

# Career Opportunities



## October 9, 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>
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	
Lānaʻi Builders	Lānaʻi	17-40	Superintendent	FT	1	E	Salary	9/1/2017	
Legal	Honolulu	17-43	Associate General Counsel	FT	1	E	Salary	9/22/2017	
Fleet	Lānaʻi	17-44	Maintenance Mechanic 1/C	FT	1	NE	26.97	10/6/2017	10/11/2017
Hotel Lanaʻi Restaurant	Lānaʻi	17-45	F&B Server	C	3	NE	9.25	10/9/2017	

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 October 9, 2017

### **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.

### **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.

## **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.

## **ASSOCIATE GENERAL COUNSEL**

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

**Location: Honolulu**

**JOB RESPONSIBILITIES:** Assists in protecting Pūlama Lāna'i's legal interests and maintaining operations within the scope established by law. Provides hands-on counsel to management, identifies and analyzes legal issues, drafts key documents, presents recommendations, and assures legal compliance.

**JOB REQUIREMENTS:** Bachelor's degree in Law, required with a minimum of 5 years of experience in such matters as real property, corporate, contracts, environmental, planning, permitting, licensing, construction, water, utilities, intellectual property, employment, and related litigation. Hawaii bar membership must be in good standing. Must be proficient in Microsoft Office. Must possess a valid State of Hawaii Driver's License. Must be able to travel to Lāna'i and Maui, as needed. Requires excellent written and verbal communication and organizational skills. Must be self-motivated and be able to work independently. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be able to maintain a positive attitude and work under pressure. Able to work in a stressful, fast paced environment.

## **MAINTENANCE MECHANIC 1/C**

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

**Location: Lāna`i 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.

## **F&B Server**

**Number of Vacancy(ies): 3 Casuals**

**Location: Lāna`i 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.

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