

JOB OPENING NOTICE

Position: **Oahu/Kauai Island Representative**
Hawaii Operating Engineers Industry Stabilization Fund (HOEISF)
Starting Salary -\$2,711.70 per week

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.

Minimum requirements:

- Knowledge of Davis Bacon, Hawaii prevailing wage, and Hawaii labor code is highly preferred.
- Knowledge of HRS 104 Hawaii prevailing wage laws preferred.
- Knowledge of HRS 103 Hawaii procurement laws.
- Strong analytical skills and the ability to interpret and apply laws and rules,
- Must possess intermediate to advanced computer literacy skills (proficiency in MS Office Suite).
- Candidates must have a good understanding of the construction industry and current related compliance policies and procedures.
- Flexibility and adaptability are of key importance, and the ability to multitask.
- Must have good computer competence (e-mail, web search, completion of forms in Excel or word processing formats).
- Must have strong verbal and written 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.
- Be able to work both independently and collectively as a team player.
- Professional in attitude, appearance, and presentation.
- Dependable and ethical.

Duties:

- Tracking bidding and the awarding of public works projects, utilizing various websites and media.
- Drafting correspondence to the awarding agencies if bid results are questionable.
- Monitoring the projects awarded to non-signatory contractors to identify and 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 on Oahu and Kauai.
- Utilizing tools such as detailed reporting forms and pictures to document cases.
- Reading and reviewing laws, rules, contracts, and specifications to interpret and apply them to a multitude of scenarios or situations.
- Requesting and reviewing certified payroll affidavits.

- Preparing and issuing a complaint form if discrepancies are found.
- Following up on cases to ensure that they are handled on time and that an appropriate resolution is reached.
- Communicate and collaborate professionally with agencies, legislators, and other industry professionals.

Island Representatives must be capable of performing duties;

- Inter-island and mainland travel required.
- In high-stress (crisis management) situations
- During irregular and extended hours
- While adapting to frequently changing laws, regulations, personnel, and corporate philosophies
- Under all types of job-site conditions
- In an independent manner without support staff

Island Representatives must also be prepared to travel, using various modes of transportation in all types of weather conditions, to urban, rural, and remote locations.

An Island Representative must believe in, and be loyal to, the trade union movement. A highly motivated self-starter, this person is professional in both attitude and appearance. This person must be dedicated, flexible, and adaptable with a willingness to commit to continual learning. As a leader and decision maker, the Island Representative must demonstrate common sense, diplomacy, and strong interpersonal skills. As a liaison person, excellent communication skills (written and verbal) are required, including a level of literacy capable of reading and interpreting legal documents. Due to the confidential nature of this work, discretion and integrity are mandatory.

Interested candidates should submit a resume to Human Resources via email: jobs@oe3.org. Submissions must be **received by 5:00 pm on Wednesday, June 11, 2025.**

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