

January 10, 2022

# Career Opportunities

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY
<b>Accountant</b>	Finance	Lānaʻi or Honolulu	21-104	FT	1	E	Salary
<b>Car Rental &amp; Motor Pool Coordinator</b>	Fleet (eCar)	Lānaʻi	21-108	FT	1	E	Salary
<b>CHP Ranger</b>	Culture & Historic Preservation	Lānaʻi	21-56	FT	1	NE	Hourly
<b>DSO Apprentice *</b>	Utilities	Lānaʻi	21-95	FT	2	NE	\$16.64
<b>Elite Greeter</b>	Lānaʻi Air	Honolulu	21-65	FT	1	NE	Hourly
<b>Executive Driver</b>	Lānaʻi Air	Honolulu	21-64	FT	1	NE	Hourly
<b>Front Desk Clerk</b>	Hotel Lānaʻi	Lānaʻi	21-34	FT	1	NE	Hourly
<b>General Maintenance Specialist II</b>	Facilities	Lānaʻi	22-01	FT	1	NE	\$23.01
<b>General Maintenance Specialist III</b>	Facilities	Lānaʻi	22-02	FT	1	NE	\$19.66
<b>Ground Service Attendant</b>	Lānaʻi Air	Honolulu	21-98	FT	1	NE	Hourly
<b>Guest Experience Assistant</b>	Lānaʻi Air	Honolulu	21-80 21-97	FT	2	NE	Hourly
<b>Guest Experience Specialist</b>	Lānaʻi Air	Lānaʻi	21-96 21-106	FT	2	NE	Hourly
<b>Guest Experience Specialist</b>	Lānaʻi Air	Lānaʻi	21-107	C	1	NE	Hourly
<b>Horticulture Manager</b>	Island Operations	Lānaʻi	21-101	FT	1	E	Salary
<b>Housekeeper</b>	Lānaʻi Estates	Lānaʻi	21-36	FT	1	NE	Hourly
<b>Houseman</b>	Lānaʻi Estates	Lānaʻi	21-37 21-102	FT	2	NE	Hourly
<b>Landscape Worker I*</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-15	FT-T	1	NE	\$16.11
<b>Landscape Worker I*</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-16 21-29	FT	2	NE	\$16.11
<b>Landscape Worker I*</b>	Island Operations Landscaping	Lānaʻi	21-33	FT	1	NE	\$16.11
<b>Landscape Worker II*</b>	Kōʻele Retreat Landscaping	Lānaʻi	21-46	FT	1	NE	\$16.29
<b>Lead Landscape Worker*</b>	Koele Retreat Landscaping	Lānaʻi	21-88	FT	1	NE	\$20.31
<b>Lead Landscape Worker*</b>	Island Operations Landscaping	Lānaʻi	21-94	FT	1	NE	\$20.31
<b>Maintenance Mechanic 1C*</b>	Fleet Maintenance	Lānaʻi	21-73	FT	1	NE	\$28.62
<b>Plant Health Technician</b>	Nursery	Lānaʻi	21-82	FT	1	NE	\$19.10
<b>Project Accountant</b>	Finance	Lānaʻi or Honolulu	21-105	FT	1	E	Salary

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY
<b>Project Manager</b>	Lānaʻi Builders	Lānaʻi	21-32	FT	1	E	Salary
<b>Recreation Center Assistant</b>	Sports Complex	Lānaʻi	21-33	C	1	NE	Hourly
<b>Sales Associate</b>	Resort Retail	Lānaʻi	21-76	PT	1	NE	Hourly
<b>Sous Chef</b>	Lānaʻi Estates	Lānaʻi	22-03	FT	1	NE	Salary
<b>Systems Administrator</b>	IT	Lānaʻi or Honolulu	21-60	FT	1	E	Salary
<b>Wildlife Technician</b>	Conservation	Lānaʻi	21-53	FT	1	NE	Hourly

In order to ensure a healthy and safe work environment, Pūlama Lānaʻi 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 January 10, 2022

## Job Summary for Job Vacancies

### Accountant

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

**Location:** Lānaʻi City or Honolulu

**JOB RESPONSIBILITIES:** Under direction and general supervision of the Assistant Controller, performs general accounting and accounts payable duties for all Lānaʻi Island Holdings related companies. Focused duties on general accounting to maintain books and records and account reconciliations and accounts payable processing.

**JOB REQUIREMENTS:** Must have at least 5 years of experience as an Accountant with experience with accounts payable processes. AA Degree in Accounting, preferred. Must have valid Hawaiʻi Driver's License and be able to successfully complete Motor Vehicle Record review. Must be proficient in Outlook, Word, and Excel. Experience in electronic document management and accounts payable approval workflow, preferable. Requires excellent written and verbal communication and organizational skills and ability to follow oral and written instructions. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Attention to accuracy and detailed oriented. 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.

### Car Rental & Motor Pool Coordinator

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

**Location:** Lānaʻi City

**Responsibilities:** Directly supports the Director of Fleet with coordination of Lānaʻi Car Rental Car and Fleet Motor Pool needs. Maintains accurate and real time inventory of all motor pool and rental vehicles in car rental software. Schedules cleaning, prepping, inspection, maintenance, and delivery/ pick up of Rental Vehicles and Motor Pool. Prepares daily statistical reports for the department and monthly reports for accounting.

**Requirements:** One to two years of experience working in a fleet rental environment, preferred. Must be proficient in use of a computer. Must have valid Hawaiʻi Driver's License and be able to successfully complete Motor Vehicle Record review. Must be able to work varied shifts, including late nights, weekends, and holidays. Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. 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. Ability to meet tight deadlines under minimal supervision.

## 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.

## Distribution Systems Operator (DSO) Apprentice I

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

**Location:** Lāna`i City

**Responsibilities:** Performs general maintenance, repair, and construction work on the potable water treatment and distribution system of the Lāna`i Water Company. Operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to water distribution and treatment; operates and maintains wells, reservoirs and treatment facilities, inspects residential and commercial service issues.

**Requirements:** Must be available to cover for call outs. Must have basic math skills. Must be proficient with the use of computers. . 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.

## 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 Lānaʻi 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 Hawaiʻi 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 Hawaiʻi 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.

## 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 Lānaʻi 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 Lānaʻi.

**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 Hawaiʻi 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 Hawaiʻi 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.

## 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.

## General Maintenance Specialist III

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

**Location:** Lāna`i City

**Responsibilities:** Under limited supervision, performs general maintenance and repair work. Assists in all types of general maintenance work including, but not limited to dismantling, installing, maintaining and repairing. Erects scaffolding and builds and places forms for concrete. Sharpens saws and maintain other tools as necessary.

**Requirements:** 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. 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. Must be able to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

## General Maintenance Specialist II

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

**Location:** Lāna`i City

**Responsibilities:** Under limited supervision, performs general maintenance and repair work. Works in all phases of the maintenance and repair trades, including, but not limited to, carpentry; electrical; plumbing; and painting.

**Requirements:** Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. Must have completed Company-approved training, skill building, and/or continuing education in the areas of electrical and plumbing. Excellent communication and people skills, required. 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. Must be able to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

## 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.

## 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.

## Guest Experience Specialist

**Number of Vacancy(ies):** 2 Full Time, 1 Casual

**Location:** Lāna`i City

**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 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.

## Horticulture Manager

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

**Location:** Lānaʻi City

**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.

**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 State of Hawaii Driver's License and successful review of Motor Vehicle Record. 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.

## Housekeeper (Lānaʻi Estates)

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

**Location:** Lānaʻi 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):** 3 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 I

**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, handweeders, 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.

## 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.

## Lead Landscape Worker

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

**Location:** Lānaʻi 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.

## Maintenance Mechanic 1C

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

**Location:** Lānaʻi 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 Hawaiʻi 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.

## 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.

## Project Accountant

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

**Location:** Lānaʻi City or Honolulu

**Responsibilities:** Works with Finance, Development & Construction, Lanai Builders, and Rock & Concrete departments to review and maintain project and inventory data in system to ensure all required information is captured in accordance with contracts and company policies. Coordinate with project teams to obtain required documents for each job such as budgets, contracts, change orders, certificates of insurance and other documents.

**Requirements:** Associate degree in Accounting/ Finance. Experience in construction contracts and job costing, preferred. Must be proficient in Microsoft Outlook, Word, Excel, and PowerPoint. Working knowledge of Sage 300 and Timberscan desirable. 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.

## Recreation Center Assistant

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

**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.

## Sales Associate

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

**Location:** Lānaʻi 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.

## Sous Chef

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

**Location:** Lāna`i City

**Responsibilities:** Provides support to the chef in all aspects of menu development, food prep and sanitation & organization of kitchen.

**Requirements:** Must have experience in executing a variety of high level, quality food from different cultures. Must have advanced kitchen standards and skill level. Minimum of 5 years of professional experience from high level restaurant or hotel. Must possess Food Handlers & Health Sanitation Certificate. Must have the ability to create effective working relationships with people and be able to work autonomously. Must have a negative TB Clearance.

## 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.

## Wildlife Technician

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

**Location:** Lānaʻi City

**Responsibilities:** As part of the Wildlife Program crew, assists with executing the Department's wildlife and invasive species programs. Assists with field work and monitoring for native and non-native wildlife species, including seabird colonies, coastal marine wildlife (e.g., monk seals and turtles), invertebrates, bats, non-native predators, and game mammals. Assists with control of non-native predators and invasive plants to protect native wildlife. Supports overall conservation programs to protect Lānaʻi's natural resources, including habitat protection and improvement, use of remote monitoring equipment, and monitoring and survey activities in remote areas and steep (but beautiful) terrain.

**Requirements:** Must have a high school diploma. One year of work experience in natural resource management and/or some college coursework, preferred. Must be able to legally acquire, possess, and use firearms. Must be proficient in Microsoft Office and email. Experience with GIS, preferred. Must have a strong safety ethic. Must possess or be able to obtain a valid State of Hawaii Driver's License. Must be able to drive 4-wheel drive, ATV, and UTV vehicles on off-road conditions. Must be able to effectively, efficiently, and safely execute instructions and directions. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must be willing to work irregular hours, and serve on-call to assist in other program areas. Must be willing to work in remote field conditions and in inclement weather. Must be willing to fly in and work around helicopters. Must possess or be able to obtain a current State of Hawaii Hunting License. Must pass a criminal background check to indicate ability to acquire, possess, and use firearms. Must possess or be able to obtain Wilderness First Responder & Red Cross First Aid Certification and HAZWOPER Certification. Must be able to successfully complete basic wildland firefighter training.