

# Career Opportunities



## January 7, 2019

<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	
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	
Fleet Pro	Lānaʻi	18-74	Car Rental Coordinator	FT	1	NE	Hourly	10/19/2018	
Facilities	Lānaʻi	18-78	Housekeeper	C	1	NE	\$14.86	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	Sculpture Conservator	FT	1	E	Salary	11/6/2018	
Theater	Lānaʻi	18-86	Theater Attendant	C	2	NE	Hourly	11/30/2018	
Hulopoʻe Beach Park	Lānaʻi	18-90	Park Ranger	FT	1	NE	Hourly	12/7/2018	
Facilities	Lānaʻi	18-93	General Maintenance Specialist III	FT-T	1	NE	\$18.89	12/15/2018	
Facilities	Lānaʻi	18-94	General Maintenance Specialist III	FT-T	1	NE	\$18.89	12/21/2018	

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 January 7, 2019

### 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.

### Fleet Maintenance Manager

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

**Location: Lānaʻi 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 Lānaʻi (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 Lānaʻi 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.

## Cook II

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

## 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.

### **Housekeeper**

**Number of Vacancy(ies): 1 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.

### **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.

## **Theater Attendant**

**Number of Vacancy(ies): 1 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.

## **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.

## **General Maintenance Specialist III**

**Number of Vacancy (ies): 2 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.

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