

# Career Opportunities

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY	JOB OPENING DATE
<b>Landscape Worker I</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-15	FT-T	1	NE	\$15.79	3/12/2021
<b>Landscape Worker I</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-16	FT	1	NE	\$15.79	3/12/2021
<b>Landscape Worker I</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-29	FT	1	NE	\$15.79	5/7/2021*
<b>Project Manager</b>	Lānaʻi Builders	Lānaʻi	21-32	FT	1	E	Salary	5/13/2021
<b>Landscape Worker I</b>	Island Operations Landscaping	Lānaʻi	21-33	FT	1	NE	\$15.79	5/13/2021*
<b>Front Desk Clerk</b>	Hotel Lānaʻi	Lānaʻi	21-34	FT	1	NE	Hourly	5/24/2021
<b>Housekeeper</b>	Lānaʻi Estates	Lānaʻi	21-36	FT	1	NE	Hourly	5/28/2021
<b>Houseman</b>	Lānaʻi Estates	Lānaʻi	21-37	FT	1	NE	Hourly	5/28/2021
<b>Landscape Worker II</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-46	FT	1	NE	\$15.97	6/28/2021*
<b>Warehouse/Delivery Person CDL</b>	Warehouse	Lānaʻi	21-48	FT	1	NE	\$25.81	7/2/2021*
<b>CHP Ranger</b>	Culture & Historic Preservation	Lānaʻi	21-56	FT	1	NE	Hourly	7/27/2021
<b>Systems Administrator</b>	IT	Lānaʻi or Honolulu	21-60	FT	1	E	Salary	8/4/2021
<b>Executive Driver</b>	Lānaʻi Air	Honolulu	21-64	FT	1	NE	Hourly	8/27/2021
<b>Elite Greeter</b>	Lānaʻi Air	Honolulu	21-65	FT	1	NE	Hourly	8/27/2021
<b>Maintenance Mechanic 1C</b>	Fleet Maintenance	Lānaʻi	21-73	FT	2	NE	\$28.62	10/4/2021*
<b>Sales Associate</b>	Resort Retail	Lānaʻi	21-76	PT	1	NE	Hourly	10/4/2021
<b>Courtesy Clerk</b>	Richard's Market	Lānaʻi	21-78	C	1	NE	Hourly	10/15/2021
<b>Car Rental &amp; Motor Pool Supervisor</b>	Fleet (eCar)	Lānaʻi	21-79	FT	1	E	Salary	10/25/2021
<b>Guest Experience Assistant</b>	Lānaʻi Air	Honolulu	21-80	FT	2	NE	Hourly	10/25/2021
<b>Ground Service Attendant</b>	Lānaʻi Air	Honolulu	21-81	FT	1	NE	Hourly	10/25/2021
<b>Plant Health Technician</b>	Nursery	Lānaʻi	21-82	FT	1	NE	\$18.73	10/25/2021*
<b>Recreation Center Assistant</b>	Sports Complex	Lānaʻi	21-83	PT	1	NE	Hourly	10/25/2021
<b>Park Ranger</b>	Hulopoʻe Beach Park	Lānaʻi	21-86	FT	1	NE	Hourly	11/1/2021
<b>Managing Director – Hospitality and Retail Operations</b>	Hospitality Operations	Lānaʻi	21-87	FT	1	E	Salary	11/1/2021
<b>Lead Landscape Worker</b>	Koele Retreat Landscaping	Lānaʻi	21-88	FT	1	NE	\$19.91	11/1/2021*
<b>Lead Landscape Worker</b>	Island Operations Landscaping	Lānaʻi	21-89	FT	1	NE	\$19.91	11/1/2021*
<b>Guest Experience Specialist</b>	Lānaʻi Air	Honolulu	21-92	FT	1	NE	Hourly	11/15/2021

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY	JOB OPENING DATE
<b>Wildlife Control Ranger</b>	Game Management	Lāna'i	21-93	C	1	NE	Hourly	11/15/2021

In order to ensure a healthy and safe work environment, Pūlama Lāna'i requires all employees to be fully vaccinated for COVID-19.

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 to [hr@pulamalanai.com](mailto:hr@pulamalanai.com) or at Human Resources - Central Services.  
Applications for posted positions with expired dates are still accepted however will be considered late.

POSTED NOVEMBER 22, 2021

## Job Summary for Job Vacancies

### Landscape Worker

**Number of Vacancy (ies):** 3 Full Time, 1 Full Time Temporary

**Location:** Lānaʻi City

**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.

**Requirements:** Requires landscaping and/or grounds keeping 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.

### Project Manager

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

**Location:** Lānaʻi City

**Responsibilities:** Manage all aspects of the building and site construction processes according to Company's quality standards while adhering to budgets, maintaining the construction schedule and adhering to building and safety codes. Plans, procures materials and subcontractors, organizes and directs activities of field trade employees, subcontractors, and suppliers at project site to meet the Company's construction schedule and projections. Provides supervision over field crews and evaluates performance of employees, subcontractors, suppliers, and vendors.

**Requirements:** Eight years of experience as a Project or Construction Manager. Knowledge and experience in construction of single family, low rise multi-family construction and local and Uniform Building Code. Must have full knowledge of site construction. Experience with cost controls and scheduling. Ability to make arrangements with all inspection agencies to inspect and accept completed product. Able to read blueprints and specifications. Knowledge of "each trade" step by step progression in relation to itself as well as to other trades affected by it. Ability to determine at which point in the building process each trade is to begin, what the different phases of each trade are, and which trades can work together simultaneously. 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 people. Must be able to maintain a positive attitude and work under pressure. Knowledge of PC based spreadsheet programs, Microsoft Project, desirable. Must have a valid State of Hawaii Driver's License.

## Front Desk Clerk

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

**Location:** Lāna`i City

**Responsibilities:** Responsible for performing cashiering, guest check-in and check-out, handles hotel and dining reservations, and other related guest services at the Front Desk. Maintains accurate accounts for Front Desk and Accounting Departments. Notifies Housekeeping regarding guest room changes and updated room status.

**Requirements:** Previous experience in hotel 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. Must be detail oriented. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to create effective working relationships with other employees and third party vendors. Must be able to foster teamwork within the department and with other business entities.

## Housekeeper (Lāna`i Estates)

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

**Location:** Lāna`i City

**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.

**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):** 1 Full Time

**Location:** Lānaʻi City

**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.

**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. Must have valid State of Hawai'i Driver's License. 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.

## Landscape Worker II

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

**Location:** Lānaʻi City

**Responsibilities:** Under limited supervision performs general labor work, including but not limited to grounds maintenance, pruning, planting, watering, applying fertilizers and general care of plants for the purpose of maintaining the landscape using "best practices." Operate equipment, tools and machinery associated with maintenance of the landscape, including hand tools, weed whackers, pruners; both hand and pole-trimming equipment, non-riding mowers, etc. Be part of a team to manage the overall operation, organization, development, renovation and maintenance of all Landscaping Operations.

**Requirements:** Mid to entry level position with some experience in the landscaping industry. 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.

## Warehouse/ Delivery Person (CDL)

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

**Location:** Lāna`i City

**Responsibilities:** Issues, delivers, stores, prices and rotates all incoming merchandise for Pūlama Lāna`i operations. Drives truck tractor, pulling semi and full trailer combination to haul material, equipment and miscellaneous freight between designated locations as instructed.

**Requirements:** Must have current State of Hawaii Driver's License with CDL "A" Endorsement. 1-2 years previous warehouse experience, preferred. Must have or be able to obtain a Transportation Worker Identification Credential (TWIC) to access Lāna`i's secured maritime facilities. Must have or be able to obtain a HazMat Endorsement. 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.

## CHP Ranger I

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

**Location:** Lāna`i City

**Responsibilities:** The Lāna`i Ranger will facilitate wise and informed use and care of resources, develop interpretive trails, maintain sites, perform archaeological monitoring, and offer guided programs. They will primarily be responsible for maintaining, restoring and stabilizing cultural and historic sites. They also provide interpretive services for visitors (residents and guests), informing them of the historic, natural and cultural resources on the island of Lāna`i through presentations, demonstrations, talks and guided tours.

**Requirements:** Must be or become knowledgeable in Lāna`i's history. Must be or become familiar with Outlook. 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 ability to follow oral and written instructions. Must have a valid Hawaii Driver's License. Must have First Aid/ CPR Certification.

## Systems Administrator

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

**Location:** Lāna`i City or Honolulu

**Responsibilities:** Responsible for upkeep, configuration and reliable operation of computer systems, including telephones, servers and network infrastructure. Able to identify network problems and solve them, but also make sure the email and data storage networks work properly and that employee workstations are connected to the network.

**Requirements:** Business Degree in Computer Science or its equivalent in training and experience, preferred. Knowledge of computer equipment, computer design techniques and controls, computer operations procedures and techniques, required. Knowledge of various computer platforms including Windows Active Directory, Cisco Call Manager, Cisco Networking equipment, VMWARE ESXi virtual

servers, Veeam backup systems, Microsoft 365, Teams, Zoom, etc. required. Experience with routing, switching, network troubleshooting, optical fiber and Remote Access, preferred. 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 decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure. Ability work with limited supervision and be able to prioritize and manage time efficiently. Must have flexibility to be able to work weekends, holidays, at night and respond to IT emergencies. If position is based in Honolulu, will require overnight travel to Lana'i, which may include the weekends. Must have Valid Hawaii Driver's License and able to successfully complete Motor Vehicle Record Review.

## Executive Driver

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

**Location:** Honolulu

**Responsibilities:** The Executive Driver transports the Four Seasons guest between the Honolulu International Airport and the Lāna'i Air hangar. Vehicles may vary depending of the party size up to 11 passenger Sprinters. The Driver communicates with the Greeter and the Logistics team to ensure a smooth pickup of the guest at the curbside to provide a seamless, high quality transfer from the airport to the aircraft. Guest Service is a major part of this role. The primary goal of this position is to support the service and guest experience for both Four Seasons Hotels on Lāna'i.

**Requirements:** High School Diploma or Equivalent. Experience in the Hospitality industry specifically with high end resort guests, highly recommended. Previous luxury chauffeur experience is highly desirable. Proficiency in Outlook, Word, Excel, Internet, SMS and other applicable software, preferred. Must be fluent in English, both verbal and written; bilingual is preferred, but not required. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Must be flexible and able to adapt to rapidly shifting priorities as flight arrival and departure times change. Must be able to problem solve and identify resources to use when faced with irregular operations. Professional appearance and personal grooming is critical for this position. Must be detail oriented.

## Elite Greeter

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

**Location:** Honolulu

**Responsibilities:** The Elite Greeter is the first contact that the Four Seasons guest meets when arriving at the Honolulu Airport. This member provides the guest with the first impression of Lāna'i Air. The greeter handles all guest interactions with the highest level of hospitality and professionalism, noting special requests and sharing information with the logistics team to ensure that the guest has an exceptional experience. Guest Service is a major part of this role. The primary goal of this position is to ensure the Four Seasons Hotel experience starts as soon as the guest lands at Honolulu and again on their departure.

**Requirements:** High School Diploma or Equivalent. Experience in the Hospitality industry specifically with high end resort guests, highly recommended. Proficiency in Outlook, Word, Excel, Internet, SMS and other applicable software, preferred. Must be fluent in English, both verbal and written; bilingual is preferred, but not required. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Must be flexible and able to adapt to rapidly shifting priorities as flight arrival and departure times change. Must be able to problem solve and identify resources to use when faced with irregular operations. Professional appearance and personal grooming is critical for this position. Must be detail oriented.

## Maintenance Mechanic 1C

**Number of Vacancy(ies):** 2 Full Time

**Location:** Lāna`i City

**Responsibilities:** Maintains, diagnoses, and repairs mechanical equipment including trucks, heavy equipment and related support equipment. Dismantles, repairs, constructs, and maintains machinery and equipment with a high degree of skill. Analyzes, repairs and maintains hydraulic and electrical systems with an expert understanding of hydraulic and electrical schematics. Plans, performs and at times may direct work.

**Requirements:** Must have an understanding of welding and have an ability to weld and cut mild steel. Must have working knowledge of mechanical, electrical and hydraulic components of equipment. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must be able to read, understand, interpret, and apply information from service and maintenance manuals and other publications. Requires excellent written, verbal, oral communication and organizational skills. Requires working to established procedures and maintain reliable work attendance.

## Sales Associate

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

**Location:** Lāna`i City

**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.

**Requirements:** Prior retail sales and electronic cash register experience, preferred. 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.

## Courtesy Clerk

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

**Location:** Lāna`i City

**Responsibilities:** Provides friendly, knowledgeable, enthusiastic, product information sales services to all customers at Richard's Market. Performs POS opening and closing procedures in keeping with company policies and procedures. Assists with inventory of merchandise and supplies as requested and assists in receiving incoming merchandise. Must have or be able to possess current Maui County Liquor certification.

**Requirements:** Prior retail sales and electronic cash register experience, preferred. Must be available to work on week-ends. Must have a negative TB Clearance. 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. Must be able to maintain a positive attitude and work under pressure.

## Car Rental & Motor Pool Supervisor

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

**Location:** Lāna`i City

**Responsibilities:** Under direction of the Director of Fleet, coordinates and oversees car rentals operation and motor pool needs. Ensures that vehicles in the rental fleet and motor pool are properly cleaned, washed and fueled upon return. Works closely with Auto Service Supervisor to plan, organize, assign and schedule repair, preventative maintenance and service work for all rental and motor pool vehicles. Works closely with Four Seasons on vehicle reservations and coordination of delivery and pick up of rental cars. Responsible for procurement of all material and supplies that are required to complete department's tasks. Ensures that all departments are adhering to policies and procedures as it pertains to vehicle usage.

**Requirements:** Three to five years work experience in rental car or rental equipment business. Must be proficient in Outlook, Word and Excel. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. 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. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure.

## Guest Experience Assistant

**Number of Vacancy(ies):** 2 Full Time

**Location:** Honolulu

**Responsibilities:** This role will assist the Guest Experience Specialist with logistical services, including coordination of ground transportation and tracking of the guest's inbound flights into and within the State of Hawaii. In this role, guest service must be delivered in a manner that is both high touch and high quality. Contact will continue with guests as their charter date approaches. This position will also participate in the ground service during the arrival and departure process as guests transition through the Lana'i Air Hanger facility on Oahu. This position may also be tasked with other logistical coordination with third party vendors (aircraft operator, ground service support, and ground transportation) on Lāna'i and Oahu.

**Requirements:** Hospitality experience with a high end resort, highly preferred. One year of logistical coordination or Sales & Marketing experience, preferred. One year of clerical experience, preferred. Must be proficient in 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. Requires relating to people in a friendly and professional manner. Ability to think and make effective decisions quickly. Ability to create effective working relationships with employees and work harmoniously and professionally with co-workers and third party vendors. Must be detail oriented. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation

## Ground Service Attendant

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

**Location:** Honolulu

**Responsibilities:** The Ground Service Attendant is responsible for the overall cleanliness of the aircraft, vehicles, ground equipment used in the operation, and assisting with the departure and arrival of the Lāna'i Air aircraft. Safety of the guest and assets are of utmost importance and the Ground Service Attendant is responsible to ensure that this is adhered to. The team will interact with the logistics coordinators and Western Aircraft crew and maintenance team on a regular basis. Communication is key to ensure a smooth and safe operation.

**Requirements:** Hospitality experience with a high end resort, highly preferred. One year of logistical coordination or sales/marketing experience and clerical, preferred. Six months to one year experience in a similar capacity, preferred. Knowledge in basic vehicle maintenance, preferred. Must have valid Hawai'i Driver's License and successfully complete Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawai'i Department of Transportation. Must be able to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Must be flexible with schedule, including the ability to work within a 24/7 operation, including weekends, holidays and days off. Requires the highest level of professionalism and hospitality when interacting with Lāna'i Air guest. 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.

## Plant Health Technician

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

**Location:** Lānaʻi City

**Responsibilities:** Monitors and manages plant health of trees, grass and plants. Calibrates and mixes all plant herbicides, fertilizers and pesticides. Maintains application equipment in good, clean working conditions. Maintains accurate application records as well as records of inventory levels.

**Requirements:** Must possess basic knowledge of herbicide, fertilizer and pesticide application, desirable. Requires excellent written and verbal communication and organizational skills. Requires working to establishes procedures and maintaining reliable work attendance. Must have basic computer skills, preferably in Microsoft Excel. Requires verbal communication skills and ability to follow oral and written instructions. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record.

## Recreation Center Assistant

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

**Location:** Lānaʻi City

**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.

**Requirements:** Must possess a current Red Cross CPR/AED Certificate, Red Cross Lifeguard Training Certificate and First Aid Certification. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. 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.

## Park Ranger

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

**Location:** Lānaʻi City

**Responsibilities:** Patrols and monitors the camp sites, beach areas, trails and other areas to ensure Hulopoe Beach park regulations along with any Federal, State and County Laws are being followed by beach users. Responsible for the general maintenance and for overall safety, cleanliness and appearance of the beach park.

**Requirements:** Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. One to two years experience working in a recreational and/or customer service operation, preferred. Willing to work nights, weekends, and holidays. Must have current First Aid/ CPR Certification. 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. Requires relating to people in a friendly and professional manner.

## Managing Director – Hospitality & Retail Operations

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

**Location:** Lāna`i City

**Responsibilities:** The Managing Director – Hospitality Operations is responsible for leadership of the Hospitality Division. This is a diverse operation set and requires an ability to bring operations together and collaborate for the benefit of the owner and the community at large. The Managing Director has the responsibility to guide each operations product development, personnel development and P&L performance. Given the intimate nature of the businesses and the community, this is a hands on role.

In addition, this role will be responsible for representing Pūlama Lāna`i on various committees and associations which we are required to participate in such as the project district homeowner associations, Chamber of Commerce and other community groups.

**Requirements:** Must have previous experience as a Hotel General Manager or Multi-Unit restaurant operation. Must have current experience managing multiple departments. Must be proficient in Outlook, Word, and Excel. Prefer a candidate with experience managing a business operation within Hawaii in the most recent 5 year period. Prefer a candidate with experience working in a rural community. Able to offer clear and practical advice to managers within the organization. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. 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. Requires relating to people in a friendly and professional manner.

## Lead Landscape Worker

**Number of Vacancy(ies):** 2 Full Time

**Location:** Lāna`i City

**Responsibilities:** Leads the landscaping staff in fulfilling all functions of the landscaping operation as assigned by the supervisor. Performs as a lead worker for the team to manage overall operation, organization, development, renovation and maintenance of all Landscaping Operations. Properly operate all equipment and hand tools, performs work on PVC irrigation systems, and performs various nursery functions. Responsible for oral and written reports on activities assigned by the supervisor and management staff to landscape workers for the purpose of maintaining the landscape using "best practices."

**Requirements:** Lead level position with experience in the nursery or landscape industry. Must have a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Ability to create effective working relationships with employees. Requires excellent written, verbal, oral communication and organizational skills. Requires working to established procedures and maintain reliable work attendance. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Requires relating to people in a friendly and professional manner.

## Guest Experience Specialist

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

**Location:** Honolulu

**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.

**Requirements:** Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawaii Department of Transportation. Able to show proof of COVID-19 Vaccination. 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.

## Wildlife Control Ranger

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

**Location:** Lāna`i City

**Responsibilities:** Under the direction of the Wildlife Control Manager, this position participates in the implementation of all conservation programs, projects and grant-related activities, including: (1) conducting game and non-game animal control activities, to include primary processing of harvested game animals; (2) issues permits and game management materials; (3) compiles and maintains data pertaining to the activities above; (4) assists in the monitoring of company-owned conservation lands and enforcement of hunting rules; (5) participates in the construction and maintenance of deer exclosures (fencing), wildlife traps, watering units, firing ranges, trails and other features; (6) participates in ecosystem enrichment to include native plant restoration, eradication of invasive plant and animal species, and restoration of wildlife habitats; and (7) occasional support to other DNR Programs or to other Departments within Pūlama Lāna`i. On occasion Rangers may be assigned to work with third party commercial outfitter.

**Requirements:** Must possess a current State of Hawaii Hunting License and State of Hawaii Guide License. Must have current TB Clearance. Must have familiarity and proficiency in the use and maintenance of firearms and archery equipment. Must have a strong safety ethic. Must be able to drive 4-wheel drive, ATV, and UTV vehicles on off-road conditions. Must be able to identify key plant and animal species in the field – native and invasive. Must have a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Must be able to regularly lift and/or move up to 50 pounds regularly and occasionally lift and/move up to 100 pounds. Ability to hike over uneven terrain for 3-5 miles. 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 maintain reliable work attendance. Requires the ability to follow oral and written instructions.