

Career Opportunities



September 6, 2019

<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 Estates	Lānaʻi	18-51	Houseman	FT	2	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-52	Houseman	C	1	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-53	Lead Estate Engineer	FT	1	NE	Hourly	8/30/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-58	Bartender	C	1	NE	Hourly	1/17/2019	
Development & Construction	Honolulu	19-20	Assistant Project Manager	FT	1	E	Salary	3/8/2019	
Koele Retreat Landscaping	Lānaʻi	19-39	Landscape Worker III	FT	1	NE	\$18.00	7/5/2019	
Koele Retreat Landscaping	Lānaʻi	19-41	Irrigation Technician	FT	1	NE	\$18.00	7/5/2019	
Koele Retreat Landscaping	Lānaʻi	19-42	Plant Health Technician	FT	1	NE	\$18.00	7/5/2019	
Lānaʻi Estates	Lānaʻi	19-48	Director of Estate Operations	FT	1	E	Salary	8/2/2019	
Hotel Lānaʻi	Lānaʻi	19-50	Assistant Hotel Manager	FT	1	E	Salary	8/8/2019	
Hotel Lānaʻi/ Lānaʻi City Bar & Grille	Lānaʻi	19-51	Restaurant Manager	FT	1	E	Salary	8/8/2019	
Koele Parks Maintenance	Lānaʻi	19-53	Grounds Maintenance Worker	FT	1	NE	\$15.72	8/16/2019	
Legal	Honolulu	19-56	Associate General Counsel	FT	1	E	Salary	8/16/2019	
Theater	Lānaʻi	19-58	Theater Attendant	C	1	NE	Hourly	8/23/2019	
Sports Complex	Lānaʻi	19-60	Recreation Center Assistant	C	1	NE	Hourly	8/23/2019	
Development & Construction	Honolulu	19-63	Executive Assistant	FT	1	NE	Hourly	8/27/2019	
Development & Construction	Honolulu	19-64	Office Assistant	FT	1	NE	Hourly	8/27/2019	
Landscape Construction	Lānaʻi	19-65	Laborer	FT	1	NE	Hourly	8/29/2019	
Nursery	Lānaʻi	19-66	Landscape Worker I	FT-T	2	NE	Hourly	9/6/2019	
Fleet	Lānaʻi	19-67	Car Rental & Motor Pool Coordinator	FT	1	E	Hourly	9/6/2019	
Theater	Lānaʻi	19-68	Theater Attendant	C	1	NE	Hourly	9/6/2019	

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.

Job Summary For Job Vacancies posted September 6, 2019

Houseman

Number of Vacancy (ies): 2 Full Time, 1 Casual

Location: Lānaʻi City

JOB RESPONSIBILITIES: This position is responsible for the heavy housework with the Estates residences to maintain the highest quality cleaning services and ensure principals' residences and all other associated properties meet the highest standards of cleanliness possible. Duties of the Houseman include, but are not limited to maintaining the cleanliness of the exterior structures, windows, walkways, patios, garage & parking areas, pool decks, exterior furniture, etc. Maintains and checks house propane levels and coordinates the filling of the tanks. Assist Housekeeping as requested by Estate Management with heavy lifting including furniture relocation, loading and unloading containers, shipments and deliveries.

JOB REQUIREMENTS: Previous experience in estate operations (building maintenance such as carpentry, plumbing, electrical, landscaping, housekeeping, stewarding, security, etc.), preferred. Must have a high school degree or equivalent. Current State of Hawai'i Driver's License, preferred. Must be a highly motivated self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to customers. Must relate well with employees, vendors, and customers. Ability to be on call and participate in 24-hour radio/ phone rotations, which may result in additional compensation as required by law. Must be able to work flexible shifts of morning and evenings along with weekends and holidays. Must have good organizational skills and be able to prioritize and handle multiple tasks demonstrating good time management. Must be familiar with cleaning standards. Must be able to work independently or as part of a team. Must have high energy level and stamina along with the ability to exhibit attention to details. Must be able to lift and or move up to 75 lbs of force occasionally and/ or 50 lbs frequently and 25 lbs constantly.

Lead Estate Engineer

Number of Vacancy (ies): 1 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: The Estate Engineer is responsible for assisting the Estate Manager to execute, control and complete specific projects ensuring consistency with company strategy, commitments and goals. This position ensures that projects are completed at the highest quality standard and are completed timely, cost efficiently and with minimal liability. Directly responsible for implementing a preventive maintenance program on all heating, air conditioning, refrigeration, plumbing and electrical as well as maintenance and repair of buildings and equipment. Must participate in and contribute to the development of a response program, particularly in the areas related to response during and after seismic events.

JOB REQUIREMENTS: Must have a combined 5-10 years commercial building engineering, construction management or facilities management experience. Previous experience in estate operations (building maintenance such as carpentry, plumbing, electrical, landscaping, housekeeping, stewarding, security, etc.), preferred. Ability to be on call afterhours should issues arise and participate in 24-hour radio/ phone rotations. Must have a valid State of Hawaii Driver's License. High School degree or equivalent, required. C-40 Refrigeration Contractor license, preferred. EPA Section 608 HVAC Type I, II, & III, preferred. Electrical Certification, preferred. Ability to write routine reports and correspondence. Ability to complete problem identification and resolution. Requires written and verbal communication and excellent organizational skills. Requires relating to people (employees, vendors, customers and others) in a friendly and professional manner. Must be able to work flexible shifts of mornings & evenings, along with weekends & holidays.

Bartender

Number of Vacancy (ies): 1 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Receives orders for beverages from patrons and responsible for correct mixing of drinks by following prescribed procedures. Ensure proper handling of guest checks, cash and charge settlements. Responsible for cleanliness of bar area, maintaining beverage par levels, and ensures proper storing and displaying of liquor bottles and glassware.

JOB REQUIREMENTS: Must have current TB Clearance. Must have current Maui County Liquor License. Previous training and/or experience as a bartender, required. 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.

Assistant Project Manager

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: Pūlāma Lāna`i has an active program of projects to manage on Lāna`i. The DEV/CON team is responsible for guiding all of the projects and managing them on time and within budget. The Assistant Project Manager will work with either the Director of DEV/CON or the SVP of DEV/CON to coordinate and accomplish the necessary project tasks and requirements. Assistant Project Manager is responsible for bringing strong attention to detail to the project process along with the ability to assist and manage the technical aspects of projects for the Development & Construction team. This position will analyze a wide spectrum of technical project documents with an eye towards achieving the best cost value and ensuring compliance with state and federal laws.

JOB REQUIREMENTS: BS Degree in Architecture, Construction Administration or Engineering. Requires a minimum of three years previous design, construction or development experience. Must be proficient in Outlook, Word, Excel, Adobe Acrobat Professional and BlueBeam. Knowledge of PowerPoint and MS Project preferred. Requires excellent written and verbal communication and organizational skills. Requires ability to handle multiple projects in various stages of development. Excels in a high-paced work environment. Requires working to established procedures and maintaining reliable work attendance. Requires relating to people in a friendly and professional manner. 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. Must be adaptable and remain calm under pressure. Must possess a valid driver's license.

Landscape Worker III

Number of Vacancy (ies): 1 Full-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under direction from Manager, Supervisor and or lead landscape worker, properly operates all equipment and hand tools, performs work on PVC irrigation systems, and performs various landscape functions. Operates all landscape equipment, tools and machines as required in a safe and appropriate manner, including but not limited to; walk-behind mowers, riding mowers, weed-whackers, blowers, edgers, power hedge trimmers; chain saws, power pole pruner, etc. Be part of a team to manage the overall operation, organization, development, renovation and maintenance of all Landscaping Operations.

JOB REQUIREMENTS: Mid to upper level position with 3 to 5 years of experience in the landscaping industry. Must have current State of Hawai'i Driver's license. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. 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.

Irrigation Technician

Number of Vacancy (ies): 1 Full-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited supervision, performs the more intricate installation work of irrigation pipes and other components and performs various landscape irrigation adjustment functions. Operates all equipment and hand tools. Works with the Supervisor and is responsible for oral/written reports on activities assigned by Supervisor.

JOB REQUIREMENTS: Three to five years previous experience in landscape irrigation installation and equipment operation. Must have current State of Hawai'i Driver's license. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. 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.

Plant Health Technician

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under direction of Supervisor, monitors and manages plant health of trees, grass and plants. Calibrates and mixes all plant herbicides, fertilizers and pesticides. Maintains application equipment is in good, clean, working condition. Maintains accurate application records as well as inventory control.

JOB REQUIREMENTS: Previous knowledge and experience in herbicide, pesticide and fertilizer application, desirable. Must possess basic knowledge of herbicide, fertilizer and pesticide usage. Must possess a valid 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. 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. Must be able to maintain a positive attitude and work under pressure.

Director of Estate Operations

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Primarily responsible for overall management of the Lāna'i Estates staff and overseeing the Guest Services and Asset Management for multiple private residences and other assets. Oversees the activities of Lāna'i Estates staff engaged in all phases of care and maintenance of the residences as well as delivery of appropriate levels of guest service for the owner, personal guests, business guests and contractors. The Director position is responsible for ensuring that the team delivers a highly detailed level of maintenance, cleanliness and guest experience. This position has budget management oversight and is tasked with ensuring that sound judgement decisions are made being respectful of the owner's financial resources.

This position can be a "working" position at times, where the Director is expected to be actively involved in working with the Team and managing projects. The position requires flexibility in schedule and a dedication to service delivery and a high level of commitment. An important aspect of this position is to be a positive role model and mentor for the staff and to guide and train them on owner's standards.

JOB REQUIREMENTS: Estate hospitality experience or equivalent service industry experience, required. Must be proficient in Outlook, Word and Excel. 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/ phone rotations. Must have high energy level and stamina along with the ability to exhibit attention to details. This position interfaces with Pūlama Lāna'i, Four Seasons and Ownership on a regular basis. As a result, this position requires skill in collaboration and relationship management with multiple parties. Due to complex work environment, must be able to recognize potentially dangerous or hazardous conditions, adapt and find creative solutions to operations. Must be able to work independently and lead a team. Must have current State of Hawaii Driver's License.

Assistant Hotel Manager

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for oversight of the operations and fiscal responsibility of the Hotel. This includes assuring that guests have a positive experience and that staff is able to provide the positive experience. The Hotel Manager is responsible for maintaining the quality standards of the hotel rooms and common areas, as established by the company and owner. Responsible for supervising all staff and be able to work with the hotel team to create goals and action plans for the year that align with the Mission, Vision and Values of Pūlama Lāna`i. Responsible for documenting procedures to ensure adequate cross training for hotel and restaurant operations. Responsible for purchasing supplies for the Hotel on a timely basis coordinating purchases with the Restaurant Manager where appropriate and for the timely payment of hotel expense invoices. Responsible for creating budgets and reviewing monthly financial performance against budget and providing explanation of variances.

JOB REQUIREMENTS: Must possess a current State of Hawaii Driver's License. Must provide a negative TB Clearance. Requires 3 years of previous Hospitality Management experience, including oversight of the rooms, front desk and housekeeping functions. Must be proficient in Outlook, PowerPoint, word, Excel and using the Internet. Must be proficient in room reservations software and other applicable software. Requires excellent written and verbal communication and organizational skills. Must have attention to detail and ability to multitask. 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 use good judgement 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.

Restaurant Manager

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for oversight of the operations and fiscal responsibility of the Lāna`i City Bar & Grille. This includes managing the floor of the Restaurant and assuring that customers have a positive experience. This also includes assuring that staff is properly trained and understands the duties and responsibilities of the positions to meet standards of the restaurant. Responsible for purchasing supplies and food for the restaurant on a timely basis and for the timely payment of restaurant expense invoices. Works with the Hotel Manager to determine staffing requirements and work schedules on a weekly basis. Responsible for reviewing Daily Sales Reports from the Restaurant; creating budgets and reviewing monthly financial performance against budget and providing explanation for variances. Work with the Executive Chef to determine menu and specials; create budget cost analysis, forecasts and necessary financial documents for the success of the Restaurant.

JOB REQUIREMENTS: Requires 2 years of previous Restaurant Management experience. Must have current Maui County Liquor License Training and Certificate. Must provide a negative TB Clearance. 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 ability to multitask. Requires relating to people in a friendly and professional manner. Must bring the "Aloha" spirit to guests and be a model for staff. 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 use good judgement and make effective decisions quickly. Ability to work independently, meet deadlines and prioritize work.

Grounds Maintenance Worker

Number of Vacancy (ies): 1 Full-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited supervision, performs various groundskeeping tasks such as mowing, pruning, cutting/ trimming of trees and shrubs, weeding, and hand watering. Operates hand/ power tools and mowers, as assigned. Assists in general irrigation projects.

JOB REQUIREMENTS: Previous landscaping and/ or groundskeeping experience, preferred. Must have a current State of Hawaii Driver's License. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. 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.

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 minimum of 5 years of experience in such subject matters as real property, corporate, contracts, environmental, planning, permitting, licensing, construction, water, utilities, intellectual property, employment, and related litigation. Hawaii Bar membership in good standing, required. Must be proficient in Microsoft Office. Must possess 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. 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, fast-paced environment. Must be able to maintain a positive attitude and work under pressure.

Theater Attendant

Number of Vacancy(ies): 2 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Operates the box office selling movie tickets, show tickets, and gift cards to guests. Ensures outstanding guest service is provided to all guests. Answers the phone fielding questions about content, provide theater operational information, inform guests about prices, policies, etc. Enforces ratings to keep underage guests from accessing the theater without adult consent. Sell appetizing and properly prepared food and beverage items to our guests. Maintains the cleanliness of the concession area, theater lobbies & restrooms while controlling access to the theater.

JOB REQUIREMENTS: Must be proficient in use of a computer/ cash register. Good math and cash-handling skills. Ability to work varied shifts, including late nights, weekends and holidays. Must be able to provide a negative TB test. 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. Must be able to maintain a positive attitude and work under pressure. Ability to meet tight deadlines under minimal supervision.

Recreation Center Assistant

Number of Vacancy(ies): 1 Casual

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. Must possess a valid State of Hawaii Driver's License. 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.

Executive Assistant

Number of Vacancy (ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: The Executive Assistant for Development & Construction is responsible for assisting the Sr. VP with administrative and secretarial functions. Assists in preparing department budgets and schedules and monitors and maintains records of the status of projects. Maintains in-depth familiarity with the dynamics and scope of projects. Manages the flow of information and communication systematically among managers so as to optimize the management efficiency of the operation.

JOB REQUIREMENTS: Requires a minimum of 5 years previous experience, preferably in Development, Construction and/or the Architecture/ Engineering field. Must be proficient in Outlook, Word, Excel, PowerPoint and Bluebeam. Must have a valid State of Hawaii Driver's License. Requires excellent written, verbal, oral 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 people. 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: The Office Assistant for the Development & Construction operation provides administrative and finance assistance for the department, including, but not limited to greeting visitors, handling telephone calls, opening, mail duties, preparing correspondence, coordinating travel arrangements and processing invoices.

JOB REQUIREMENTS: Minimum of one to two years of experience as an administrative assistant, preferred. Must be proficient in Outlook, Word, and Excel. Knowledge and experience in Net Suite and Safe, preferred. Must have a valid State of Hawaii Driver's License. Requires excellent written, verbal, oral 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.

Laborer

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited supervision, performs general landscape construction work for projects, including but not limited to landscape installation, operation of small equipment and tools. May assist with irrigation installation. *Project is anticipated to be for a duration of approximately 12 months.

JOB REQUIREMENTS: One to two years previous experience in landscape installation and landscape construction, preferred. Required to follow all safety standards for landscaping construction operations. Must be able to regularly lift and/or move up to 50 pounds. 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.

Landscape Worker I (Nursery)

Number of Vacancy (ies): 2 Full Time Temporary

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited supervision does general labor work, including but not limited to nursery grounds maintenance, propagation, pruning, planting, potting, watering and general care of plants for the purpose of production and sale of nursery plants and materials.

JOB REQUIREMENTS: Must be able to follow all safety standards for a nursery operation. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. 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.

Car Rental & Motor Pool Coordinator

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Directly supports Director of Fleet with coordination of Lāna'i Car Rental Car and Fleet Motor Pool needs. Maintains accurate and real time inventory of all motor pool and rental vehicles in car rental software. Schedules cleaning, prepping, inspection, maintenance, and delivery/ pick up of Rental Vehicles and Motor Pool. Prepares daily statistical reports for the department and monthly reports for accounting.

JOB REQUIREMENTS: One to two years of experience working in a fleet rental environment, preferred. Must be proficient in use of a computer. Must have a valid State of Hawaii Driver's License. Must be able to work varied shifts, including late nights, weekends, and holidays. Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. 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. Ability to meet tight deadlines under minimal supervision.

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