

## Job Summary For Job Vacancies posted May 5, 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.

## **F&B SERVER**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Receives orders and serves guest' food and beverage orders. Responsible for the applicable checks and POS opening and closing.

**JOB REQUIREMENTS:** Must have current TB Clearance. Must have current Maui County Liquor License. Previous experience in food service and/or dining room operations, 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. Must be able to maintain a positive attitude and work under pressure.

## **RECREATION CENTER ASSISTANT**

**Number of Vacancy(ies): 2 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.

## **ESTATES OPERATIONS MANAGER**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Lāna'i 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 Lāna'i 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 Lāna'i 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.

## **ASSISTANT DIRECTOR OF OPERATIONS – NURSERY & LANDSCAPES**

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

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** In conjunction with Director of Island Operations, the Assistant Director of Operations is responsible for management and leadership of each of three support operations: The Nurseries, Pūlama Lānaʻi Landscape and Pūlama Lānaʻi Rural Land Maintenance. These operations are all in place to a) support resort operations and development, b) maintain Pūlama Lānaʻi properties in Lanai City and in all agriculture and conservation areas, c) provide support for Natural Resources department. The Assistant Director is the primary person responsible for management of the Nursery operations which includes propagation for resort operations and conservation activities, as well as support for agriculture-food growing activities that are managed by Pūlama Lānaʻi. The Assistant Director is also responsible for participating in managing Landscape and Island Maintenance crews as needed. This position will also be responsible for building collaboration between the Natural Resources Department and the Resort Landscape operations.

**JOB REQUIREMENTS:** Bachelor of Science Degree in Horticulture. Minimum of 5 years of supervisory experience in Landscape or Nursery Operations, required, preference for experience in Hawaii or similar geographies/similar species. Minimum of 5 years of Project Management experience. Has working knowledge of tropical plants to include; Tropical Palms, Cycads, Ornamental Trees and Shrubs. Has working knowledge of arbor care, proper pruning techniques, and plant pest management. Experience in extracting, relocating and shipping field stock of Palms and Trees. Experience in designing and installing irrigation systems. Working knowledge of installation of mainline and laterals, drip irrigation, spray and rotators. Experience with County, State and Federal Agencies and organizations overseeing invasive species. Must be proficient in Outlook, Word, and Excel. Requires excellent written and verbal communication and organizational skills. Requires working to established procedures and maintaining a reliable work attendance. Must be available to participate in key emergency management roles for Pūlama Lānaʻi. Must reside full-time on Lānaʻi, or make other acceptable arrangements to be present on-island daily during crew working hours. Must have current State of Hawaii driver's license. Must hold current Restricted Pesticide Applicators License.

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