

# Career Opportunities



## January 12, 2018

<u>Department</u>	<u>Location</u>	<u>Job. #</u>	<u>Job Title</u>	<u>Status</u>	<u># of Vac</u>	<u>E/NE</u>	<u>Salary</u>	<u>Job Opening Date</u>	<u>Job Posting Expires</u>
Natural Resources	Lānaʻi	17-28	Invasive Species Technician	FT	1	NE	Hourly	6/16/2017	
Lānaʻi Builders	Lānaʻi	17-40	Superintendent	FT	1	E	Salary	9/1/2017	
Hotel Lanaʻi Restaurant	Lānaʻi	17-45	F&B Server	C-TEMP	2	NE	9.25	10/9/2017	
Hotel Lanaʻi	Lānaʻi	17-51	Hotel and Lānaʻi City Bar & Grille Manager	FT	1	E	Salary	10/30/2017	
Development & Construction	Lānaʻi	17-53	Surveyor Assistant	FT	1	NE	Hourly	11/17/2017	
Lānaʻi Builders	Lānaʻi	17-61	Office Assistant I	FT-T	1	NE	Hourly	12/20/2017	
Facilities	Lānaʻi	17-62	Security Manager	FT	1	E	Salary	12/20/2017	
Theater	Lānaʻi	17-63	Theater Attendant	C	1	NE	Hourly	12/21/2017	
Nursery	Lānaʻi	17-64	Plant Health Technician	FT	1	NE	17.73	12/27/2017	1/1/2018
Sports Complex	Lānaʻi	18-01	Recreation Center Assistant	FT	1	NE	Hourly	1/9/2018	
Sports Complex	Lānaʻi	18-02	Recreation Center Assistant	C	1	NE	Hourly	1/9/2018	
Rock & Concrete	Lānaʻi	18-03	Heavy Truck Driver	FT-T	1	NE	25.99	1/9/2018	1/14/2018
Finance	Honolulu	18-04	Senior Accountant	FT	2	E	Salary	1/9/2018	
Rock & Concrete	Lānaʻi	18-05	Heavy Truck Driver	FT	1	NE	25.99	1/12/2018	1/17/2018

C= Casual T= Temporary FT= Full Time PT= Part Time

For immediate consideration please forward your applications at Human Resources - Central Services  
 Applications for posted positions with expired dates are still accepted however will be considered late.

## Job Summary For Job Vacancies posted January 12, 2018

### Invasive Species Technician

**Number of Vacancy(ies): 1 Full Time**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Under the supervision and guidance of the Wildlife Biologist, assists with executing the Department's invasive species program.

**JOB REQUIREMENTS:** Must have a high school diploma, with a year of work experience in natural resource management. Some college coursework is preferred. An internship in natural resource work can be substituted for work experience. Must be proficient in Microsoft Office and Outlook. Experience with GPS, preferred. Must have a strong safety ethic. Must be able to drive 4-wheel drive, ATV and UTV vehicles on off-road conditions. Must be able to effectively, efficiently, and safely execute instructions and direction. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must be able to identify key invasive species, and research appropriate courses of action. Must be willing to work irregular hours, and serve on-call to assist in other program areas. Must have a demonstrated ability to work successfully as a productive team member with people of diverse cultures, ages, and educational backgrounds. Knowledge and experience with Hawaiian language, culture, and/or natural resources preferred; knowledge and experience in Lānaʻi resources and people preferred. Must be willing to work in remote field conditions and in inclement weather. Must be willing to fly in and work around helicopters. Ability to obtain Wilderness First Responder and Red Cross First Aid Certification. Must possess valid State of Hawaii Driver's License. Ability to obtain applicable herbicide and/or pesticide treatment licenses or certification. Ability to successfully complete basic wildland firefighter training.

### F&B Server

**Number of Vacancy (ies): 2 Casual – Temps**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Receives orders and serves guest's food and beverage requests. Responsible for the applicable checks and POS opening and closing.

**JOB REQUIREMENTS:** Previous experience in food service and/or dining room operations, preferred. Must have current TB Clearance. Must have current Maui County Liquor License. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

## **Superintendent**

**Number of Vacancy(ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Manage on-site planning and execution of construction projects for Lāna'i Builders, coordinating field crews and subcontractors for successful delivery of projects relative to schedule, budget and quality. Responsible to work with Lāna'i Builders Project Managers and to assist with the completion of projects for Pūlama Lāna'i and its related business entities, such as, but not limited to, material quantity takeoff, ordering of materials and review of shop drawings.

**JOB REQUIREMENTS:** Minimum of 7 years of verifiable experience as a Superintendent, operating in a similar capacity. Knowledge and experience in construction of single family, low rise multi-family, commercial construction and local building codes. Full knowledge of site construction. Ability to make arrangements with all inspection agencies to inspect and accept completed work.

Able to read blueprints and specifications. Knowledge of "each trade" step by step progression in relation to itself as well as to other trades affected by it. Ability to determine at which point in the building process each trade is to begin and what the different phases of each trade are. Also to be able to determine which trades can work together simultaneously.

Requires excellent written and verbal communication and organizational skills and ability to follow oral and written instructions. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure. Working knowledge of PC based Microsoft Office and MS Project scheduling programs. Must have a valid Hawaii Driver's License.

## **Hotel and Lāna`i City Bar & Grille Manager**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Manager is responsible for creating a high quality guest experience and profitable business for both the hotel and restaurant. Supervises Hotel Front Desk, Housekeeping, and Restaurant Staff (Hostess, Food Servers, and Bartenders). Ensures that regulations including Department of Health, Liquor Commission and OSHA are complied with.

**JOB REQUIREMENTS:** Must possess a valid Hawaii Driver's License. Must have a negative TB Clearance. Must have current Maui County Liquor License. Requires 2 years of previous Restaurant or Hotel experience in a supervisor or manager capacity. Requires 3 years of customer service experience. Demonstrate ability to lead teams. Social media experience, preferred. Must be proficient in Outlook, PowerPoint, Word, Excel and using the Internet. Requires excellent written and verbal communication and organizational skills. Must have attention to detail and be able to multitask. Requires relating to customers in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

## **Surveyor Assistant**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under direct supervision, performs entry-level survey engineering work in the field. Assists with surveying land surfaces to project precise measurement and location of lines, angles, points, areas and elevations.

**JOB REQUIREMENTS:** High school diploma or GED with one to three months related experience and/or training required. Must possess a valid Hawaii Driver's License. Working knowledge of Outlook, Word, and Excel. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

## **Office Assistant I**

**Number of Vacancy(ies): 1 Full Time Temporary**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Provides clerical support to staff of Lana'i Builders. Duties include filing, copying, scanning, data entry, and distribution of mail.

**JOB REQUIREMENTS:** Knowledge of office administration, construction purchasing, and job costing. One to two Years work experience in construction administration. Must be proficient in Outlook, Word, and Excel. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions.

## **Security Manager**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Manager is responsible for assisting the Facilities department with security of the company's residential and commercial facilities. Assists with monitoring all units for compliance and enforces house rules. Issues notice of violations to tenants for housing related incidents. Maintains a safe secure environment by establishing and enforcing security policies and procedures. Serves as liaisons with local law enforcement to assist in investigations.

**JOB REQUIREMENTS:** Must possess a valid Hawaii Driver's License. Must have a valid Hawaii State Guard Certification card. Must have CPR/First Aid certification. Requires 4 years of supervisory experience in security or law enforcement. Working knowledge of Outlook, PowerPoint, Word, Excel and using the Internet, preferred. Requires excellent written and verbal communication and organizational skills. Must have attention to detail and be able to multitask. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

### **Theater Attendant**

**Number of Vacancy(ies): 1 Casual**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Operates the box office selling movie tickets, show tickets, and gift cards to guests. Ensures outstanding guest service is provided to all guests. Answers the phone fielding questions about content, provide theater operational information, inform guests about prices, policies, etc. Enforces ratings to keep underage guests from accessing the theater without adult consent. Sell appetizing and properly prepared food and beverage items to our guests. Maintains the cleanliness of the concession area, theater lobbies & restrooms while controlling access to the theater.

**JOB REQUIREMENTS:** Must be proficient in use of a computer/ cash register. Good math and cash-handling skills. Ability to work varied shifts, including late nights, weekends and holidays. Must be able to provide a negative TB test. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Ability to meet tight deadlines under minimal supervision.

### **Plant Health Technician**

**Number of Vacancy(ies): 1 Full Time**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Under direction of Supervisor, monitors and manages plant health of trees, grass and plants. Calibrates and mixes all plant herbicides, fertilizers and pesticides. Maintains application equipment is in good, clean, working condition. Maintains accurate application records as well as inventory control.

**JOB REQUIREMENTS:** Previous knowledge and experience in herbicide, pesticide and fertilizer application, desirable. Must possess basic knowledge of herbicide, fertilizer and pesticide usage. Must possess a valid State of Hawaii Driver's License. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure.

### **Recreation Center Assistant**

**Number of Vacancy(ies): 1 Full Time , 1 Casual**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Responsible for Lifeguard duties and related tasks at the Community Swimming Pool. Under the direction of the Recreation Center Manager, exercises personal initiative, judgment and management techniques in operation of the pool facilities to ensure that all activities at the swimming pool are conducted in a safe, friendly, and professional manner. Able to give emergency care if necessary.

**JOB REQUIREMENTS:** Must possess a current Red Cross CPR/AED Certificate, Red Cross Lifeguard Training Certificate and First Aid Certification. Must possess a valid State of Hawaii Driver's License. Excellent communication and people skills, required. Requires working to established procedures and maintaining reliable work attendance. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

## **Heavy Truck Driver**

**Number of Vacancy(ies): 1 Full Time- Temporary, 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Drivers truck (Dump Truck, Cement Truck (Mixer), Heavy Lift Truck (15 ton), Truck Tractor (Semi), etc) making deliveries of aggregate, concrete, freight, and miscellaneous products between designated locations as instructed; maintains report book, receives and delivers various shipping papers, signs for and obtains signatures for material.

**JOB REQUIREMENT:** Must possess a current State of Hawaii Driver's License with CDL Class "B" Endorsement. Must have knowledge of the standard procedures and methods required for efficient and normal completion of required tasks. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining a reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

## **Senior Accountant**

**Number of Vacancy(ies): 2 Full Time**

**Location: Honolulu**

**JOB RESPONSIBILITIES:** Under limited supervision, performs general accounting functions for various Lāna`i Resorts, LLC dba Pūlama Lāna`i Companies. Responsible for maintaining accounting records for multiple entities/ divisions, understanding regulations governing assigned entities, and assist in advising operational personnel of accounting treatment.

**JOB REQUIREMENTS:** Must have a BBA in Accounting and 5 or more years work experience. Experience with Sage Accounting Software preferred, but not required. Must be proficient in Outlook, Word and Excel. Ability to work independently and to multi-task in a fast paced office environment. Able to prioritize work and meet deadlines. Must have attention to accuracy and detail. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions.

For immediate consideration please forward your applications at Human Resources - Central Services or email to [hr@pulamalanai.com](mailto:hr@pulamalanai.com)