

Career Opportunities



January 8, 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>
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
Resort Retail Operation	Lānaʻi	20-31	Sales Associate	FT	1	NE	Hourly	10/9/2020
Development & Construction	Honolulu	20-34	Architect I	FT	1	E	Salary	11/4/2020
Koele Retreat Landscaping	Lānaʻi	20-41	Landscape Worker I	FT	1	NE	\$15.48	12/11/2020*
Koele Retreat Landscaping	Lānaʻi	20-42	Landscape Worker III	FT	1	NE	\$18.36	12/11/2020*
Fleet	Lānaʻi	20-45	Fleet Lot Assistant	FT	1	NE	Hourly	12/11/2020
Island Operations	Lānaʻi	21-01	Water Features Technician	FT	1	NE	Hourly	1/8/2021
Lānaʻi Estates	Lānaʻi	21-02	Estate Operations Worker	FT	1	NE	Hourly	1/8/2021

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 January 8, 2021

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 Hawai'i Driver's License. Must have current State of Hawai'i 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.

Sales Associate

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi 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: Lānaʻi 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.

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 I

Number of Vacancy (ies): 1 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 groundskeeping 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

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.

Water Features Technician

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Responsible for maintenance of the water features at Kō'ele Adventure Park and Sculpture Gardens. Duties will include daily cleaning of the water features and equipment maintenance including monitoring pumps and valves.

JOB REQUIREMENTS: Previous experience in a water feature/ pond maintenance operation is preferred. Previous experience working with pumps and motors is preferred. Must be able to pass a First Aid Certification and CPR Training course. Must be proficient in Outlook, Word and Excel. Must be able to pass the Certification for Water Feature Technician. Must have a 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 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 Operations Worker

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i 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.

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.