

February 28, 2020

DRAFT

<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>
Lānaʻi Estates	Lānaʻi	18-51	Houseman	FT	2	NE	Hourly	10/29/2019
Lānaʻi Estates	Lānaʻi	18-52	Houseman	C	1	NE	Hourly	10/29/2019
Lānaʻi Estates	Lānaʻi	18-53	Lead Estate Engineer	FT	1	NE	Hourly	10/29/2019
Development & Construction	Honolulu	19-20	Assistant Project Manager	FT	1	E	Salary	3/8/2019
Koele Retreat Landscaping	Lānaʻi	19-41	Irrigation Technician	FT	1	NE	\$18.36	7/5/2019
Sports Complex	Lānaʻi	19-60	Recreation Center Assistant	C	1	NE	Hourly	8/23/2019
Security	Lānaʻi	19-85	Security Officer	C	1	NE	Hourly	10/24/2019
Fleet Maintenance	Lānaʻi	19-86	Fleet Lot Assistant	FT	1	NE	Hourly	11/7/2019
Hotel Lānaʻi	Lānaʻi	19-89	Front Desk Clerk	C	1	NE	Hourly	11/7/2019
Lānaʻi Air	Honolulu	19-90	Executive Driver	FT	3	NE	Hourly	11/7/2019
Lānaʻi Air	Honolulu	19-91	Elite Greeter	FT	5	NE	Hourly	11/7/2019
Lānaʻi Air	Honolulu	19-92	Aircraft & Vehicle Detailer	FT	5	NE	Hourly	11/7/2019
Lānaʻi Air	Honolulu	19-93	Line Service Staff	FT	6	NE	Hourly	11/7/2019
Finance	Honolulu	19-101	Director of Finance - Hospitality & Retail	FT	1	E	Salary	11/26/2019
Lānaʻi Builders	Lānaʻi	19-102	Superintendent	FT	1	E	Salary	11/26/2019
Koele Retreat Landscaping	Lānaʻi	19-104	Landscape Worker I	FT	2	NE	\$15.48	12/9/2019
Koele Retreat Landscaping	Lānaʻi	19-105	Landscape Worker II	FT	2	NE	\$15.66	12/9/2019
Koele Retreat Landscaping	Lānaʻi	19-106	Landscape Worker III	FT	2	NE	\$18.36	12/9/2019
Koele Retreat Landscaping	Lānaʻi	19-110	Landscape Worker III	FT	1	NE	\$18.36	12/23/2019
Theater	Lānaʻi	20-01	Theater Attendant	C	1	NE	Hourly	1/3/2020
Sculpture Garden	Lānaʻi	20-03	Sculpture Conservation Technician	PT	1	NE	Hourly	1/17/2020
Hotel Lānaʻi	Lānaʻi	20-04	Front Office Clerk	FT	1	NE	Hourly	1/17/2020
Theater	Lānaʻi	20-05	Theater Attendant	C	1	NE	Hourly	1/17/2020
Island Ops - Civil Landscaping	Lānaʻi	20-06	Plant Health Technician	FT	1	NE	\$18.36	1/17/2020
Koele Retreat Landscaping	Lānaʻi	20-07	Landscape Worker III	FT	1	NE	\$18.36	1/24/2020
Island Operations	Lānaʻi	20-08	Horticulture Manager	FT	2	E	Salary	2/4/2020
Conservation	Lānaʻi	20-09	Wildlife Technician	FT	2	NE	Hourly	2/18/2020
Theater	Lānaʻi	20-10	Theater Attendant	C	1	NE	Hourly	2/18/2020
Conservation	Lānaʻi	20-11	Botanical Assistant	FT	1	NE	Hourly	2/28/2020
Government Affairs	Honolulu	20-12	Program Manager and Analyst	FT	1	E	Hourly	2/28/2020
Culture & Historic Preservation	Lānaʻi	20-13	C&HP Ranger	FT-T	1	NE	Hourly	2/28/2020
Culture & Historic Preservation	Lānaʻi	20-14	LCHC Operations Assistant	PT	1	NE	Hourly	2/28/2020

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 February 28, 2020

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.

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 necessary project tasks and requirements. The 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.

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.

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.

Fleet Lot Assistant

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Assists with ensuring that all Company Fleet (vehicles, trucks & equipment) are properly cleaned, fueled, fluid levels checked and other maintenance tasks such as checking tire pressure, wheel alignment, etc., and any required adjustments are made. Maintains records on maintenance activity performed on vehicles.

JOB REQUIREMENTS: Must possess a current State of Hawaii Driver's License. Must have or be able to obtain forklift certification and Aerial Lift/ Scissor Lift Certification. Knowledge in basic vehicle maintenance, preferred. Six months to one year experience in auto detailing, preferred. 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.

Landscape Worker I

Number of Vacancy (ies): 2 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited supervision, performs various basic tasks in the upkeep of the beautification of parks and city area grounds. Works with various hand tools such as hand trowels, garden shears, handweeder, hedge trimmers, etc. Performs other work (lifting, picking up rubbish or debris, irrigation, etc.). Operates non-riding mowers, weed whacker and does general PVC irrigation pipe connections and repairs.

JOB REQUIREMENTS: Requires landscaping and/or groundskeeping experience, preferred. 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.

Security Officer

Number of Vacancy(ies): 1 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Maintains safe and secure environment for tenants by patrolling and monitoring premises. Patrols premises to prevent and detect signs of suspicious or unusual activity. Investigates and reports hazards, unusual or suspicious circumstances.

JOB REQUIREMENTS: Two to three years previous experience as a Security Guard or in law enforcement, required. Must have valid Hawaii State Guard Certification Card. Must have a valid Hawaii Driver's License. Must have current CPR/ First Aid 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.

Front Desk Clerk

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

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for performing cashiering, guest check-in and check-out, retail sales and other related guest services at the Front Desk. Coordinates special requests, excursions and activities, and hotel and dining reservations for hotel guests.

JOB REQUIREMENTS: Previous experience in hotel front office operations, preferred. Previous experience with computer operations and general accounting practices, desirable. Must be proficient in Outlook, Word, and Excel. Must have a valid State of Hawaii Driver's License. Requires relating to people in a friendly and professional manner. 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.

Executive Driver

Number of Vacancy (ies): 3 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: Responsible for transporting the Four Seasons guests between the Honolulu International Airport and the Lāna'i Air Hangar. The executive driver is required to provide guests with authentic Hawaiian hospitality experience during their travel on Lāna'i Air. Communicates effectively with aircraft operator, ground support, in Honolulu to ensure accurate communication of details for the guest arrival, departure and transfer. Must perform pre-shift check list including checking vehicle brakes, tires, windshield wipers, lights, oil, fuel and water supply. Must conduct daily vehicle inspections and make operational checks, pre-trips and post-trips.

JOB REQUIREMENTS: Must have a valid State of Hawaii Driver's License. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Must have a High School Diploma or equivalent. Experience in the Hospitality Industry, specifically with a high end resort guest, highly recommended. Proficiency in Outlook, Word, Excel, Internet and other applicable software a plus. Must be fluent in English, both verbal and written. Bilingual is preferred, but not required. Requires the highest level of professionalism and hospitality when interacting with the Four Seasons guest. Requires relating to people in a friendly and professional manner. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be detail oriented. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Must thrive in a fast-paced environment and willing to lend a helping hand. Able to create effective working relationships with other employees and third party vendors. Must be able to problem solve and identify resources when faced with irregular operations.

Elite Greeter

Number of Vacancy (ies): 5 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: The Elite Greeter is the first contact that the Four Seasons guest meets when arriving at the Honolulu airport. This member provides the guest with the first impression of Lāna'i Air. The greeter handles all guest interactions with the highest level of hospitality and professionalism, noting special requests and sharing information with the logistics team to ensure that the guest has an exceptional vacation at the Four Seasons Lāna'i. Greet guests individually and assist with passenger boarding and loading luggage, as needed.

JOB REQUIREMENTS: Must have a valid State of Hawaii Driver's License. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Must have a High School Diploma or equivalent. Experience in the Hospitality Industry, specifically with a high end resort guest, highly recommended. Proficiency in Outlook, Word, Excel, Internet and other applicable software a plus. Must be fluent in English, both verbal and written. Bilingual is preferred, but not required. Requires the highest level of professionalism and hospitality when interacting with the Four Seasons guest. Requires relating to people in a friendly and professional manner. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be detail oriented. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Must thrive in a fast-paced environment and willing to lend a helping hand. Able to create effective working relationships with other employees and third party vendors. Must be able to problem solve and identify resources when faced with irregular operations.

Aircraft & Vehicle Detailer

Number of Vacancy (ies): 5 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: The Detailer is responsible for the overall cleanliness of the aircraft, vehicles and equipment used in the Lāna'i Air service. This position requires a high level of attention to detail and cleanliness at all times. Ensures proper care of customer property at all phases of work and continually keeps work areas clean and organized.

JOB REQUIREMENTS: Must have a valid State of Hawaii Driver's License. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Six months to one year experience in a similar capacity, preferred. Knowledge in basic vehicle maintenance, preferred. Requires the highest level of professionalism and hospitality when interacting with the Four Seasons guest. Requires relating to people in a friendly and professional manner. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be detail oriented. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to create effective working relationships with other employees and third party vendors. Must be able to foster teamwork within the department and with other business entities.

Line Service Staff

Number of Vacancy (ies): 6 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: The Line Service Staff is responsible for assisting with the departure and arrival of the Lāna'i Air aircraft. Safety of the guest and assets are of utmost importance and the Line Service Staff is responsible to ensure that this is adhered to. The staff will handle all guest interactions with the highest level of hospitality and professionalism, accommodating special requests whenever possible; resolves guest complaints, assists guests with inquiries.

JOB REQUIREMENTS: Must have a valid State of Hawaii Driver's License. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Must have a High School Diploma or equivalent. Must have previous airline experience. Experience in physical experience and/or working in a warehouse environment, preferred. Proficiency in Outlook, Word, Excel, Internet and other applicable software a plus. Must be fluent in English, both verbal and written. Bilingual is preferred, but not required. Requires the highest level of professionalism and hospitality when interacting with the Four Seasons guest. Requires relating to people in a friendly and professional manner. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be detail oriented. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Must thrive in a fast-paced environment and willing to lend a helping hand. Able to create effective working relationships with other employees and third party vendors. Must be able to problem solve and identify resources when faced with irregular operations.

Director of Finance - Hospitality & Retail

Number of Vacancy (ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: Pūlama Lāna'i owns assets in the aviation, hospitality and grocery retail line of business. Each operation is different and requires regular and ongoing business information data gathering and performance reviews to ensure that each operation and/or outsourced operation fulfills their management agreement and achieve agreed upon financial goals. The role of the Pūlama Lāna'i Hospitality and Retail Analyst is to have oversight of budget performance and measure performance data for Hotel Lāna'i and Lāna'i City Bar & Grille, Richard's Market, Lāna'i Theater, Lāna'i Air and Four Seasons properties and related businesses.

JOB REQUIREMENTS: B.A. or B.S. degree in Accounting or Finance, preferred. 5-8 years of work experience and at least 3 years of supervisory experience, preferred. Hospitality experience, preferred. Must be proficient in Outlook, Word and Excel. Must have a valid State of Hawai'i 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 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.

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.

Landscape Worker II

Number of Vacancy (ies): 2 Full-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited supervision performs general labor work, including but not limited to grounds maintenance, pruning, planting, watering, applying fertilizers and general care of plants for the purpose of maintaining the landscape using "best practices." Operate equipment, tools and machinery associated with maintenance of the landscape, including hand tools, weedwhackers, pruners; both hand and pole-trimming equipment, non-riding mowers, etc. Be part of a team to manage the overall operation, organization, development, renovation and maintenance of all Landscaping Operations.

JOB REQUIREMENTS: Mid to entry level position with some experience in the landscaping industry. 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.

Landscape Worker III

Number of Vacancy (ies): 4 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.

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.

Sculpture Conservation Technician

Number of Vacancy (ies): 1 Part-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: The Sculpture Conservation Technician is responsible for assisting the Sculpture Conservator in the maintenance of the sculptures at the Koele Sculpture Garden.

JOB REQUIREMENTS: Previous experience in maintaining sculptures and/or artwork, desirable. Must have previous experience working with similar materials (such as through housekeeping, car detailing, etc.). Computer experience in PC and/or Mac, highly desirable. Must be proficient in Outlook, Word and Excel. Must be able to work outdoors. Must be able to work independently and as part of a team. 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. 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 flexible shifts of mornings and evenings along with weekends and holidays as needed.

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. Applies fertilizers and other nutrients to maintain optimum plant health. Determines when & where to make pesticide treatments for the control of all forms of unwanted pests. Calibrates and mixes pesticides as needed for treatments. Maintains application equipment in good, clean, working conditions. Maintains accurate application records as well as records of inventory levels.

JOB REQUIREMENTS: Previous knowledge and experience in herbicide, pesticide and fertilizer application, desirable. Must have computer skills, preferable in Outlook, Word and Excel. 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. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must be able to work flexible shifts of mornings and evenings along with weekends and holidays as needed.

Horticulture Manager

Number of Vacancy (ies): 2 Full-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Provides Horticultural management and direction to Island Operations programs and physical properties. Supervises the routine horticulture, landscaping, maintenance activities and provides guidance to staff on proper methods and procedures for installing and maintaining landscaping projects. Plans, evaluates and manages all horticulture activities, including the selection of plants to be propagated and grown, treatments for the control of pests, upkeep of material and operations. Assists Director of Island Operations with annual landscape operating budget and monitors expenditures to ensure compliance. Determines annual plant needs; purchases plants, fertilizers, chemicals and other supplies for Nursery and other landscape projects.

JOB REQUIREMENTS: Three to five years of experience and knowledge of techniques and principals used in horticultural activities, including practices to promote plant health with the proper use of fertilizers and pesticides to control plant pests. Previous supervisory experience, preferred. Knowledge of regulations governing pesticide application, landscape construction, horticultural practices, irrigation systems, maintenance, chemical pesticides and insect control. Knowledge and experience in growing and maintaining tropical, ornamental plants within a maintenance of world class hotel and grounds. Skills in the use of landscaping tools and equipment. Must be proficient in Outlook, Word and Excel. Must have valid Hawai'i Driver's License. Must have current State of Hawai'i Restricted-Use Pesticide Applicators License. Able to think and make effective decisions quickly. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure. Requires relating to people in a friendly and professional manner.

Wildlife Technician

Number of Vacancy (ies): 2 Full-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: As part of the Wildlife Program crew, assists with executing the Department's wildlife and invasive species programs. Assists with field work and monitoring for native and non-native wildlife species, including seabird colonies, coastal marine wildlife (e.g., monk seals and turtles), invertebrates, bats, non-native predators, and game mammals. Assists with control of non-native predators and invasive plants to protect native wildlife. Supports overall conservation programs to protect Lāna'i's natural resources, including habitat protection and improvement, use of remote monitoring equipment, and monitoring and survey activities in remote areas and steep (but beautiful) terrain.

JOB REQUIREMENTS: Must have a high school diploma, with a year of work experience in natural resource management. Some college coursework, preferred. An internship in natural resource work can be substituted for work experience. Must be able to legally acquire, possess, and use firearms. Must be proficient in Microsoft Office and email. Experience in GIS, preferred. 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 wildlife 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 be willing to work in remote field conditions and in inclement weather. Must be willing to fly in and work around helicopters. Must possess (or be able to obtain) a current State of Hawai'i Hunting License. Must pass a criminal background check to indicate ability to acquire, possess, and use firearms. Must possess (or be able to obtain) Wilderness Fire Responder and Red Cross First Aid Certification. Must possess valid State of Hawai'i Driver's License. Must be able to successfully complete basic wildlife firefighter training. Ability to hike over uneven terrain for 5-8 miles.

Botanical Assistant

Number of Vacancy (ies): 1 Full-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under the supervision and guidance of the Botanist, assists with executing all aspects of the Department's botany program primarily by performing on-the-ground field work including, but not limited to habitat restoration, rare plant monitoring and surveying, incipient invasive species monitoring and control, and biosecurity.

JOB REQUIREMENTS: Must have a high school diploma, with a year of work experience in natural resource management, preferably working in some capacity with plants native to the area of work experience. Some college coursework is preferred. An internship in natural resource work can be substituted for work experience. Must have a valid State of Hawai'i Driver's License. Must have a strong interest in natural resource management, including native plant conservation. Must be able to learn species common and scientific names and become familiar with botanical terminology for describing plants. Must have a strong safety ethic. Must be able to effectively, efficiently, and safely execute instructions and directions. Must be able to pay attention to detail and take sufficient and accurate notes for reporting purposes. Must be willing to work irregular hours, and serve on-call to assist in other program areas. Must be able to work in remote field conditions and in inclement weather. Must be able to use computers and be willing and able to be proficient in Microsoft Office. Experience in GPS, preferred. Knowledge and experience with Hawaiian language, culture, flora, fauna and/or natural resources is preferred; knowledge and experience with Lāna'i resources and people, is preferred. Ability to travel off-island and/or camp for 3-5 days up to three times a year is preferred. Ability to obtain Wilderness First Responder and Red Cross First Aid Certification. Ability to obtain applicable herbicide and/or pesticide treatment licenses or certification. Ability to successfully complete ATV and UTV trainings. Ability to hike over uneven terrain for up to 7 miles while carrying a pack daily.

Program Manager and Analyst

Number of Vacancy (ies): 1 Full-Time

Location: Honolulu

JOB RESPONSIBILITIES: Pūlama Lānaʻi has an active program of projects to manage on Lānaʻi. The Government Affairs team is responsible for executing the required entitlements and permitting to achieve Pūlama Lānaʻi's strategic plan, managing the conditions and requirements for the entitlements and permits received, and working with community members to ensure success of the entitlements and permits for the projects.

In addition to working on cross functional teams within Pūlama Lānaʻi, the Project Manager & Analyst will work with a team of external subject matter expert consultants to coordinate and accomplish necessary project tasks and requirements to ensure timely execution of permit and entitlement applications to various approving agencies. The Project Manager & Analyst is responsible for bringing strong attention to detail to the processes along with the ability to assist and manage the technical aspects of projects for the Government Affairs team. This position will analyze a wide spectrum of technical project documents with an eye towards achieving the most efficient value and ensuring compliance with county, state, and federal laws.

This position will require excellent communication skills (i.e., written and verbal) at multiple levels within Pūlama Lānaʻi and in the community at large. Proactive outreach will be required to keep projects on task and seen through completion.

This is a growth role that carries the expectations of strategic thinking and analysis, agility in adjusting quickly to changes in direction, and creativity to develop options in order to advance projects forward toward the goal of achieving Pūlama Lānaʻi's vision of preservation, progress, and sustainability.

JOB REQUIREMENTS: Graduation from an accredited four (4) year college or university with a Bachelor's degree, preferably in business or related field. Must be proficient in Microsoft Office, One note, SharePoint, Adobe, Acrobat Professional and MS Project. Requires flexibility to work in a dynamic entrepreneurial environment and possesses the ability to think independently and make effective decisions quickly. Requires ability to handle multiple projects in various stages of development. Excels in a high-paced work environment. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance.

C&HP Ranger

Number of Vacancy (ies): 1 Full-Time Temporary

Location: Lānaʻi City

JOB RESPONSIBILITIES: The Lānaʻi Rangers will facilitate wise and informed use and care of resources, develop interpretive trails, maintain sites, perform archaeological monitoring, and offer guided programs. They will primarily be responsible for maintaining, restoring and stabilizing cultural and historic sites. They also provide interpretive services for visitors (residents and guests), informing them of the historic, natural, and cultural resources on the island of Lānaʻi through presentations, demonstrations, talks and guided tours.

JOB REQUIREMENTS: Valid Hawaiʻi Driver's License, preferred. Must have or be able to obtain First Aid/ CPR Certification. Must be or become knowledgeable in Lānaʻi's history. Must be or become familiar with Outlook. 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 ability to follow oral and written instructions.

Lānaʻi Culture & Heritage Center Operations Assistant

Number of Vacancy (ies): 1 Part Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: The Lānaʻi Culture & Heritage Center Operations Assistant (OA) will inform residents and guests about the natural, cultural, and historic resources of Lānaʻi. The OA will strive to inspire people to be informed, thoughtful and active stewards of Lānaʻi's heritage by preserving, interpreting and celebrating its natural history, Hawaiian traditions, diverse heritage and cultures, and ranching and plantation era histories. The OA is responsible for conducting daily operations of the Lānaʻi Culture & Heritage Center and other activities deemed by the Lānaʻi CHC Manager.

JOB REQUIREMENTS: Must have knowledge of the standard procedures and methods required for efficient and normal completion of required tasks. 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 excellent 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.

For immediate consideration please forward your applications at Human Resources - Central Services or email to hr@pulamalanai.com