

Career Opportunities



September 9, 2020

<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>
Island Operations	Lānaʻi	20-08	Horticulture Manager	FT	1	E	Salary	7/15/2020
Finance	Honolulu	20-20	Director of Finance - Reporting	FT	1	E	Salary	8/26/2020
Lānaʻi Estates	Lānaʻi	20-21	Estate Engineering Assistant	FT	1	NE	Hourly	9/3/2020
Koele Retreat Landscaping	Lānaʻi	20-22	Irrigation Technician 1/C	FT	2	NE	\$18.92	9/9/2020*
Utilities	Lānaʻi	20-23	Utilities Superintendent	FT	1	E	Salary	9/9/2020

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 September 9, 2020

Horticulture Manager

Number of Vacancy (ies): 1 Full-Time

Location: Lānaʻi 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 Hawaiʻi Driver's License. Must have current State of Hawaiʻi 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.

Director of Finance – Reporting

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: Responsible for financial reporting for Pulama Lānaʻi. Prepares, reviews and maintains accounting records and financial statements for the assigned business units or entities. Performs reconciliations and specific reports for management. Proposes and prepares journal entries as necessary to ensure integrity of financial data.

JOB REQUIREMENTS: BBA in Accounting and 5-7 years work experience. Proficiency in Excel and Microsoft Office, required. Experience with NetSuite and Sage 300 Accounting software preferred, but not required. Supervisory experience, required. CPA, preferred. Requires training of staff in Honolulu and Lānaʻi, as well as documenting procedures for the staff to follow. 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.

Estate Engineering Assistant

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: Responsible for providing support to the Estate Operations with the execution and completion of specific projects. Assists Estate Engineer with handling, installation, repair, and preventive maintenance of all equipment and updates appropriate logs. Performs cleaning, moving of equipment, furniture, and materials, organizing of work areas, and general labor duties. Prepares, repairs and performs wood re-finishing on furniture, doors, etc.

JOB REQUIREMENTS: Previous experience in building engineering or maintenance required. Previous experience in wood-re-finishing, 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.

Irrigation Technician 1/C

Number of Vacancy (ies): 1 Full-Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: Under limited supervision, installs irrigation systems, including mainline, laterals, irrigation controllers, wiring, valves, sprinkler heads, air relief valves and other system components. Performs repairs to irrigation system and checks to make sure the irrigation system(s) operate and function properly per schedule and maintains records. Performs installation of landscaping materials with limited supervision following "best landscape practices".

JOB REQUIREMENTS: Three to five years previous experience in landscape irrigation installation and equipment operation. Understand and able to program and manage the complete operation of a central irrigation system. Must be flexible and available to work on weekends and/or holidays depending upon scheduled days of operation and season. 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.

Utilities Superintendent

Number of Vacancy (ies): 1 Full-Time

Location: Lāna`i 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.

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