

Career Opportunities



February 19, 2021

<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>
Utilities	Lānaʻi	20-23	Utilities Superintendent	FT	1	E	Salary	9/9/2020
Development & Construction	Honolulu	20-34	Architect I	FT	1	E	Salary	11/4/2020
Koele Retreat Landscaping	Lānaʻi	20-42	Landscape Worker III	FT	1	NE	\$18.36	12/11/2020*
Richard's Market	Lānaʻi	20-43	Stock Clerk	FT	1	NE	Hourly	12/11/2020
Lānaʻi Estates	Lānaʻi	20-46	Housekeeper	FT	2	NE	Hourly	12/11/2020
Game Management	Lānaʻi	21-04	Damage Control Assistant	FT	2	NE	Hourly	1/15/2021
Koele Retreat Landscaping	Lānaʻi	21-05	Landscape Worker I	FT	1	NE	\$15.48	1/29/2021*
Warehouse	Lānaʻi	21-06	Warehouse/ Delivery Person CDL	FT-T	1	NE	\$24.81	1/29/2021
Koele Retreat Landscaping	Lānaʻi	21-07	Landscape Worker I	FT	1	NE	\$15.48	2/5/2021*
Lānaʻi Air	Lānaʻi	21-08	Elite Greeter & Logistics Assistant	FT	2	NE	Hourly	2/5/2021
Finance	Lānaʻi or Honolulu	21-09	Accountant	FT	1	E	Hourly	2/5/2021
Conservation	Lānaʻi	21-10	Wildlife Technician	FT	1	NE	Hourly	2/12/2021
Conservation	Lānaʻi	21-11	Wildlife Technician	C	1	NE	Hourly	2/12/2021
Lānaʻi City Bar & Grille	Lānaʻi	21-12	Cook I	FT	1	NE	Hourly	2/12/2021
Conservation	Lānaʻi	21-13	Wildlife Specialist	FT-T	1	NE	Hourly	2/19/2021
Richard's Market	Lānaʻi	21-14	Stock Clerk	FT-T	1	NE	Hourly	2/19/2021

C= Casual T= Temporary FT= Full Time PT= Part Time

*All ILWU Vacancies expire five (5) days after Job Opening Date

For immediate consideration please forward your applications at Human Resources - Central Services

Applications for posted positions with expired dates are still accepted however will be considered late.

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Job Summary For Job Vacancies posted February 19, 2021

Utilities Superintendent

Number of Vacancy (ies): 1 Full-Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: Provides management and supervision to the department staff in Water Company/ Utilities Department. It is vital to the success of the island's water supply that this position conducts inspections and audits on a regular basis and sets goals to obtain a high level of performance and integrity from staff. The role is also a project manager and is responsible for the general maintenance of wells and water systems to include; installation, maintenance and repair of wells, waterlines, sewer lines and irrigation pipelines; sampling and monitoring water to meet DOH and EPA regulations; and management of budgets. Provides field supervision for all phases of the utilities maintenance program(s), including employees, consultants, contractors, subcontractors and vendors.

JOB REQUIREMENTS: AAS or BS Degree in related field with a minimum of 8 years of working experience in water distribution, with 5 years or more in a supervisory capacity. Possesses knowledge of the practices and procedures used in the operation and maintenance of water pumping equipment and associated problems and processes at a level expected of a State of Hawai'i Grade II DSO Operator. Must have knowledge of sampling methods and the physical and chemical tests used in treatment plant control, hazards and safety practices involved in working around high voltage equipment and moving machinery, process quality control requirements and remedial measures in dealing with process malfunctions and emergencies, at a level expected of a State of Hawai'i Grade II DSO Operator. Possesses knowledge of practices and procedures used in the operation, maintenance, and repair of equipment. Must have knowledge of practices and procedures used in the preventive maintenance, rehabilitation and repair of wastewater collection systems, and types and uses of collection system equipment. 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.

Architect I

Number of Vacancy (ies): 1 Full-Time

Location: Honolulu

JOB RESPONSIBILITIES: Researches, plans, designs, and administers building projects for the Company, applying knowledge of design, construction procedures, zoning and building codes and building materials. Determines functional and spatial requirements of new structure or renovation, and prepares information regarding design specifications, materials, color, equipment estimated costs and construction time. Ability to manage a small team of architects across various projects and schedules.

JOB REQUIREMENTS: Bachelor's Degree in Architecture. Minimum 10-15 years of experience in residential, commercial, resort and retail architectural design and consultation. Must be proficient in Outlook, Word, Excel, AutoCAD and REVIT. Must have a State of Hawai'i Architect License. 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 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): 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.

Stock Clerk

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

Location: Lāna`i City

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

JOB REQUIREMENTS: One to two years warehousing experience, preferred. Working knowledge of receiving and delivery paperwork, bills of lading and purchasing documents and requisitions also preferred. Must possess or be able to obtain a Maui County Liquor Certification. Must possess current TB Clearance. Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. 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.

Housekeeper

Number of Vacancy (ies): 2 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: This position will be responsible for maintaining the highest quality cleaning services to ensure that principals' residence and all other estate properties meet the high standards of cleanliness possible. Maintain cleanliness in hallways and stairways in main residence and all properties. Dust all furniture and fixtures, clean and polish all mirrors, chrome and other hard surfaces using only approved cleaning products. Attend to assigned daily projects and complete them on a timely manner. Report all burnt out light bulbs and any suspicious activity and emergencies.

JOB REQUIREMENTS: Must have a high school degree or equivalent. Current State of Hawai'i Driver's License, preferred. Must have a minimum 1 year experience in related field. 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 50 lbs. of force occasionally and/ or 25 lbs. frequently and 10 lbs. constantly.

Damage Control Assistant

Number of Vacancy (ies): 2 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under the direction of the Damage Control Specialist, participates in the implementation of damage control programs and project activities managing and controlling game and invasive species to protect private property, and native species and habitats. Conducts control activities primarily overnight including hazing, and other removal techniques for ungulate species including axis deer and mouflon sheep. Collects data on ungulate presence and populations using written and electronic devices. May participate occasionally in the construction and maintenance of deer exclosures (fencing), wildlife traps, watering units, firing ranges, trails and other features. May participate occasionally in ecosystem enrichment to include native plant restoration, eradication of invasive plant and animal species, and restoration of wildlife habitats.

JOB REQUIREMENTS: Must have a strong safety ethic. Must be able to work an overnight shift (7:00pm-3:30am). Must be able to drive 4 wheel drive, ATV, and UTV vehicles on off-road conditions. Must possess or be able obtain a current State of Hawaii Driver's License. Must be proficient in Microsoft Office. Must be able to effectively, efficiently, and safely execute instructions and direction. Must be able to identify key plant and animal species in the field – native and invasive. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must have excellent verbal and written communication skills, professional appearance and demeanor, and ability to interact with staff, clients and community members productively. Must have an ability to work effectively and safely in a team environment. Must be willing to work in remote field conditions and in inclement weather. Must be available to participate in key emergency management roles for Pūlama Lanai. Must be able to obtain wilderness first aid certification and participate in other company required trainings.

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 grounds keeping 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

Warehouse/ Delivery Person (CDL)

Number of Vacancy(ies): 1 Full Time Temporary

Location: Lāna`i City

JOB RESPONSIBILITIES: Issues, delivers, stores, prices and rotates all incoming merchandise for Pūlama Lāna`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. Must have or be able to obtain a Transportation Worker Identification Credential (TWIC) to access Lāna'i's secured maritime facilities. Must have or be able to obtain a HazMat Endorsement. 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.

Elite Greeter & Logistics Assistant

Number of Vacancy (ies): 2 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: The Elite Greeter and Logistics Assistant is the first contact that the Lāna'i Air guest meets when arriving at the Lāna'i Airport. This role 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 experience. This role will assist with logistical services, including coordination of ground transportation and tracking of the guest's inbound flights into and within the State of Hawaii. This position will also participate in the ground service during the arrival and departure process as guest transitions between aircraft and transportation. This position may also be tasked with other logistical coordination with the Reservation Sales and Logistics team. The primary goal of this position to provide a consistent presence at the Lāna'i Airport and to support the overall efforts of Lāna'i Air in increasing occupancy for the Four Seasons Hotels on Lāna'i.

JOB REQUIREMENTS: Hospitality experience with a high end resort, highly recommended. One year of logistical coordination or airline operation experience, recommended. One year of clerical experience, recommended. Must be proficient in Outlook, Word, Excel, Internet and other applicable software. Requires proficiency and professionalism in writing emails to passengers and guests. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional matter. Requires working to established procedures and maintaining reliable work attendance. Must be detail oriented. Must be able to multi-task and handle a variety of tasks at the same time. Must be able to problem solve and identify resources to use when faced with irregular operations. Must be flexible with schedule, including the ability to work within a 24/7 operation, including weekends (ie. Friday, Saturday, Sunday), holidays, and days off.

Accountant

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City or Honolulu

JOB RESPONSIBILITIES: Under direction and general supervision of the Assistant Controller, performs general accounting and accounts payable duties for all Lāna`i Island Holdings related companies. Focused duties on general accounting to maintain books and records and account reconciliations and accounts payable processing.

JOB REQUIREMENTS: Must have at least 5 years of experience as a general ledger Accountant with experience with accounts payable processes. AA Degree in Accounting, preferred. Must have a valid State of Hawaii Driver's License. Must be proficient in Outlook, Word, and Excel. Experience in electronic document management and accounts payable approval workflow, preferable. 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. Attention to accuracy and detailed oriented. 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.

Wildlife Technician

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

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. One year of work experience in natural resource management and/or some college coursework, preferred. Must be able to legally acquire, possess, and use firearms. Must be proficient in Microsoft Office and email. Experience with GIS, preferred. Must have a strong safety ethic. Must possess or be able to obtain a valid State of Hawaii Driver's License. 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 directions. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. 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 Hawaii 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 First Responder & Red Cross First Aid Certification and HAZWOPER Certification. Must be able to successfully complete basic wildland firefighter training.

Cook I

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Assists Chef with preparation of hot sauces, soups broths, stews, braised, sautéed and roasted meats, fish and poultry. Prepares cold meats and cooks vegetables. Assists with expediting food orders for the shift to include entire hot line, pantry and dessert stations. May prepare desserts, pastries, confections, and ice cream. Assists with cutting, trimming, and preparing specific portions of meats, fish, and fowl for various cooking methods. Makes individual cuts of meats, fish or fowl to specified size and weight.

JOB REQUIREMENTS: Must have at two to three years previous training and/or experience as a cook in a restaurant. Must have current TB Clearance. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Attention to accuracy and detailed oriented. 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.

Wildlife Specialist

Number of Vacancy (ies): 1 Full Time Temporary

Location: Lāna`i City

JOB RESPONSIBILITIES: Under the supervision and guidance of the Assistant Wildlife Biologist, assists with executing the Department's wildlife and invasive species programs. Serves as field lead for endangered seabird monitoring program (particularly Hawaiian petrels), including remote camera deployment and maintenance, songmeter deployment and maintenance, burrow monitoring using endoscopes, data entry and management, field work scheduling, and progress tracking. Supports other wildlife programs, including surveys and monitoring for native terrestrial snails, coastal marine wildlife, invasive predators, weed control and habitat management in priority wildlife areas, etc. Assists with predator control trap checking and maintenance.

JOB REQUIREMENTS: Must have experience handling seabirds and monitoring seabird colonies, preferably Hawaiian burrow-nesting seabirds. Experience deploying, maintaining, and analyzing remote sensing technology (e.g., camera traps and auditory recorders). Experience with GIS mapping, and file and data management. Must have a college degree, with at least three years of work experience in natural resource management, preferred. Must be proficient in Microsoft Office and email. Must demonstrate a strong safety ethic, ensuring use of PPE and safe work practices. Must possess or be able to obtain a valid State of Hawaii Driver's License. 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 directions. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. 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 Wilderness First Responder & Red Cross First Aid Certification and HAZWOPER Certification. Must be able to successfully complete basic wildland firefighter training.

For immediate consideration please go to <https://pulamalanai.com/#careers> to access our job application.

You may email your completed application to hr@pulamalanai.com, mail to P.O. Box 630310, Lāna'i City, HI 96763, ATTN: Human Resources or submit it in the secured black dropbox in front of our Central building at 1311 Fraser Avenue.