

Career Opportunities



November 16, 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 |
| Utilities | Lānaʻi | 20-23 | Utilities Superintendent | FT | 1 | E | Salary | 9/9/2020 |
| Safety | Lānaʻi | 20-26 | Job Site Inspector | FT | 2 | NE | Hourly | 9/23/2020 |
| Lānaʻi Estates | Lānaʻi | 20-27 | Housekeeper | FT-T | 1 | NE | Hourly | 9/25/2020 |
| Lānaʻi Air | Honolulu | 20-29 | Reservation Sales & Logistics Coordinator | FT | 1 | NE | Hourly | 10/9/2020 |
| Resort Retail Operation | Lānaʻi | 20-30 | Director of Resort Retail Operations | FT | 1 | E | Salary | 10/9/2020 |
| Resort Retail Operation | Lānaʻi | 20-31 | Sales Associate | FT | 1 | NE | Hourly | 10/9/2020 |
| Koele Retreat Landscaping | Lānaʻi | 20-32 | Landscape Worker III | FT | 1 | NE | \$18.36 | 10/12/2020* |
| Finance | Honolulu | 20-33 | Accounts Payable Clerk | FT | 1 | NE | Hourly | 10/16/2020 |
| Development & Construction | Honolulu | 20-34 | Architect II | FT | 2 | E | Salary | 11/4/2020 |
| Development & Construction | Honolulu | 20-36 | Architectural Technician II | FT | 1 | E | Salary | 11/16/2020 |
| Development & Construction | Honolulu | 20-37 | Architectural Technician I | FT | 1 | E | Salary | 11/16/2020 |
| Hulopoʻe Beach Park | Lānaʻi | 20-38 | Park Ranger | FT | 1 | NE | Hourly | 11/16/2020 |

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.

Join the Pūlama Lānaʻi team! • www.pulamalanai.com

Job Summary For Job Vacancies posted November 16, 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.

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.

Job Site Inspector

Number of Vacancy (ies): 2 Full-Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for job site inspections and enforcement of the Company's Health and Sanitation Program in response to the novel coronavirus disease (COVID-19) pandemic. Must understand and follow the recommendations and guidelines of the public health officials for federal, state, local jurisdictions, including the Centers for Disease Control and Prevention (CDC), and Hawaii Occupational Safety and Health Administration (HIOSH).

JOB REQUIREMENTS: One to two years of experience in Compliance or Safety areas with demonstrated increased responsibilities, preferred. High School Diploma or equivalent. Requires excellent written and verbal communication and organizational skills. Ability to speak, read, and write English. Ability to interact with culturally diverse individuals during a time of crisis and distress. Must be proficient in Outlook, Word and Excel. 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 effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Housekeeper

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

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.

Reservations & Logistics Coordinator

Number of Vacancy(ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: This position is a key role in selling and operating the Lāna'i Air charter air service. The dual role of selling and servicing must be delivered in a manner that is both high touch and high quality. Selling the private charter service will be done via referrals from the Four Seasons Lāna'i as well as through direct inquiries. Guest Service is a major part of this role. Contact will continue with guests as their charter date approaches. Logistical services will be executed by this position to include coordination of ground transportation and tracking the guest's inbound flights from the mainland or Asia. This position will participate in the ground service during the arrival and departure process as guests transition through the Lāna'i Air Hanger facility on O'ahu. This position will be responsible for other logistical coordination with third party vendors (aircraft operator, ground service support, and ground transportation) on Lāna'i and O'ahu. The primary goal of this position is to support the increased occupancy for the Four Seasons Hotels on Lāna'i.

JOB REQUIREMENTS: Must have a valid Hawai'i Driver's License. Must be able to obtain an AOA badge and ramp license from the State of Hawaii Department of Transportation. Two years of Hospitality experience with a high end resort, highly recommended. Two years of logistical coordination experience, recommended. Two years of clerical experience, recommended. Must be proficient in Microsoft Outlook, Word, Excel, Internet and other applicable software. Requires proficiency and professionalism in writing emails to passengers/ guests. Requires excellent written and verbal communication and organizational skills. Must be detail oriented. Requires good judgement and a common sense approach to the work. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under conditions that are changing on a moment's notice. Must be able to foster teamwork within the department and with other business entities. Requires an ability to take responsibility and be accountable. Must be able to 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

Director of Resort Retail Operations

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Pūlama Lāna'i owns two Four Seasons Resorts on Lāna'i. The retail operation inside of each property is not part of the Four Seasons Management agreement and are instead managed by Pūlama Lāna'i. The Director of Resort Retail Operations is responsible for two retail stores at the Four Seasons Lāna'i (beach property) and one retail store at the Sensei Lāna'i, a Four Seasons Retreat (Kō'ele). Responsibilities include managing customer service, merchandising and staff management. As the Director of Resort Retail Operations, this position has full budget responsibility and is accountable for P&L outcomes which includes inventory management and payroll control. While the retail operations are to be run as a profit center they also are meant to play a role in Four Seasons brand image. The operations service and merchandise must cater to the clientele that the Four Seasons and Sensei are targeting for their success.

JOB REQUIREMENTS: Three to five years of experience managing and/or supervising a boutique retail operation or similar operation required. Previous experience as a retail buyer for high end retail chain is a plus. Requires previous experience with responsibility for profit and loss management. Ability to consistently meet deadlines in a timely fashion. Willing to work nights, weekends, and holidays. Must have a current State of Hawai'i Driver's License. Must have a current County of Maui Liquor Certification. Must pass criminal background check. 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. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

Sales Associate

Number of Vacancy(ies): 1 Full Time

Location: Lāna'i City

JOB RESPONSIBILITIES: Provides friendly, knowledgeable and prompt sales service to all guests and customers. Keeps abreast of in-stock levels, by size and color if appropriate and assists with replenishing of all merchandise and supply levels in the store. Performs daily cleaning and stocking of supplies throughout the store. Ensures all products are properly displayed in a neat and organized manner. Performs POS opening and closing procedures in keeping with company policies and procedures.

JOB REQUIREMENTS: Prior retail sales and electronic cash register experience, preferred. Must possess current Maui County Liquor 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 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 able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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.

Accounts Payable Clerk

Number of Vacancy (ies): 1 Full-Time

Location: Honolulu

JOB RESPONSIBILITIES: Under direction of the Assistant Controller, performs general accounts payable duties. Accurately reviews, code, and process vendor invoices through the electronic document management system and financial systems in a timely manner. Performs data entry and check cutting processes and research inquiries from vendors regarding payment status of invoices including reconciliation of vendor statements.

JOB REQUIREMENTS: Must be proficient in Outlook, Word and Excel. Experience in document management and accounts payable approval workflow preferred. 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.

Architect II

Number of Vacancy (ies): 2 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.

JOB REQUIREMENTS: Bachelor's Degree in Architecture. Minimum 8-10 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.

Architectural Technician II

Number of Vacancy (ies): 1 Full-Time

Location: Honolulu

JOB RESPONSIBILITIES: The Architectural Designer/ Technician works with the Architect/ Sr. Designer to efficiently develop 3-D Revit models, AutoCAD drawings, renderings and produce construction documents of buildings. In addition, the Architectural Designer/ Technician coordinates with Engineers and Designers from other disciplines on project teams to coordinate the designs of the projects.

JOB REQUIREMENTS: Must have a minimum 5 years of experience working at an architecture firm or equivalent professional development. Must be experienced in utilizing Autodesk REVIT using BIM strategies and AutoCAD. Design experience working on large-scale projects. A working knowledge of Navisworks, Microsoft Office (Outlook, Word, Excel and Powerpoint) and rendering products is desired. Must have a valid State of Hawai'i Driver's License. Must have a current State of Hawai'i Architect 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.

Architectural Technician I

Number of Vacancy (ies): 1 Full-Time

Location: Honolulu

JOB RESPONSIBILITIES: The Architectural Designer/ Technician works with the Architect/ Sr. Designer to efficiently develop 3-D Revit models, AutoCAD drawings, renderings and produce construction documents of buildings. In addition, the Architectural Designer/ Technician coordinates with Engineers and Designers from other disciplines on project teams to coordinate the designs of the projects.

JOB REQUIREMENTS: Must have a minimum 10 years of experience working at an architecture firm or equivalent professional development. Must be experienced in utilizing Autodesk REVIT using BIM strategies and AutoCAD. Design experience working on large-scale projects. A working knowledge of Navisworks, Microsoft Office (Outlook, Word, Excel and Powerpoint) and rendering products is desired. Must have a valid State of Hawai'i Driver's License. Must have a current State of Hawai'i Architect 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.

Park Ranger

Number of Vacancy (ies): 1 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: Assist with monitoring Hulopoʻe Beach Park and outlying areas for safety. Responsible for general maintenance and overall cleanliness and appearance of the beach park, including all restroom facilities. Ensures that campers have the required permits and are abiding by community and private beach regulations along with any Federal, State and County Laws.

JOB REQUIREMENTS: Must have current First Aid/ CPR Certification. Must have current State of Hawaii Driver's License. One to two years of experience working in a recreational and/or customer service operation, preferred. Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 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.

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, Lānaʻi City, HI 96763, ATTN: Human Resources or submit it in the secured black dropbox in front of our Central building at 1311 Fraser Avenue.