

Career Opportunities



April 6, 2018

<u>Department</u>	<u>Location</u>	<u>Job. #</u>	<u>Job Title</u>	<u>Status</u>	<u># of Vac</u>	<u>E/NE</u>	<u>Salary</u>	<u>Job Opening Date</u>	<u>Job Posting Expires</u>
Lānaʻi Builders	Lānaʻi	17-40	Superintendent	FT	1	E	Salary	9/1/2017	
Rock & Concrete	Lānaʻi	18-03	Heavy Truck Driver	FT-T	1	NE	25.59	1/9/2018	
Warehouse	Lānaʻi	18-08	Warehouse/ Delivery Person CDL	FT	1	NE	23.85	4/3/2018	4/8/2018
Theater	Lānaʻi	18-14	Theater Attendant	C	2	NE	Hourly	3/23/2018	
Sports Complex	Lānaʻi	18-15	Recreation Center Assistant	FT	1	NE	Hourly	3/23/2018	
Facilities	Lānaʻi	18-17	General Maintenance Specialist I	FT	1	NE	24.99	4/6/2018	4/11/2018

C= Casual T= Temporary FT= Full Time PT= Part Time

For immediate consideration please forward your applications at Human Resources - Central Services
 Applications for posted positions with expired dates are still accepted however will be considered late.

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

Job Summary For Job Vacancies posted April 6, 2018

Superintendent

Number of Vacancy(ies): 1 Full Time

Location: Lānaʻi City

JOB RESPONSIBILITIES: Manage on-site planning and execution of construction projects for Lānaʻi Builders, coordinating field crews and subcontractors for successful delivery of projects relative to schedule, budget and quality. Responsible to work with Lānaʻi Builders Project Managers and to assist with the completion of projects for Pūlama Lānaʻi and its related business entities, such as, but not limited to, material quantity takeoff, ordering of materials and review of shop drawings.

JOB REQUIREMENTS: Minimum of 7 years of verifiable experience as a Superintendent, operating in a similar capacity. Knowledge and experience in construction of single family, low rise multi-family, commercial construction and local building codes. Full knowledge of site construction. Ability to make arrangements with all inspection agencies to inspect and accept completed work.

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 and what the different phases of each trade are. Also to be able to determine which trades can work together simultaneously.

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. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure. Working knowledge of PC based Microsoft Office and MS Project scheduling programs. Must have a valid Hawaii Driver's License.

Heavy Truck Driver

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

Location: Lāna`i City

JOB RESPONSIBILITIES: Drivers truck (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, signs for and obtains signatures for material.

JOB REQUIREMENT: Must possess a current State of Hawaii Driver's License with CDL Class "B" Endorsement. Must have knowledge of the standard procedures and methods required for efficient and normal completion of required tasks. 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 a 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.

Warehouse/ Delivery Person (CDL)

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

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

JOB REQUIREMENTS: Must have current State of Hawaii Driver's License with CDL "A" Endorsement. 1-2 years previous warehouse experience, preferred. 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.

Theater Attendant

Number of Vacancy(ies): 2 Casual

Location: Lāna`i City

JOB RESPONSIBILITIES: Operates the box office selling movie tickets, show tickets, and gift cards to guests. Ensures outstanding guest service is provided to all guests. Answers the phone fielding questions about content, provide theater operational information, inform guests about prices, policies, etc. Enforces ratings to keep underage guests from accessing the theater without adult consent. Sell appetizing and properly prepared food and beverage items to our guests. Maintains the cleanliness of the concession area, theater lobbies & restrooms while controlling access to the theater.

JOB REQUIREMENTS: Must be proficient in use of a computer/ cash register. Good math and cash-handling skills. Ability to work varied shifts, including late nights, weekends and holidays. Must be able to provide a negative TB test. 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. Ability to meet tight deadlines under minimal supervision.

Recreation Center Assistant

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB 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.

JOB REQUIREMENTS: Must possess a current Red Cross CPR/AED Certificate, Red Cross Lifeguard Training Certificate and First Aid Certification. Must possess a valid State of Hawaii Driver's License. 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.

General Maintenance Specialist I

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited or no supervision, independently performs general maintenance and repair work. Assists in all types of general maintenance work including, but not limited to dismantling, installing, maintaining and repairing. Repairs and maintains appliances; replaces gaskets, seals, heating elements, thermostats, motors and drive belts. Performs interior carpentry finish work such as drywall repair, installation of ceramic tile, paneling and flooring, millwork, trim installations, etc. Performs plumbing repairs such as repairing leaking fixtures and pipes and toilets. Performs electrical repairs and installations such as light fixtures, outlet receptacles and light switches.

JOB REQUIREMENTS: Must possess a valid State of Hawai'i Driver's License. Knowledge in County Building, Electrical and Plumbing Codes. Has approved certifications for successful completion of basic carpentry, painting techniques, electrical repairs, plumbing repairs and drywall repairs. 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.

For immediate consideration please forward your applications at Human Resources - Central Services or email to hr@pulamalanai.com