

Lead Field Technician Position Description

Position: Lead Field Technician

Department: Operations

Reports To: Executive Director/Administrative Officer

FLSA: Non-Exempt

Status: Full-Time (40 hours/week)

Salary: Commensurate w/Experience

Date Updated: August 2024



POSITION SUMMARY:

The Lead Field Technician supervises the activities of the Field Team (Field Technicians and Volunteers) in order to facilitate the implementation of Mālama Maui Nui grant objectives as directed by the Executive Director. This individual will perform highly skilled work in a wide range of activities including but not limited to: general construction; mechanical labor; use of heavy machinery; and reporting, documenting, locating, collecting, transporting and disposing of solid waste, potentially hazardous materials, and recycled materials in an effective, efficient, and sustainable manner.

Additional assignments may include outreach and education, beautification and conservation projects and anti-litter projects. This position requires an understanding and interest in sustainable waste management practices, and experience in directing and motivating staff and volunteers. This is a working supervisory position with active field and reporting administrative management duties, in which work is performed in a variety of locations and environments with little immediate oversight. The Lead Field Technician will be held accountable for exercising discretion in selecting safe and appropriate measures and in applying established policies and procedures in order to complete assigned tasks for staff and volunteers.

ESSENTIAL JOB FUNCTIONS:

- Act as an exemplary representative of Mālama Maui Nui by inspiring, educating and empowering the local community. This requires maintaining an optimistic attitude and demonstrating positive behavior that reflects the mission and core values of Mālama Maui Nui at all times.
- Ensure that the Field Team accurately submits required reports, GPS data, and documentation associated with each assignment (Daily Work Reports, Action Request Forms, Recon Forms, Waivers/Receipts, Mileage Logs, Time Sheets, Vehicle Inspections, etc.).
- Ensure that Field Team inventory is complete, inspect, clean, and maintain all equipment on a daily basis including but not limited to: assigned vehicles, power tools, and other equipment.
- Maintain MMN's baseyard and facilities in a safe, clean, and organized fashion at all times.
- Perform skilled labor on projects that may include metal fabrication, welding, general construction, mechanical knowledge, and use of heavy machinery, as needed.

- Perform all other duties as assigned by the Executive Director or Administrative Officer and submit daily status reports.

EDUCATION AND EXPERIENCE:

- Education:

- This position requires a minimum of a high school diploma or GED equivalency. Strongly preferred is a Bachelor's Degree in Waste Management, Environmental Studies/Sciences, Natural Resource Management, and/or other associated fields.

- Experience:

- At least two years of experience in a supervisory role. Preference given to candidates with experience in a Waste Management facility, Natural Resource program, or similar organization(s). Experience with power tools, heavy machinery and best management practices related to waste/landfill diversion also preferred. Strongly desired that this candidate possess a CDL or is willing to obtain one.

CERTIFICATES, LICENSES, REGISTRATIONS:

- **Certifications:** Ability to complete First Aid/CPR certification within the first year of hire.
- **Licensure:** Valid Type 3 Hawaii State Driver's license with a clean traffic abstract, CDL preferred.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a physically demanding position requiring individuals to:

APPLICATION PROCESS

Submit resume and cover letter (optional) to jobs hiring@mmnui.org with the position applying for noted in the email.