

## Job Summary For Job Vacancies posted April 14, 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.

### **CARPENTER 1/C (State Certified)**

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

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Under general supervision, builds, dismantles, repairs and alters buildings and wooden equipment, using all types of building materials. Performs the more difficult and exacting tasks requiring skilled manual operations, and closely coordinated performance which must be to close dimension limits. Plans, performs and at times directs work where only general methods of procedure are available; requires considerable ingenuity, initiative and judgment for correct action. May supervise one or more employees. Must possess a current State of Hawaii Driver's License.

**JOB REQUIREMENTS:** Must be qualified as a Journeyman Carpenter. 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.

## **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 Lana`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.

## **GARDENER I**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under limited supervision does general labor and gardening work. Works with various hand tools such as hand trowels, garden shears, etc. Performs other work (lifting, picking up rubbish or debris, irrigating, etc.). Operates non-riding mowers, weed whacker and does general PVC irrigation pipe connections and repairs. Assist with supporting the other duties with the Lanai Estates Team.

**JOB REQUIREMENTS:** Must have a valid State of Hawai'i Driver's License. Previous Landscaping and/or Groundskeeping, required. Irrigation experience, preferred. Must be available to work a flexible schedule of morning and evenings along with weekends or holidays. 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. Must be able to work independently and as part of a team.

## **RECREATION CENTER ASSISTANT**

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

**Location: Lāna`i 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. 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.

## **STEWARD**

**Number of Vacancy(ies): 1 Casual**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Maintains overall cleanliness and sanitation of kitchen utensils, dining room dishes and flatware and operating equipment. Assist culinary staff in basic food production and/or food platings.

**JOB REQUIREMENTS:** Previous training and/or experience as a steward, preferred. Must have a current TB Clearance. 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)