

JOB OPENING NOTICE

Position:

Oahu Island Representative

Hawaii Operating Engineers
Industry Stabilization Fund
(HOEISF)

Salary position + benefits, full-time

Job Description

Hawaii Operating Engineers Industry Stabilization Fund (HOEISF) is a labor-management organization, funded solely through participating contractors. We are seeking to hire an Oahu Island Representative for our office in Kapolei, Hawaii, to support, promote, and encourage fair contracting. We provide a “level playing field” in the public arena for both contractors and workers. Through our initiatives, HOEISF enhances bidding opportunities for signatory contractors.

Duties will include:

- Tracking bidding, and awarding of public works projects, utilizing various web sites and media,
- Drafting correspondences to the awarding agencies if bid results are questionable,
- Monitoring projects awarded to non-signatory contractors to determine whether violations are occurring,
- Making on site observations, such as the number of workers on a job site, the classification they are working, worker hours and overtime and safety practices,
- Utilizing tools such as detailed reporting forms, and pictures to document cases.
- Requesting and reviewing certified payroll affidavits
- Preparing and issuing a complaint form if discrepancies are found and;
- Following up on cases to ensure that they are handled in a timely manner and that an appropriate resolution is reached.

Minimum Requirements

- Knowledge of the construction industry.
- Knowledge of Davis Bacon, Hawaii prevailing wage and Hawaii labor code highly preferred.
- Knowledge of HRS 104 Hawaii prevailing wage laws;
- Knowledge of HRS 103 Hawaii procurement laws;
- Must possess intermediate to advanced computer literacy skills (proficiency in MS Office Suites).
- Must possess a valid driver’s license with a clean driving record.
- Candidate must have a good understanding of the construction industry and current related compliance policies and procedures.
- Flexibility and adaptability are of key importance.
- Must have an acceptable computer competence (e-mail, completion of forms in Excel or word processing formats), strong communication skills and be able to work effectively with others at all management levels.
- Must possess a valid driver’s license and have a clean driving record.
- Excellent work ethic.
- Strong verbal and written communication skills.
- Be able to work both independently and collectively as a team.
- Professional in attitude, appearance, and presentation.
- Dependable and ethical.

Resumes must be received by 5:00pm HST on September 15, 2021 to be considered.

Please submit resume and a cover letter to: twilliams@oe3.org

The Hawaii Industry Stabilization Fund provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.