Inventory Management

60%

1. Responsible for the inventory and auditing of KIRC assets. [1][2]
2. Prepares and submits necessary documentation of newly acquired assets to departmental inventory management section. Obtains authorized signatures for inventory management as necessary. [1][2]
3. Submits orders and tracks inventory requests for KIRC equipment and supplies. [1][2]
4. Upon approval by management, order, receive, and package food orders, equipment, and supplies and coordinate its shipment to Kaho‘olawe. [1][2]
5. Maintains files and office records, office manuals, and contact information for vendors and agencies essential to performing the functions of this position. [1][2]

B. Access and Logistical Support

30%

1. Serves as coxswain/First Mate and field escort as assigned. [2]
2. Provide on-island logistical support for all KIRC programs and projects. [1][2]
3. Develops and maintains issue/return tracking system for field equipment such as radios, radio chargers, GPS units, etc. [1][2]

4. Work with the Executive Director to develop and implement sustainable and energy efficient on-island infrastructure. [1][2][3]

C. Other Duties

10%

1. Serves as back-up to other operations staff in the performance of their basic duties; trains other KIRC staff to serve as back-up in ordering, receiving, and packaging of food, equipment, and supplies and coordinating its transport to Kaho‘olawe. [1][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 to perform the 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 the skill/ability to perform this function.

IV. CONTROLS EXERCISED OVER THE WORK

Nature of Supervisory Control Exercised Over the Work:

This position is supervised by the Deputy Director, Position No. 117388. Instructions are given for routine and new assignments. Seeks the guidance of supervisor for problems not encountered in the past and 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.

Word processing, database, and spreadsheet programs; general office procedures; asset inventory and accounting protocols; filing, computers, and standard office equipment; State procurement process and purchasing and fiscal procedures. Knowledge of seagoing vessel safety and procedures. Trained in Hazardous Waste Operations including Packaging and Shipping of Hazardous Materials, and Emergency Response procedures.

B. Skills and Abilities:

Written and oral communication and analytical thinking. Ability to plan, organize and carry out a broad range of projects and logistics functions, produce reports and summaries, requiring judgment conforming to the rules of grammar; speak simply and directly to individuals in response to their inquiries; work effectively under frequent interruptions and changing requirements; deal tactfully with staff and the general public. Attention to detail and nautical understanding.

Follow oral and written instructions and be self-motivated; travel on short notice. Ability to read, analyze, and interpret common technical journals, and safety/liability documents. Able to react responsibly and effectively in an emergency situation; effectively present information to staff members, public groups, and/or Commissioners. Ability to define problems, collect data, establish facts, and draw valid conclusions. 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 the vicinity of unexploded ordnance; work in extreme field conditions, including rough seas, remote areas, and rugged terrain; operate a four wheel drive vehicle, wheeled tractor, and forklift; operate radio communications; perform Hazardous Waste Operations and Emergency Response procedures; First Responder Certification; Safety Swimmer.

C. Physical Requirements:

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

D. Required Education:

High school graduate and two (2) years post high school education.

E. Required Experience:

At least five (5) years of general office/logistics work, with progressively responsible experience in logistics management.

Allowable Substitutions: Undergraduate degree may be substituted for two (2) years experience.

VI. REQUIRED LICENSES, CERTIFICATES, ETC.

Possession of a valid Driver's License.

VII. SALARY

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