

Career Opportunities



November 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>
Sports Complex	Lānaʻi	18-23	Recreation Center Assistant	C	1	NE	Hourly	5/4/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-40	Sous Chef	FT	1	E	Salary	8/6/2018	
Finance	Honolulu	18-46	Senior Director of Finance	FT	1	E	Salary	8/30/2018	
Fleet Maintenance	Lānaʻi	18-47	Fleet Maintenance Manager	FT	1	E	Salary	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-49	Housekeeper	FT	4	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-50	Housekeeper	C	1	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-51	Houseman	FT	2	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-52	Houseman	C	1	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-53	Lead Estate Engineer	FT	1	NE	Hourly	8/30/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-54	Cook II	FT	1	NE	Hourly	9/6/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-55	Cook II	C	1	NE	Hourly	9/6/2018	
Facilities	Lānaʻi	18-67	Carpenter 1/C State Certified	FT	1	NE	\$27.51	10/5/2018	
Culture & Historic Preservation	Lānaʻi	18-72	Interpretive Resource Management Ranger	FT-T	1	NE	Hourly	10/19/2018	
Fleet Pro	Lānaʻi	18-74	Car Rental Coordinator	FT	1	NE	Hourly	10/19/2018	
Fleet Pro	Lānaʻi	18-75	Fleet Lot Assistant	FT	1	NE	Hourly	10/19/2018	
Conservation	Lānaʻi	18-77	Wildlife Technician	FT-T	1	NE	Hourly	10/29/2018	
Facilities	Lānaʻi	18-78	Housekeeper	C	2	NE	\$14.86	10/29/2018	
Facilities	Lānaʻi	18-79	General Maintenance Specialist III	FT	1	NE	\$18.89	10/29/2018	
Facilities	Lānaʻi	18-80	General Maintenance Specialist III	FT-T	1	NE	\$18.89	10/29/2018	
Fleet	Lānaʻi	18-81	Maintenance Mechanic 1/C	FT	1	NE	\$27.51	11/6/2018	
Koele Park Maintenance	Lānaʻi	18-82	Conservator/ Curator	FT	1	E	Salary	11/6/2018	
Hulopo'e Beach Park	Lānaʻi	18-83	Park Ranger	FT	1	NE	Hourly	11/6/2018	

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.

Job Summary For Job Vacancies posted November 6, 2018

Recreation Center Assistant

Number of Vacancy(ies): 1 Casual

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.

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): 1 Full Time, 1 Casual

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.

Senior Director of Finance

Number of Vacancy (ies): 1 Full Time

Location: Honolulu

JOB RESPONSIBILITIES: Under general supervision, oversees the accounts payable function for Pūlama Lāna'i. Responsible for monthly consolidated financial statements. Primary liaison with auditors and tax accountants for the annual audit and tax return preparation. Assists with the preparation of the annual budgets and eventually assumes responsibility for coordinating and completing the annual budget. Assist with the 401(k) plan administration and company's insurance program under the direction of the SVP of Finance. Provides back up to the other Directors of Finance and SVP of Finance on various tasks.

JOB REQUIREMENTS: BBA in Accounting and 5 or more years work experience, supervisory experience required. Experience with job costing and Sage Accounting Software, preferred, but not required. CPA, preferred. Must be proficient in Outlook, Word, and Excel. Requires traveling to Lāna'i 2-3 times per month. 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. Ability to work independently and to multi-task in a fast paced office environment.

Fleet Maintenance Manager

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under the general supervision of the Fleet Director, the Fleet Manager is responsible for managing the programming and implementation of the maintenance, servicing, technical repair and preventative maintenance on all Pūlama Lāna'i (PL) owned vehicles and equipment, including job scheduling, work assignments, quality control and safety. The Fleet Manager is accountable for a well-maintained, highly reliable fleet consisting of a wide range of vehicles and equipment. This position is responsible for finding the best practices to maximize performance of PL owned vehicles and equipment to meet the variety of business needs on the island. These business interest includes operations such as the Four Seasons properties, Sensei Retreats, and Sensei Lāna'i Farms.

JOB REQUIREMENTS: Minimum of 5 years experience in the direct supervision and operation of a medium to large size vehicle or heavy equipment maintenance and repair facility with a fleet of approximately 250 or more units including PUC regulated vehicles. Able to read and comprehend technical information (shop manuals, manufacturers' specifications, warranties, parts catalogs, etc.). Prior experience in Logistics coordination outsourcing. Must have a valid Hawai'i Driver's License. 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.

Housekeeper

Number of Vacancy (ies): 4 Full Time, 1 Casual

Location: Lāna`i City

JOB 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.

JOB 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): 2 Full Time, 1 Casual

Location: Lāna`i City

JOB 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.

JOB 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. Current State of Hawai'i Driver's License, preferred. 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.

Lead Estate Engineer

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: The Estate Engineer is responsible for assisting the Estate Manager to execute, control and complete specific projects ensuring consistency with company strategy, commitments and goals. This position ensures that projects are completed at the highest quality standard and are completed timely, cost efficiently and with minimal liability. Directly responsible for implementing a preventive maintenance program on all heating, air conditioning, refrigeration, plumbing and electrical as well as maintenance and repair of buildings and equipment. Must participate in and contribute to the development of a response program, particularly in the areas related to response during and after seismic events.

JOB REQUIREMENTS: Must have a combined 5-10 years commercial building engineering, construction management or facilities management experience. Previous experience in estate operations (building maintenance such as carpentry, plumbing, electrical, landscaping, housekeeping, stewarding, security, etc.), preferred. Ability to be on call afterhours should issues arise and participate in 24-hour radio/ phone rotations. Must have a valid State of Hawaii Driver's License. High School degree or equivalent, required. C-40 Refrigeration Contractor license, preferred. EPA Section 608 HVAC Type I, II, & III, preferred. Electrical Certification, preferred. Ability to write routine reports and correspondence. Ability to complete problem identification and resolution. Requires written and verbal communication and excellent organizational skills. Requires relating to people (employees, vendors, customers and others) in a friendly and professional manner. Must be able to work flexible shifts of mornings & evenings, along with weekends & holidays.

Carpenter 1st Class (State Certified)

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under general supervision, builds, dismantles, repairs and alters buildings and wooden equipment, using all types of building materials. Performs the more difficult and exacting tasks requiring skilled manual operations, and closely coordinated performance which must be to close dimension limits. Plans, performs and at times directs work where only general methods of procedure are available; requires considerate ingenuity, initiative and judgement for correct action. May supervise one or more employees.

JOB REQUIREMENTS: Must be qualified as a Journeyman Carpenter. Must have a current State of Hawaii Driver's License. Must be able to work from oral instructions, blueprints, written specifications and/or sketches; complies required materials lists. 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 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.

Interpretive Resource Management Ranger

Number of Vacancy (ies): 1 Full Time Temporary (15 months maximum)

Location: Lāna`i City

JOB RESPONSIBILITIES: The Lāna'i Rangers provide interpretive services for visitors (residents and guests) informing them of the natural and cultural resources on the island of Lāna'i. Provide information to residents and visitors about the island's natural, cultural and historic resources through presentations, demonstrations, talks and guided tours and hikes. The rangers will facilitate the wise/ informed use and care of resources, development of interpretive trails, site maintenance, and offering of guided programs. Perform Archaeological monitoring duties as deemed necessary.

JOB REQUIREMENTS: Must be or become knowledgeable in Lāna'i's history. Must have valid Hawai'i Driver's License. Must be familiar with 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.

Car Rental Coordinator

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Assists Car Rental Logistics Assistant with coordination of car rental operations. Assists with coordinating car rental reservations with Four Seasons, Hotel Lāna'i and FITs, scheduling of maintenance and delivery/ pick up of vehicles. Assists with providing transportation for customers, general public, etc. Assist with preparation of periodic reports by gathering essential information.

JOB REQUIREMENTS: Must have a valid State of Hawaii Driver's License, with CDL "C" endorsement. One to two years experience working in a fleet rental environment, preferred. Must be proficient in use of a computer. Ability to meet deadlines under minimal supervision. Ability to work varied shifts, including late nights, weekends, and holidays. 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 communicational 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.

Fleet Lot Assistant

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Assists with ensuring that all Company Fleet (vehicles, trucks & equipment) are properly cleaned, fueled, fluid levels checked and other maintenance tasks such as checking tire pressure, wheel alignment, etc., and any required adjustments are made. Maintains records on maintenance activity performed on vehicles.

JOB REQUIREMENTS: Must possess a current State of Hawaii Driver's License. Must have or be able to obtain forklift certification and Aerial Lift/ Scissor Lift Certification. Knowledge in basic vehicle maintenance, preferred. Six months to one year experience in auto detailing, 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.

Wildlife Technician

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

Location: Lāna`i City

JOB RESPONSIBILITIES: Under the supervision and guidance of the Wildlife Biologist, assists with executing the Department's wildlife programs. Conduct surveys and monitoring for populations, including seabirds, marine mammals and sea turtles, invertebrates, bats, non-native birds, and game mammals. Assist with habitat protection and improvement for ecosystem enhancement. Monitors and tracks program action and results.

JOB REQUIREMENTS: Must have a high school diploma, with a year of work experience in natural resource management. Some college coursework is preferred, but an internship in natural resource work can be substituted for work experience. Must be proficient in Microsoft Office and email. Experience with GIS preferred. 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 direction. Must have demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Must be able to identify key wildlife species, and research appropriate courses of action. Must be willing to work irregular hours, and serve on-call to assist in other program areas. Must have a demonstrated ability to work successfully as a productive member with people of diverse cultures, ages, and educational backgrounds. 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 a valid Hawaii Driver's License. Ability to obtain Wilderness First Responder and Red Cross First Aid Certification. Ability to successfully complete basic wildland firefighter training. Must possess or be able to get HAZWOPER certification. Must be able to hike over uneven terrain for 3-5 miles. Must be able to stand, move and carry up to 30 pounds or over uneven terrain in inclement weather.

Housekeeper

Number of Vacancy (ies): 2 Casual

Location: Lāna`i City

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

JOB REQUIREMENTS: Must possess a valid State of Hawaii Driver's License. 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.

General Maintenance Specialist III

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

Location: Lāna`i City

JOB RESPONSIBILITIES: Performs all phases of the maintenances and repair trades (including, but not limited to carpentry, electrical, plumbing and painting). Assists with all types of general maintenance work including, but not limited to dismantling, installing, maintaining and repairing. Performs work with due regard to safety of self and fellow employees, and with proper care and protection of company property.

JOB REQUIREMENTS: Must possess a current State of Hawaii Driver's License. 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.

MAINTENANCE MECHANIC 1/C

Number of Vacancy(ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Under limited direction of Supervisor, 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 correct action. May direct helper and/or assigned employees. Is responsible for own hand tools. Must possess current State of Hawaii Driver's license and may be required to possess valid CDL.

JOB REQUIREMENTS: Must possess current State of Hawaii Driver's license. May be required to possess CDL endorsement "A" and/or "B". Must be able to read, understand, interpret, and apply information from service and maintenance manuals and other publications. Must be familiar with all equipment; must plan, schedule and report all work performed. Requires excellent written, verbal, oral communication and organizational skills. 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.

Sculpture Conservator

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Oversee installation, maintenance and physical well-being of the Larry Ellison collection of Sculptures on Lāna`i. The role also involves being responsible for education about the sculptures within Pūlama Lāna`i, The Four Seasons Resorts and the community at large. This position will select and supervise a staff of maintenance workers on the care and maintenance of the sculpture collection. The Conservator/ Curator will be responsible for managing an annual budget.

JOB REQUIREMENTS: Must possess a valid State of Hawaii Driver's License. Bachelor's Degree in art, art history, conservation or related museum field. Must have knowledge of materials and treatment procedures related to conserving a variety of objects. Five to seven years experience with sculpture installation and conservation. Proven ability to work with three-dimensional objects, artist, artists' representatives, and outside institutions. Able to successfully operate equipment and technology specific to sculpture installation and maintenance. Able to supervise other staff and contractors. Must be able to work comfortably and professionally with consultants, artist's representatives, volunteers, and the public. Requires working to established procedures and maintaining a reliable work attendance. Ability to create effective working relationships with coworkers across all departments in Pūlama Lāna`i. Must be able to work in a changing and dynamic environment while maintaining a positive attitude and work under pressure.

Beach Park Ranger

Number of Vacancy (ies): 1 Full Time

Location: Lāna`i City

JOB RESPONSIBILITIES: Assist with monitoring Hulopo'e Beach Park and outlying areas for safety. Responsible for general maintenance and overall cleanliness and appearance of the beach park, including all restroom facilities. Ensures that campers have the required permits and are abiding by community and private beach regulations along with any Federal, State and County Laws.

JOB REQUIREMENTS: Must have current First Aid/ CPR Certification. Must have current State of Hawaii Driver's License. One to two years of experience working in a recreational and/or customer service operation, preferred. Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 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.

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