

Career Opportunities



May 28, 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 | |
| Natural Resources | Lānaʻi | 19-05 | Wildlife Control Assistant Game Ranger | FT | 1 | NE | Hourly | 5/28/2019 | |
| 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 | 19-16 | 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 | 1 | E | Salary | 3/8/2019 | |
| 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 | |

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 May 28, 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.

Wildlife Control Assistant Game Ranger

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under the direction of the Wildlife Control Supervisor, participates in the implementation of conservation programs, projects and grant-related activities managing and controlling game and invasive species to protect native species and habitats. Conducts control activities including hunting, trapping, and other removal efforts for species such as axis deer, feral cats, rats, barn owls, cattle egrets, turkeys, etc. and processing of harvested game animals. Collects data on ungulate and predator populations using a variety of remote tools. Compiles, conducts analysis, and maintains data and equipment pertaining to the activities above. Collects and manages data on hunters and ungulate harvest in coordination with other Department staff. Participates in the construction and maintenance of deer exclosures (fencing), wildlife traps, watering units, firing ranges, trails and other features. Participates in ecosystem enrichment to include native plant restoration, eradication of invasive plant and animal species, and restoration of wildlife habitats.

JOB REQUIREMENTS: Must possess (or be able to obtain) a current State of Hawaii Hunting License, State of Hawaii Driver's License, and State of Hawaii Guide License. Must pass a criminal background check to indicate ability to acquire, possess and use firearms. Must be able to obtain Wilderness First Aid Certification and Basic Wildland Firefighter Certification. Must have familiarity and proficiency in the use and maintenance of firearms and archery equipment. Must have a strong safety ethic. Must be willing to work in remote field conditions and in inclement weather. Must be able to drive 4 wheel drive, ATV and UTV vehicles on off-road conditions. Must be proficient in Microsoft Office. Must be willing to participate in key emergency management roles for Pūlama Lāna'i and participate in other company-required trainings. Must be willing to fly in and work around helicopters. Must have an ability to work effective and safely in a team environment. Must have excellent verbal and written communication skills, professional appearance and demeanor, and ability to interact with staff, clients and community members productively.

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

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): 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.

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.

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