

# Career Opportunities



## February 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>
Lānaʻi Builders	Lānaʻi	17-40	Superintendent	FT	1	E	Salary	9/1/2017	
Development & Construction	Lānaʻi	17-53	Surveyor Assistant	FT	1	NE	Hourly	11/17/2017	
Nursery	Lānaʻi	17-64	Plant Health Technician	FT	1	NE	17.73	12/27/2017	2/9/2018
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	25.59	1/9/2018	2/9/2018
Warehouse	Lānaʻi	18-07	Warehouse/ Delivery Person (CDL)	FT	1	NE	23.85	2/2/2018	2/9/2018

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.

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

### Superintendent

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

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Manage on-site planning and execution of construction projects for Lānaʻi Builders, coordinating field crews and subcontractors for successful delivery of projects relative to schedule, budget and quality. Responsible to work with Lānaʻi Builders Project Managers and to assist with the completion of projects for Pūlama Lānaʻi 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.

### Surveyor Assistant

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

**Location: Lānaʻi 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.

## 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**

**Location: Lānaʻi 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.

## **Warehouse/ Delivery Person (CDL)**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Issues, delivers, stores, prices and rotates all incoming merchandise for Pūlama Lāna`i operations. Drives truck tractor, pulling semi and full trailer combination to haul material, equipment and miscellaneous freight between designated locations as instructed.

**JOB REQUIREMENTS:** Must have current State of Hawaii Driver's License with CDL "A" Endorsement. 1-2 years previous warehouse experience, preferred. 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.

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