

# Career Opportunities



## August 4, 2017

<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	16-49	Superintendent	FT	1	E	Salary	12/13/2016	
Ownership Assets	Lānaʻi	17-20	Estates Operations Manager	FT	1	E	Salary	4/28/2017	
Natural Resources	Lānaʻi	17-28	Invasive Species Technician	FT	1	NE	Hourly	6/16/2017	
Finance	Honolulu	17-29	Controller	FT	1	E	Salary	6/21/2017	
Fleet Maintenance	Lānaʻi	17-32	Maintenance Mechanic 1/C	FT-T	1	NE	26.44	6/29/2017	
Natural Resources	Lānaʻi	17-34	Botanist/ Botany Program Manager	FT	1	E	Salary	7/14/2017	
Development & Construction	Honolulu	17-36	Logistics Project Coordinator	FT	1	E	Salary	7/27/2017	

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 August 4, 2017

### **SUPERINTENDENT**

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

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Manage on-site planning and execution of construction projects for Lanai Builders, coordinating field crews and subcontractors for successful delivery of projects relative to schedule, budget and quality. Responsible to work with Lanai 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 the 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. Must be proficient in the use of computers. Must possess a current State of Hawaii Driver's License. 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 people. Must be able to maintain a positive attitude and work under pressure.

### **ESTATES OPERATIONS MANAGER**

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

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** The Lānaʻi Estates Operations Manager will be responsible for overseeing the Guest Services and Asset Management for 20 residences and other assets, as assigned. Primary responsibilities will include directing the activities of Lānaʻi Estates Staff engaged in all phases of care and maintenance of each residence as well as delivery of appropriate levels of guest service for the owner, personal guest, business guests, and contractors. The manager's position is responsible for delivering a highly detailed level of maintenance, cleanliness, and guest experience. This position has budget management responsibilities and is tasked with making sound judgement decisions and being respectful of the owner's financial resources.

This is a "working" position, where the Operations is expected to be actively involved in working with the Team and managing projects. This position requires flexibility in schedule and a dedication to service delivery and exhibit a high level of commitment at all times. Services at Lānaʻi Estates must meet owner and guest expectations before considering a task to be completed. The goal of this position is to handle difficult circumstances without displaying how challenging the task may be.

This position interfaces with Pūlama Lāna'i, Four Seasons and Ownership. As a result, this position requires skill in collaboration and relationship management with multiple parties. The work environment is complex and conditions change on a regular basis. The Manager must adapt and find creative solutions to operations and collaboration challenges.

**JOB REQUIREMENTS:** Estate Hospitality experience or equivalent service industry experience required. Must be proficient in Outlook, Word, and Excel. Must possess a current 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. Demonstrate good personal control and judgement under normal and stressful conditions. Ability to recognize potentially dangerous or hazardous conditions. Requires working to established procedures and maintaining a reliable work attendance. Must be able to prioritize and handle multiple tasks demonstrating good time management. High energy level and stamina along with the ability to exhibit attention to details is a must. Ability to complete problem identification and resolution. Must be able to work independently and lead a team. Must be able to work flexible shifts of mornings & evenings, along with weekends & holidays. Ability to be on-call and participate in 24-hour radio/ pager rotations.

### **INVASIVE SPECIES TECHNICIAN**

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

**Location: Lāna`i 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 Lāna`i 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.

## **CONTROLLER**

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

**Location: Honolulu**

**JOB RESPONSIBILITIES:** Responsible for all finance functions of the company and prepares consolidated financial statements, budgets, forecasts, and other related reports. Formulates and administers internal control practices throughout the company to ensure safeguarding of assets and that financial and operating reports accurately reflect the condition of the business and provide reliable information necessary to control the operations. Oversees Finance department staff, resolves departmental issues and concerns in a timely manner and, regularly meets with Senior Vice President Finance regarding status of ongoing projects and departmental operations.

**JOB REQUIREMENTS:** BBA in accounting with 5 to 7 years work experience in a Finance department, including role of Controller. Previous experience must also include preparation of consolidated financial statements and job costing. CPA and supervisory experience required. Development, hospitality, retail, leasing and regulatory experience, preferred. Must be proficient in Outlook, Word, and Excel. Experience with Sage software, preferred, but not required. Requires excellent written and verbal communication and organizational skills. Requires working to established procedures and maintaining reliable work attendance. Requires training of Finance and other Departments/ Entities on financial procedures. Ability to work independently and to multi-task in a fast paced office environment. Ability to meet deadlines and prioritize work.

## **MAINTENANCE MECHANIC 1/C**

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

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Under limited direction of Supervisor, maintains and repairs mechanical equipment including trucks, heavy equipment and related support equipment. Must have an understanding of welding and have an ability to weld and cut mild steel. Must work with close tolerances, torque settings and other procedures necessary for exacting mechanical repair. Performs the more difficult and exacting tasks requiring a considerable variety of skilled and accurate manual operations. Must have working knowledge of mechanical, electrical and hydraulic components of equipment. Plans, performs and at times directs work where only general methods of procedure are available; requires ingenuity, initiative and judgment for correct action. May direct helper and/or assigned employees. Is responsible for own hand tools. Must possess current State of Hawaii Driver's license and may be required to possess valid CDL.

**JOB REQUIREMENTS:** Must possess current State of Hawaii Driver's license. May be required to possess CDL endorsement "A" and/or "B". Must be able to read, understand, interpret, and apply information from service and maintenance manuals and other publications. Must be familiar with all equipment; must plan, schedule and report all work performed. Requires excellent written, verbal, oral communication and organizational skills. 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 people. Must be able to maintain a positive attitude and work under pressure.

## **BOTANIST/ BOTANY PROGRAM MANAGER**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under limited supervision, assists with leading field operations for monitoring native and non-native floral populations, including invasive species. Responsible for monitoring, field surveys, data collection and management, and report preparation.

**JOB REQUIREMENTS:** Bachelor's degree in botany related to the natural resources, with at least 3 years of experience. Must have experience with transect monitoring and surveying techniques, and be able to accurately collect data in the field. Experience with remote sensing technology and GIS preferred. Must possess valid State of Hawai'i Driver's license (or have ability to obtain upon employment). 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. Must be willing to work in remote and steep field conditions, and in inclement weather. 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.

## **LOGISTICS PROJECT COORDINATOR**

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

**Location: Honolulu**

**JOB RESPONSIBILITIES:** The Logistics Project Coordinator is responsible for the efficient coordination of manpower and material logistics for project installation, material procurement, and project related document control while assisting all Development & Construction Project Managers throughout the stages of a project. This position will focus on supporting Project Managers with items including contractor and consultant manpower logistics for airline travel, on island housing, on island meals, coordination and communication with various company departments and outside vendors. This role will also include assisting Project Managers in the areas of shipping and material procurement and delivery, coordination of Internal manpower scheduling for receiving, hauling, delivering materials to job sites, project status reporting, assist in reports that need to be prepared for project team and Project Managers.

Responsibility will include directing tasks, conducting weekly conference calls, making sure materials procured comply with estimated costs and arrive on the job sites in accordance with the project schedule. Assist project managers in reviewing budgets, schedules, workflow and deliverables for multiple, complex projects, and other duties as called upon.

**JOB REQUIREMENTS:** Three or more years in project management and/or supply chain environment, preferred. Previous procurement, logistics and customer service experience, required. Knowledge of PC based spreadsheet programs, Microsoft Project and Excel desirable. 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. Must be able to maintain a positive attitude and work under pressure. Able to work in a stressful, face paced environment. Must be able to travel to Lāna'i as needed. Must have current State of Hawai'i Driver's License.

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