

July 15, 2022

Career Opportunities

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY
Accountant	Finance	Honolulu	22-59	FT	1	E	Starts at \$50,000
Bartender	Lānaʻi City Bar & Grill	Lānaʻi	22-65	FT, PT, C	1	NE	\$30.00
Car Rental & Motor Pool Coordinator	Fleet e-Car	Lānaʻi	22-71	FT	1	E	Salary
Cook	Lānaʻi City Bar & Grill	Lānaʻi	22-32	FT	3	NE	\$19.00
Courtesy Clerk	Lānaʻi Service Station	Lānaʻi	22-37	FT	1	NE	Hourly
Damage Control Assistant	Game Management	Lānaʻi	22-21	FT	1	NE	Hourly
Dining Attendant	Lānaʻi City Bar & Grill	Lānaʻi	22-33	FT	1	NE	\$15.00
DSO Apprentice *	Utilities	Lānaʻi	21-95	FT	2	NE	\$16.97
Elite Greeter	Lānaʻi Air	Honolulu	21-65	FT	6	NE	Hourly
F&B Server	Lānaʻi City Bar & Grill	Lānaʻi	22-31	FT, PT, C	2	NE	\$18.00
Field Assistant	Conservation	Lānaʻi	22-59	FT	1	NE	Hourly
General Superintendent	Lānaʻi Builders	Lānaʻi	22-14	FT	1	E	Salary
Ground Service Attendant	Lānaʻi Air	Honolulu	21-98	FT	1	NE	Hourly
Guest Experience Specialist	Lānaʻi Air	Lānaʻi	21-106	FT	1	NE	Hourly
Heavy Truck Driver*	Rock & Concrete	Lānaʻi	22-13	FT	1	NE	\$27.69
Horticulture Manager	Island Operations	Lānaʻi	21-101	FT	1	E	Salary
Housekeeper	Lānaʻi Estates	Lānaʻi	21-36	FT	1	NE	Hourly
Housekeeper*	Facilities	Lānaʻi	22-10	FT	2	NE	\$15.76
Human Resources Coordinator	Human Resources	Lānaʻi	22-74	FT	1	E	Salary
Houseman	Lānaʻi Estates	Lānaʻi	21-37, 21-102	FT	3	NE	Hourly
Laborer	Landscape Construction	Lānaʻi	22-23	FT	1	NE	Hourly
Landscape Worker I*	Kōʻele Grounds	Lānaʻi	22-72	FT	1	NE	\$16.11
Landscape Worker I*	Kōʻele Retreat Landscaping	Lānaʻi	21-16, 21-29, 22-46, 22-62	FT	4	NE	\$16.11
Landscape Worker II*	Koele Retreat Landscaping	Lānaʻi	22-60, 22-63	FT	2	NE	\$16.29
Landscape Worker III*	Koele Retreat Landscaping	Lānaʻi	21-39	FT	2	NE	\$19.10
Landscape Worker III*	Nursery	Lānaʻi	22-64	FT	1	NE	\$19.10
Logistics Coordinator Assistant	Development & Construction	Lānaʻi	22-24	FT	1	NE	Hourly
Maintenance Mechanic 1st Class*	Fleet Maintenance	Lānaʻi	22-70	FT	1	NE	\$29.19
Manager Lānaʻi Amphitheater	Entertainment Management	Lānaʻi	22-27	FT	1	E	Salary
Mechanic 1st Class (ASE Certified)*	Fleet Maintenance	Lānaʻi	22-869	FT	1	E	\$29.19

JOB TITLE	DEPARTMENT	LOCATION	JOB #	STATUS	# OF VAC	E/NE	SALARY
Multi-Family Resident Manager	Facilities	Lānaʻi	22-56	FT	1	E	Starts at \$50,000
Nursery Manager	Nursery/ Green Waste	Lānaʻi	22-67	FT	1	E	Salary
Park Ranger	Hulopoe Beach Park	Lānaʻi	22-49, 22-52	FT	3	NE	Hourly
Receiving & Distribution Specialist	Warehouse	Lānaʻi	22-57	FT-T	1	NE	Hourly
Recreation Center Assistant	Sports Complex	Lānaʻi	22-30	FT	1	NE	Hourly
Retail Assistant Manager	Resort Retail	Lānaʻi	22-73	FT	1	E	Salary
Sales Associate	Resort Retail	Lānaʻi	22-44	FT	2	NE	Hourly
Steward	Lānaʻi City Bar & Grill	Lānaʻi	22-61	FT	1	NE	\$18.00
Storekeeper/ Delivery Person*	Warehouse	Lānaʻi	22-66	FT	1	NE	\$19.72
Superintendent (Construction)	Lānaʻi Builders	Lānaʻi	22-28	FT	1	E	Salary
Systems Administrator	IT	Lānaʻi or Honolulu	21-60	FT	1	E	Salary
Warehouse/ Delivery Person CDL*	Trucking & Hauling	Lānaʻi	22-53	FT	1	E	\$26.34
Wildlife Technician	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 or at Human Resources - Central Services.
Applications for posted positions with expired dates are still accepted however will be considered late.

POSTED July 15, 2022

Job Summary for Job Vacancies

Accountant

Number of Vacancy (ies): 1 Full-Time

Location: Honolulu

Responsibilities: Under direction and general supervision of the Director of Finance, performs general accounting and accounts payable duties for all Lānaʻi Island Holdings related companies. Focused duties will be on general accounting to maintain books and records and account reconciliations and accounts payable processing.

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.

Bartender

Number of Vacancy (ies): 1 Full-Time, Part Time or Casual.

Location: Lānaʻi City

Responsibilities: Receives orders for beverages from patrons and mixes beverages properly. Ensures proper handling of guest checks, cash, and charge settlements. Maintains beverage par levels.

Requirements: Previous training and/or experience as a bartender, required. Must have a current TB Clearance and Maui County Liquor License. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Must have excellent verbal and written communication skills. 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: Lāna`i City

Responsibilities: Directly supports the Director of Fleet with coordination of Lāna`i 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 Hawai`i 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.

Cook

Number of Vacancy (ies): 3 Full Time, Part Time or Casual

Location: Lāna`i City

Responsibilities: Assists Chef with preparation of hot sauces; soups; broths; stews; and braised, sautéed, and roasted meats, fish, and poultry. Prepares cold meats and cooks vegetables. Assists with expediting food orders for the shift to include entire hot line, pantry, and dessert stations. May assist with preparing desserts, pastries, confections, and ice cream. Assists with cutting, trimming, and preparing specific portions of meats, fish, and fowl for various cooking methods.

Requirements: Must have 1 to 2 years of prior training and/or experience as a cook in a restaurant. Must have a current TB Clearance. Must be able to maintain a positive attitude while working under pressure. Requires excellent verbal and written instructions. Requires working to established procedures and maintaining reliable work attendance.

Courtesy Clerk

Number of Vacancy(ies): 1 Full Time

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. 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.

Damage Control Assistant

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Under the direction of the Damage Control Specialist, participates in the implementation of damage control programs and project activities managing and controlling game and invasive species to protect private property, and native species and habitats. Conducts control activities primarily overnight including hazing, and other removal techniques for ungulate species including axis deer and mouflon sheep. Collects data on ungulate presence and populations using written and electronic devices. May participate occasionally in the construction and maintenance of deer exclosures (fencing), wildlife traps, watering units, firing ranges, trails and other features. May participate occasionally in ecosystem enrichment to include native plant restoration, eradication of invasive plant and animal species, and restoration of wildlife habitats.

Requirements: Must have a strong safety ethic. Must be able to work an overnight shift (7:00pm-3:30am). Must be able to drive 4 wheel drive, ATV, and UTV vehicles on off-road conditions. Must possess or be able obtain a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Must be proficient in Microsoft Office. Must be able to effectively, efficiently, and safely execute instructions and direction. Must be able to identify key plant and animal species in the field – native and invasive. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must have excellent verbal and written communication skills, professional appearance and demeanor, and ability to interact with staff, clients and community members productively. Must have an ability to work effectively and safely in a team environment. Must be willing to work in remote field conditions and in inclement weather. Must be available to participate in key emergency management roles for Pulama Lanai. Must be able to obtain wilderness first aid certification and participate in other company required trainings.

Dining Attendant

Number of Vacancy (ies): 1 Full Time, Part Time or Casual

Location: Lāna`i City

Responsibilities: Responsible for assisting Food Servers in servicing guests, keeping work areas clean, and keeping work stations stocked as necessary.

Requirements: Must have a current TB Clearance. Requires relating to people in a friendly and professional manner. Requires excellent verbal communication skills and must be able to maintain a positive attitude and work under pressure. Must have knowledge of the appropriate table settings and service ware.

Distribution Systems Operator (DSO) Apprentice I

Number of Vacancy(ies): 2 Full Time

Location: Lānaʻi City

Responsibilities: Performs general maintenance, repair, and construction work on the potable water treatment and distribution system of the Lānaʻi 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): 6 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 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.

F&B Server

Number of Vacancy (ies): 2 Full time, Part Time, or Casual

Location: Lānaʻi City

Responsibilities: Receives, orders, and serves customer's food and beverage orders. Responsible for the applicable checks and POS opening and closing. Responsible for proper set up of the dining room, including tables and kitchen work area.

Requirements: Previous work experience in food service and/or dining room operations, preferred. Must have a current TB Clearance card and current Maui County Liquor License. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance.

Field Assistant

Number of Vacancy (ies): 1 Full time

Location: Lāna`i City

Responsibilities: Performs a wide variety of field labor to meet the Conservation Department's work projects; support facilities; and maintenance work. Work project includes plant establishment and care, fertilizing, weeding, thinning, pruning; use of herbicides and pesticides; the development and maintenance of arboreta, exclosures, and other facilities and grounds; construction and maintenance of fences, roads, and trails; building and other structural repair and maintenance; and invasive species control.

Requirements: Sufficiently educated in arithmetic, writing and language skills to be able to perform numeral computations and measurements and to effectively communicate with supervisors, subordinates, and the general public. Must be able to use hand tools; small power tools such as weed-eaters, chain saws, pruners, drills, and clippers; planting tools; powered and manual spray applicators; fencing tools; fire-fighting tools and equipment; basic carpentry tools; calculators; cameras; GPS; two-way radios; and utility vehicles. Must have knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review

General Superintendent

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: The General Superintendent provides field supervision for all phases of construction to complete the Company's construction schedule and meet the Company's projections.

Requirements: Must have 10 years of field experience, with 4 years as a Superintendent. Requires full knowledge of commercial/ industrial building construction, local, and Uniform Building Codes. Must have knowledge of cost controls and scheduling. Ability to make arrangements with various inspection agencies to inspect and accept completed product. BS Degree in Civil, Mechanical, Architectural or Structural engineering highly desirable. Ability to read blueprints and specifications. Must be proficient in Outlook, Word, and Excel. Ability to determine at which point in the building process each trade is to begin and what the different phases of each trade are. Able to determine which trades can work together simultaneously. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record.

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 Lānaʻi 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 Hawaiʻi 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 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 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 Lānaʻi 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 Specialist

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

Responsibilities: This position is a key role in selling and operating the Lānaʻi 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 Lānaʻi 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 Lānaʻi and Oʻahu. The primary goal of this position is to support the increased occupancy for the Four Seasons Hotels on Lānaʻi.

Requirements: Must have valid Hawaiʻi Driver's License and successfully complete a Motor Vehicle Record review. Must be able to obtain an AOA badge and ramp license from the State of Hawaii DOT. Two years of Hospitality experience with a high end resort, highly recommended. Two years of logistical coordination and clerical experience, recommended. Must be proficient in Microsoft Office and other applicable software. Requires proficiency and professionalism in writing emails to passengers/ guests. Must be detail oriented and have excellent organizational skills. 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.

Heavy Truck Driver

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Drives trucks (Dump Truck, Cement Truck (Mixer), Heavy Lift Truck (15 ton), Truck Tractor (Semi), etc.) making deliveries of aggregate, concrete, freight, and miscellaneous products between designated locations as instructed. Maintains report book, receives and delivers various shipping papers, and signs for and obtains signatures for material.

Requirements: Must have valid State of Hawaii Driver's License with a CDL Class "B" endorsement 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 50 pounds and occasionally lift and/or move up to 25 pounds.

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 and 1 year experience in related field. Current State of Hawai'i Driver's License, preferred. Must be a self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to 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 be familiar with cleaning standards. Must be able to work independently or as part of a team and demonstrate good time management. Must be able to lift and or move up to 50 lbs. of force occasionally and/ or 25 lbs. frequently and 10 lbs. constantly.

Housekeeper (Facilities)

Number of Vacancy(ies): 2 Full Time

Location: Lāna`i City

Responsibilities: Under limited supervision, cleans all transient units, dormitory rooms, halls, duplexes, bathrooms, community areas, and recreational buildings in accordance with quality standards set by management.

Requirements: Must have valid Hawai'i Driver's License and successfully complete a Motor Vehicle Record review. . Must have knowledge of the standard procedures and methods required for efficient and normal completion of required tasks. Requires good verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Ability to follow oral and written instructions. Able to make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

Houseman

Number of Vacancy (ies): 3 Full Time

Location: Lāna`i 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 Hawai'i Driver's License and successfully complete a Motor Vehicle Record review. . 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.

Human Resources Coordinator

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Responsible for assisting the Human Resources department with benefits administration, maintenance of the HRIS system, preparation of reports, training and development, maintaining department manuals and documents, FMLA administration, employee lifecycle processing including pre-employment, new hire processing, transfers, and terminations and other HR duties.

Requirements: Two to 4 years of experience in an office environment, preferably in Human Resource administration. Must be proficient in Outlook, Word and Excel. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Ability to follow oral and written instructions. Must be detail oriented. Must be able to work comfortably with little to no supervision during busy times. Must be a self-starter, take initiative and understand sense of urgency. Able to work in a stressful, fast paced environment. Must be able to maintain a positive attitude and work under pressure. Must have valid Hawai'i Driver's License and successfully complete a Motor Vehicle Record review.

Laborer (Landscape Construction)

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Performs general Landscape construction work, including but not limited to, landscape installation and operation of small equipment and tools. May assist with irrigation installation.

Requirements: At least 1 to 2 years previous experience in landscape installation and landscape construction, preferred. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Ability to follow oral and written instructions. Able to make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure

Landscape Worker I

Number of Vacancy (ies): 5 Full Time,

Location: Lāna`i 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. 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): 2 Full-Time

Location: Lāna`i 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.

Landscape Worker III

Number of Vacancy (ies): 3 Full-Time

Location: Lānaʻi City

Responsibilities: Under limited supervision properly operates equipment such as the riding mower, chipper, etc. Performs work on PVC irrigation pipes, performs various landscaping functions. Works with the Supervisor and is responsible for oral/written reports on activities assigned by Supervisor and Lead Landscape Worker. Must have knowledge of various operations such as turf, pruning, grounds maintenance, landscaping, etc. Drives employees to and from job sites, etc. Operates equipment such as riding mowers, chippers and power tools such as weed whackers, power mowers, power chainsaws, etc.

Requirements: Mid position with some experience in the nursery or landscape industry. Must have valid Hawaiʻi Driver's License and be able to successfully complete Motor Vehicle Record review. 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.

Logistics Coordinator Assistant

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

Responsibilities: The Logistics Assistant is responsible for assisting the Project Managers with coordinating logistics for multiple projects with airline travel, on island housing, on island meals, and coordination and communication with various Company departments and outside vendors. This role will also include assisting Project Managers in the areas of project status reporting and assisting with reports that need to be prepared for the project team and Project Managers. Responsible for assisting the Construction Logistics operation with delivery of meals and other services.

Requirements: Previous procurement, logistics, and customer service experience. Must have valid Hawaiʻi Driver's License and successfully complete a Motor Vehicle Record review. Must have current TB Clearance. General knowledge of the Lānaʻi residential locations, preferred. Proficient in the use of Outlook, Word, Excel and SmartSheet. Requires relating to people in a friendly and professional manner. Requires working to the established procedures and maintaining reliable work attendance.

Requires the ability to follow oral and written instructions. Must be organized and detail oriented. Must be able to work flexible hours, split shifts, weekends, and holidays. Must be able to travel to Honolulu, as needed. Fluent in conversational Japanese, desired.

Maintenance Mechanic 1st Class

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Maintains and repairs mechanical equipment, including trucks; heavy equipment; and related support equipment. Must have an understanding of welding and have an ability to weld and cut mild steel. Must work with close tolerances, torque settings, and other procedures necessary for exacting mechanical repair. Performs the more difficult and exacting tasks requiring a considerable variety of skilled and accurate manual operations. Must have working knowledge of mechanical, electrical, and hydraulic components of equipment. Plans, performs, and at times directs work where only general methods of procedure are available. Requires ingenuity, initiative, and judgment for corrective action. May direct helper and/or assigned employees. Responsible for own hand tools.

Requirements: Associates Degree in Diesel/ Equipment Mechanics and/or Diesel/Equipment Tech Certification, preferred. Must be able to read, understand, interpret, and apply information from service and maintenance manuals and other publications. Must be familiar with all equipment and be able to plan, schedule, and report all work performed. Must have valid Hawai'i Driver's License (CDL Endorsement A and/or B, preferred) and be able to successfully complete Motor Vehicle Record review. Requires excellent written and verbal communication and organizational skills.

Manager of Lāna`i Amphitheater

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: The Lāna`i Amphitheater is a new business operation. It is a 700 hundred seat outdoor venue located adjacent to the Four Seasons Lāna`i (Manele). The facility will be capable of hosting events on a scale that includes national televised acts to Lāna`i Community Arts programs. This position will be responsible for all aspects of the facility operation including policy development, control of the booking calendar, event operations and ongoing maintenance and security. This position is required to have the technical, mechanical and managerial skills to provide management for the Entertainment Management team as well as all departments collaborating to maintain the amphitheater.

Requirements: Prior supervisory experience required and proven record of leadership of teams. Must have a record operating at a high level of competence relative to safety and maintenance of facility. Must be able to demonstrate experience operating at a high level customer service. Must be proficient in Outlook, Word and Excel. Ability to work independently and lead a team. Must be able to work flexible shifts of mornings & evenings, along with weekends and holidays. Ability to recognize potentially dangerous or hazardous conditions and immediately take corrective or preventive actions. Must possess a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Must be detail oriented.

Mechanic 1st Class (ASE Certified)

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Under general direction of Supervisor, services, maintains and overhauls Automobiles, Light Trucks and Small Equipment. Performs very difficult and exacting tasks which require highly skilled and accurate manual operations. Plans, performs and at times directs work where only general methods of procedure are available; requires considerable ingenuity, initiative and judgment for correct action. May supervise one or more assigned employees. Responsible for providing own hand tools.

Requirements: Associates Degree in Automotive Mechanics and/or Automotive Tech Certifications, preferred. Must have applicable ASE Certification(s). Must be able to read, understand, interpret and apply information from service and maintenance manuals and other publications. Must be familiar with all equipment and be able to plan, schedule and report all work performed. Must possess a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Requires excellent written and verbal communication and organizational skills. Requires working to established procedures and maintaining reliable work attendance. Ability to create effective working relationships with people. Must be able to follow oral and written instructions.

Multi Family Resident Manager

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Responsible for monitoring all multi-family units for compliance and enforcing house and parking rules. Assists the facilities department by conducting entrance, exit and annual inspections, generating service requests as needed and following up until completion. Works with the multi-family community to enhance the quality of life for tenants in multi-family housing. Assists with creating and issuing violation notices to tenants for housing related incidents. Serves as liaison with Security Manager and local law enforcement in investigations. Monitors the Community Garden in conjunction with the Security Manager. Responsible for communicating with tenants in multi-family housing as well as the Community Garden via email, texts, newsletters or direct mailings.

Requirements: Requires excellent written and verbal communication and organizational skills. Ability to create effective working relationships with housing staff, its team leaders, and local service providers. Must be able to adjust communication approach to relate with various personality and demographic backgrounds. Must possess a positive attitude and have the ability to remain calm under all circumstances. Must be able to work evenings, weekends and holidays as needed. Must maintain personal hygiene, appearance, and professional conduct while on property grounds and/or whenever present in the community. Ability to apply principles of logical thinking to define challenges, collect and analyze pertinent data, establish facts, draw valid conclusions, and implement an appropriate course of action effectively and timely. Must have valid Hawai'i Driver's License and be able to successfully complete Motor Vehicle Record review.

Nursery Manager

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Provides daily direction and management for all nursery programs such as production of plant material and maintenance of existing plants.

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. BS Degree in Horticulture or Botany preferred. Previous supervisory experience required. Knowledge of regulations governing pesticide application, landscape construction, horticultural practices, irrigation systems, maintenance, chemical pesticides and insect control. Knowledge and experience growing and maintaining tropical, ornamental plants. Must be proficient in Outlook, Word and Excel. Must possess a current State of Hawaii Driver's License and be able to successfully complete a Motor Vehicle Record Review. Must have current State of Hawaii Restricted-Use Pesticide Applicators License.

Park Ranger

Number of Vacancy(ies): 3 Full Time

Location: Lāna`i 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 year's 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.

Recreation Center Assistant

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i 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.

Receiving & Distribution Specialist

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

Location: Lāna`i City

Responsibilities: Assists with receiving all goods and materials into the warehouse and properly stores and tags materials and supplies to ensure accurate inventory, and minimal loss or damage. Ensures that all deliveries are pulled accurately, tagged properly, taken out of inventory (if necessary), and are marked clearly for final destination. Maintains par levels of warehouse issue items and places orders to replenish items, as needed. This position will work with the Logistics Manager to ensure items are received properly and distributed in a timely manner.

Requirements: 1 to 2 years of clerical and warehouse experience, preferred. Knowledge in construction materials and supplies and experience in logistics related to shipment of goods is preferred. Must be proficient in Outlook, Word, and Excel. 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 regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.

Retail Assistant Manager

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Under the direction of the Retail Manager, responsible for supervising Lāna`i and Varieties operations as well as the retail team. Oversees and responsible for the accurate maintenance of retail inventory recordkeeping on the Yellow Dog inventory management system program and sales on the Symphony POS System.

Requirements: Bachelor's degree, preferred. 3 to 5 years of supervisory experience in a retail and/or warehouse operation, with demonstrated increased responsibilities. Must be proficient in Outlook, Word, and Excel including inventory system and POS system. Experience in electronic document management and accounts payable approval workflow, preferable. Requires excellent written and verbal communication and organizational skills. Attention to accuracy and must be detail oriented. Requires relating to people and customers in a friendly and professional manner. Able to think and make effective decisions quickly. Ability to maintain a positive attitude and work under pressure. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record.

Sales Associate

Number of Vacancy(ies): 2 Full 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.

Steward

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Maintains overall cleanliness and sanitation of kitchen utensils, dining room dishes and flatware and operating equipment. Assist culinary staff in basic food production and/or food platings.

Requirements: Previous training and/or experience as a steward, preferred. Must have a current TB Clearance. Requires relating to people in 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.

Storekeeper/ Delivery Person

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Receives and distributes food and dry goods. Responsible for organization, sanitation, and inventory control in part of the Warehouse. Responsible for pick-up and efficient transportation of materials throughout the operations.

Requirements: One to two years of 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 valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. Requires relating to people in 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.

Superintendent - Construction

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

Responsibilities: Manages on-site planning and execution of construction projects for Lāna`i Builders by coordinating with field crews and subcontractors for successful delivery of projects relative to schedule, budget, and quality. Responsible for working with Lanai Builders' Project Managers to assist with the completion of projects for Pūlama Lāna`i and its related business entities such as, but not limited to, material quantity takeoff; ordering of materials; and review of shop drawings.

Requirements: Minimum of 7 years of verifiable experience as a Superintendent, operating in a similar capacity. Full knowledge of on-site construction and experience in construction of single family, low rise multi-family, commercial construction, and local building codes. Ability to arrange inspection with all inspection agencies to accept completed work. Ability 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. Must have working knowledge of PC based Microsoft Office and MS Project scheduling programs. Must have valid State of Hawaii Driver's License and successful review of Motor Vehicle Record. Requires excellent written and verbal communication and organizational skills. Must be able to maintain a positive attitude and work under pressure.

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.

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

Wildlife Technician

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i 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 Lāna`i'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.