

Career Opportunities



March 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	
Rock & Concrete	Lānaʻi	18-03	Heavy Truck Driver	FT-T	1	NE	25.59	1/9/2018	
Theater	Lānaʻi	18-09	Theater Attendant	C	1	NE	Hourly	3/9/2018	
Lānaʻi Air	Honolulu	18-10	Reservation Sales & Logistics Coordinator	FT	1	NE	Hourly	2/16/2018	
Lānaʻi Air	Honolulu	18-11	Reservation Sales & Logistics Coordinator	PT	1	NE	Hourly	2/16/2018	
Natural Resources	Lānaʻi	18-12	Wildlife Control Manager	FT	1	NE	Salary	3/12/2018	
Utilities	Lānaʻi	18-13	Distribution System Operator Apprentice I	FT	1	NE	15.68	3/12/2018	3/17/2018

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.

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Job Summary For Job Vacancies posted March 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.

Heavy Truck Driver

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

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.

Theater Attendant

Number of Vacancy(ies): 1 Casual

Location: Lāna`i 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.

Reservation Sales & Logistics Coordinator

Number of Vacancy(ies): 1 Full Time, 1 Part Time

Location: Honolulu

JOB RESPONSIBILITIES: This position is a key role in selling and operating the Lāna'i Air charter air service. The dual role of selling and servicing must be delivered in a manner that is both high touch and high quality. Selling the private charter service will be done via referrals from the Four Seasons Lāna'i as well as through direct inquiries. Guest Service is a major part of this role. Contact will continue with guests as their charter date approaches. Logistical services will be executed by this position to include coordination of ground transportation and tracking the guest's inbound flights from the mainland or Asia. This position will participate in the ground service during the arrival and departure process as guests transition through the Lāna'i Air Hanger facility on O'ahu. This position will be responsible for other logistical coordination with third party vendors (aircraft operator, ground service support, and ground transportation) on Lāna'i and O'ahu. The primary goal of this position is to support the increased occupancy for the Four Seasons Hotels on Lāna'i.

JOB REQUIREMENTS: Must have a valid Hawai'i Driver's License. Must be able to obtain an AOA badge and ramp license from the State of Hawaii Department of Transportation. Two years of Hospitality experience with a high end resort, highly recommended. Two years of logistical coordination experience, recommended. Two years of clerical experience, recommended. Must be proficient in Microsoft Outlook, Word, Excel, Internet and other applicable software. Requires proficiency and professionalism in writing emails to passengers/ guests. Requires excellent written and verbal communication and organizational skills. Must be detail oriented. Requires good judgement and a common sense approach to the work. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under conditions that are changing on a moment's notice. Must be able to foster teamwork within the department and with other business entities. Requires an ability to take responsibility and be accountable. Must be able to handle a variety of tasks at the same time. Must be able to problem solve and identify resources to use when faced with irregular operations.

Wildlife Control Manager

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under the direction of the Department of Natural Resources (DNR) Senior Vice President, this position leads the Wildlife Control Program, including both supervision and direct participation in planning and activities. The main goals are to manage game and non-game animal populations in accordance with Company and Departmental guidelines and mandates, operate a public hunting program on a permit basis, and to utilize harvested game animals. Performs infrastructure construction, repair and maintenance, to include structures, facilities, fences, wildlife traps, and irrigation systems. Assist with management of areas under the control of the DNR including, but not limited to firebreak maintenance, fence establishment and maintenance, trail construction and maintenance, vegetation clearing, planting of desirable species and elimination/ control of invasive plants and animals.

JOB REQUIREMENTS: Minimum of 5 years experience in safe professional hunting, preferably in Hawaii; with at least 2 years of supervisory experience. Ability to initiate, plan and implement program activities to increase efficiency and effectiveness contributing to company and program mission. Documented initiative, enthusiasm, and success in managing hunting services with excellent track record for subject expertise. Knowledge, skills and abilities in ungulate hunting safety techniques, regulation, equipment and management alternatives, and ability to train others. Must have the ability to interact effectively and productively with a wide variety of people from different educational backgrounds and cultures including staff, hunters, visitors, cooperators, commercial operators and community members. Must be able to work collaboratively and cooperatively with a wide range of agencies and constituencies. Must have a strong safety ethic. Must have a valid State of Hawaii Driver's License and be able to drive 4-wheel drive, ATV and UTV vehicles on off-road conditions. Must be proficient in Microsoft Office and permitting software. Must be able to identify key plant and animal species in the field – native and invasive. Must be willing to work in remote field conditions and in inclement weather. Must pass a criminal background check and indicate ability to acquire, possess and use firearms. Must possess a current State of Hawaii Hunting License. Must be able to obtain wilderness first aid certification and basic wildlife firefighter certification. Ability to regularly lift and/ or move up to 50 pounds and hike over uneven terrain for 3-5 miles.

Distribution System Operator Apprentice I

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under immediate supervision performs general maintenance, repair and construction work on the potable water treatment and distribution system of the Lāna`i Water Company; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to water distribution and treatment.

JOB REQUIREMENTS: Must have basic math skills. Must be proficient with Microsoft Office. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be available for call outs. 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.

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