

# Career Opportunities



## April 30, 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	18-50	Housekeeper	C	1	NE	Hourly	8/30/2018	
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	
Culture & Historic Preservation	Lānaʻi	19-04	Interpretive Resource Management Ranger	FT	1	NE	Hourly	1/25/2019	
Island Operations - Equipment	Lānaʻi	19-07	Equipment Operator III	FT	1	NE	\$18.55	4/8/2019	
Fleet Pro	Lānaʻi	19-10	Fleet Lot Attendant	FT	1	NE	Hourly	2/1/2019	
Lānaʻi City Bar & Grille	Lānaʻi	19-12	Server	C	1	NE	Hourly	2/1/2019	
Lānaʻi City Bar & Grille	Lānaʻi	19-15	Hostess	PT	1	NE	Hourly	2/25/2019	
Lānaʻi City Bar & Grille	Lānaʻi	19-16	Server	C	1	NE	Hourly	2/25/2019	
Lānaʻi City Bar & Grille	Lānaʻi	19-17	Front Desk	FT	1	NE	Hourly	3/8/2019	
Development & Construction	Honolulu	19-20	Assistant Project Manager	FT	2	E	Salary	3/8/2019	
Utilities	Lānaʻi	19-21	Distribution System Operator Apprentice I	FT	1	NE	\$15.99	3/22/2019	
Finance	Honolulu	19-22	Student Assistant	PT-T	1	NE	Hourly	3/22/2019	
Landscape Construction	Lānaʻi	19-24	Laborer	FT	1	NE	Hourly	3/22/2019	
Sports Complex	Lānaʻi	19-25	Recreation Center Assistant	C	1	NE	Hourly	3/29/2019	
Natural Resources	Lānaʻi	19-26	Field Assistant	FT	1	NE	Hourly	3/29/2019	

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.

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## Job Summary For Job Vacancies posted April 30, 2019

### Housekeeper

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

**Location: Lānaʻi 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.

### 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: Lāna`i 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.

## **Interpretive Resource Management Ranger**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Lāna'i Rangers provide interpretive services for visitors (residents and guests) informing them of the natural and cultural resources on the island of Lāna'i. Provide information to residents and visitors about the island's natural, cultural and historic resources through presentations, demonstrations, talks and guided tours and hikes. The rangers will facilitate the wise/ informed use and care of resources, development of interpretive trails, site maintenance, and offering of guided programs. Perform Archaeological monitoring duties as deemed necessary.

**JOB REQUIREMENTS:** Must be or become knowledgeable in Lāna'i's history. Must have valid Hawai'i Driver's License. Must be familiar with 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 verbal communication skills and ability to follow oral and written instructions.

## **Equipment Operator III**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under limited supervision operators tractors (and attached equipment), backhoe, bobcat, mini-excavator, loaders, tractors, carry-alls, etc. Makes minor repairs and adjustments to equipment to insure proper functioning of equipment. Reports equipment malfunctions and maintenance needs to the Supervisor; assists mechanic with simple repairs, as directed. Submit oral or written reports to supervisor covering such information as hours spent on different operations, lost time, etc.

**JOB REQUIREMENTS:** Two to four years prior experience operating tractor and attached equipment, backhoe, bobcat, mini-excavator, loaders, etc., required. Must have current State of Hawaii Driver's License. Requires relating to people in a friendly and professional manner. . Requires working to established procedures and maintaining reliable work attendance. Requires verbal 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

## **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.

## **F&B Server**

**Number of Vacancy (ies): 2 Casual**

**Location: Lāna`i City**

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

**JOB REQUIREMENTS:** Previous experience in food service and/or dining room operations, preferred. Must have current TB Clearance. Must have current Maui County Liquor License. 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

## **Hostess**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Greets and seats guest in a professional and gracious manner displaying friendliness and cooperativeness. Organizes restaurant reservations and assists in servicing guest requests.

**JOB REQUIREMENTS:** Must have current TB Clearance. Must have current Maui County Liquor License. Previous training and/or experience as a hostess or in the customer service area, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

## **Front Desk Clerk**

**Number of Vacancy (ies): 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.

## **Assistant Project Manager**

**Number of Vacancy(ies): 2 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.

## **Distribution System Operator (DSO) Apprentice I**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Performs general maintenance, repair and construction work on the potable water treatment and distribution system of the Lāna`i Water Company; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to water distribution and treatment.

**JOB REQUIREMENTS:** Must have basic math skills and be proficient in the use of computers. 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.

## **Student Assistant**

**Number of Vacancy (ies): 1 Part Time Temporary**

**Location: Honolulu**

**JOB RESPONSIBILITIES:** Provide office support for the document management and document storage project for the Finance Department.

**JOB REQUIREMENTS:** Must have high school education. Previous administration experience, preferred. 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.

## **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.

## **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.

## **Field Assistant**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Performs a wide variety of manual and semi-skilled jobs individually or as a crew member, on Department projects. Participates in the execution of various labor using light power tools and equipment and various hand tools. May assist other staff in the surveying and laying out of site preparation area boundaries, road and trail alignments, plant and wildlife survey transects, and other surveying jobs by clearing vegetation along alignment and/or serving as a rod or tape person. May assist in the monitoring and maintenance of forestry and wildlife study projects and perform various fire suppression duties, as required.

**JOB REQUIREMENTS:** Must possess a valid State of Hawaii Driver's License. Sufficiently educated in arithmetic, writing and language skills to be able to perform numerical computations and measurements, and to effectively communicate with supervisors, subordinates, and the general public. Must be able to use hand tools, planting tools, fire-fighting tools and equipment, basic carpentry tools, calculators, cameras, GPS, two way radios and utility vehicles. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must be willing to work irregular hours. Must have a demonstrated ability to work successfully as a productive team member with people of diverse cultures, ages, and educational backgrounds. Knowledge and experience with Lāna'i resources and people preferred. Ability to obtain Wilderness First Responder and Red Cross First Aid certification. Ability to obtain applicable herbicide or pesticide applicators and/or risk reduction licenses or certification. Must be able to successfully complete basic wildland firefighter training. Must be able to stand, move and carry up to 30 lbs over uneven terrain in inclement weather. Ability to hike over uneven terrain for 2-5 miles.

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