

# Career Opportunities



## August 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	
Sports Complex	Lānaʻi	18-14	Recreation Center Assistant	FT	1	NE	Hourly	7/9/2018	
Theater	Lānaʻi	18-15	Theater Attendant	C	1	NE	Hourly	7/9/2018	
Sports Complex	Lānaʻi	18-23	Recreation Center Assistant	C	2	NE	Hourly	5/4/2018	
Natural Resources	Lānaʻi	18-29	Field Assistant	FT	1	NE	Hourly	6/18/2018	
Koele Parks Maintenance	Lānaʻi	18-31	Grounds Maintenance Worker	FT -T	1	NE	\$15.57	6/18/2018	
Theater	Lānaʻi	18-34	Theater Attendant	C	1	NE	Hourly	7/9/2018	
Nursery	Lānaʻi	18-36	Landscape Worker 1	FT-T	1	NE	\$14.96	7/18/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-40	Sous Chef	FT	1	E	Salary	8/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-41	Cook II	PT	2	NE	Hourly	8/6/2018	

**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.

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## Job Summary For Job Vacancies posted August 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.

### Recreation Center Assistant

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

**Location: Lānaʻi 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.

## **Theater Attendant**

**Number of Vacancy(ies): 2 Casuals**

**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.

## **Field Assistant**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** This position provides the field labor source to meet the Department's work project and facilities support manpower requirements. The position participates in the execution of various labor and semi-skilled tasks, using light power tools and equipment, and various hand tools. The position performs wildfire suppression and other duties as required in support of the Department's programs.

**JOB REQUIREMENTS:** Sufficiently educated in arithmetic, writing and language skills to be able to perform numerical 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 applications; fencing tools; fire-fighting tools and equipment; basic carpentry tools; calculators; cameras; GPS; two-way radios; utility vehicles. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must be willing to work irregular hours. Must have demonstrated ability to work successfully as a team member with people of diverse cultures, ages, and educational backgrounds. Knowledge and experience with Lāna`i resources and people preferred. Must have a minimum of one year of manual labor and semi-skilled work experience. Ability to maintain Wilderness First Responder and Red Cross First Aid Certification. Ability to obtain applicable herbicide or pesticide applicators and/or risk reduction licenses or certification. Must possess a valid State of Hawaii Driver's License. Must be able to successfully complete basic wildland firefighter training.

## **Grounds Maintenance Worker**

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under limited supervision maintains grounds by mowing, irrigating, removal of fallen debris, cutting/trimming of trees and shrubs and weeds. Operates hand/ power tools and mowers. Performs a sequence of operations on an assigned project within the limits of standard procedures, which have been set up for the work.

**JOB REQUIREMENTS:** Previous landscaping and/or groundskeeping, 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 I (Nursery)**

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

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Under direct supervision perform general labor work, including but not limited to nursery grounds maintenance, propagation, pruning, planting, potting, watering and general care of plants for the purpose of production and sales of nursery plants and materials. Be part of a team to manage the overall operation, organization, development, renovation and maintenance of all Landscaping and Nursery Operations.

**JOB REQUIREMENTS:** Must be able to follow all safety standards for a nursery operation. 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.

### **Sous Chef**

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

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Responsible for supervising all food production of the Hotel Lānaʻi and sanitation of hotel kitchen. Works with the Executive Chef to develop a menu in accordance with the hotel's dining room and meal concepts, maintains quality within budget limits. Trains, supervises, evaluates and assists with scheduling all food production employees. Assists with weekly purchasing orders for all food products; ensures the highest standard of quality. Ensures that professional equipment is in good working condition and signal any malfunctions before it affects production for our staff and clients.

**JOB REQUIREMENTS:** Minimum of three (3) years food production experience in restaurant operations, required. Formal culinary training or apprentice graduate, highly preferred. Must have previous supervisory or managerial experience and proficiency in all stations of a kitchen, including garde manger, pastry and butchering. Must have a valid Hawaii Driver's License. Must have current TB Clearance. Experience 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. 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.

## Cook II

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

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Assists Chef and Cook with preparation of hot sauces, soup broths, stews, braised, sautéed and roasted meats, fish and poultry. Prepares cold meats and cook 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.

**JOB REQUIREMENTS:** One to years previous training and/or experience as a cook in a restaurant, required. Must have a current TB Clearance. Requires relating to people in a friendly and professional manner. 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.

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