

# Career Opportunities



## November 22, 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	
Lānaʻi Builders	Lānaʻi	17-40	Superintendent	FT	1	E	Salary	9/1/2017	
Rock & Concrete	Lānaʻi	17-41	Laborer I	FT	1	NE	18.40	9/15/2017	
Legal	Honolulu	17-43	Associate General Counsel	FT	1	E	Salary	9/22/2017	
Hotel Lanaʻi Restaurant	Lānaʻi	17-45	F&B Server	C-TEMP	3	NE	9.25	10/9/2017	
Administration	Honolulu	17-48	Office Assistant	FT	1	NE	Hourly	10/27/2017	
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	
Richard's Market	Lānaʻi	17-54	Stock Clerk	FT	1	NE	Hourly	11/22/2017	
Richard's Market	Lānaʻi	17-55	Stock Clerk	C	1	NE	Hourly	11/22/2017	
Lānaʻi Builders	Lānaʻi	17-56	Landscape Construction Manager	FT	1	E	Salary	11/22/2017	

**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 November 22, 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.

### **ASSOCIATE GENERAL COUNSEL**

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

**Location: Honolulu**

**JOB RESPONSIBILITIES:** Assists in protecting Pūlama Lānaʻi'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 Lānaʻi 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.

## **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.

## **LABORER I**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Performs general heavy construction labor duties such as lifting (up to 50 lbs.), picking up rubbish and debris, working with pipes and heavy equipment operators, building pads, trenching, concrete work and assisting with various types of grading. M

**JOB REQUIREMENTS:** Must have a valid State of Hawai'i Driver's License. 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 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.

### **F&B Server**

**Number of Vacancy (ies): 3 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.

### **Office Assistant**

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

**Location: Honolulu**

**JOB RESPONSIBILITIES:** Provides secretarial support and administrative assistance for the Administration Department including, but not limited to greeting visitors, handling telephone calls, opening, mail duties, preparing correspondence and coordinating travel arrangements.

**JOB REQUIREMENTS:** Minimum of one to two years prior experience, preferred. 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. Must have a high school diploma.

### **Hotel and Lānaʻi City Bar & Grille Manager**

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

**Location: Lānaʻi 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.

## **Stock Clerk**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Receives and stocks grocery store with food and non-food supplies; receives and stores beer and liquor. May assist with preparing and packaging of procedure for sale to the consumer. Responsible for organization, sanitation and inventory control at the grocery store.

**JOB REQUIREMENTS:** One to two years warehousing experience, preferred. Working knowledge of receiving and delivery paperwork, bills of lading and purchasing documents and requisitions also preferred. Must possess or be able to obtain a Maui County Liquor Certification. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Able to think and make decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

## Landscape Construction Manager

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Oversees and supports general site grading construction, landscape modifications and installation, irrigation installation, hardscape and water feature installation. Identification and coordination of required equipment and equipment operators to perform the scope of work. Managing a variable sized crew, the department manager is charged with delivering a product that is timely and on budget. The manager must collaborate with "in-house" landscape design professionals and implement their plans to perfection. A critical component of this position is to fulfill the wishes and take direction from one primary client, the VP of Design for Jozu.

**JOB REQUIREMENTS:** Minimum of five years of experience managing a commercial landscape installation company. Construction management background as well as landscape installation, preferred. Must have experience with budget management and construction schedule management. Bachelor of Science Degree in Landscape Management or Golf Course Maintenance or a related field of business. Familiarity with State of Hawaii Union labor laws and requirements. Hands-on experience with landscaping and associated knowledge of plant health and care, irrigation, fertilizers and pesticides, and others. Must be able to drive 4-wheel drive, ATV and UTV vehicles on off-road conditions. Must possess a valid State of Hawaii Driver's License. Must be able to identify key plant and animal species in the field – native and invasive. Must have excellent verbal and written communication skills, professional appearance and demeanor, and ability to interact with staff and community members productively. Must be self-motivated, have good organizational skills, and be able to work independently. Must be proficient in Microsoft Office. Must be willing to work irregular hours, and serve on-call to provide 24-7 service with other crew members. Must have a strong safety ethic.

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