



問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<b>募集部隊担当 Activity POC:</b> NAVFAC FE, PWD Sasebo, Financial/Admin Svc Div <b>☎ (内線/Extension) 252-3411</b>	〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City CNRJ, HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600) <b>☎0956-50-3656/3660 (DSN: 252-3656/3660)</b>	<b>PD No.: FEC-PRSDSF-001</b>  PD is accurate and current. <b>Certified by Activity: mt</b>  HRO: (rcvd: 10/31) tm 11/4 revd: 12/19 tm 12/22

**外部応募者申込先 Place to Apply for Off-base Applicants**

佐世保公共職業安定所 佐世保市稲荷町 2-3-0 電話：0956-34-8609  
 (受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)  
 又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)  
 Sasebo Public Employment Security Office “HELLO WORK”: 2-30 Inari-cho, Sasebo  
 Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)  
 On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

**外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants**

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部  
 〒 857-0056 佐世保市平瀬町 3-1 (電話：0956-23-7191 FAX：0956-23-9229)  
 受付時間：午前 9 時～午後 5 時；月曜日～金曜日 (祭日を除く)  
 Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX：0956-23-9229)  
 Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
 提出された応募書類はお返ししません Submitted applications will not be returned.  
 募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.  
 人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.  
 HRO の建物(建物番号 PW-47)1階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにて下さい。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.  
 応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。Forms for application are available for download on our web site. Please submit update application.  
 ([https://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html))

**PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).  
 法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)  
 PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.  
 主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。  
 注記: 記録は電子書式、もしくは書面にて厳重に保管されます。  
 ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.  
 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。  
 DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.  
 情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

1. This position is responsible for administering the Safety and Health Program at US Navy Public Works Department (PWD) Sasebo. Operationally, the position is placed under the Public Works Officer, with the Deputy Public Works Officer as the direct supervisor. The NAVFAC Far East Safety Office provides administrative guidance to ensure overall implementation, planning, and coordination of the safety program at PWD Sasebo.

Major duties include:

- a. Administering the Occupational Safety and Health (OSH) Program as outlined in OPNAVINST 5100.23 series, Navy Occupational Safety and Health (NAVOSH) Program Manual. The incumbent implements an aggressive inspection program along with that of mishap investigation, training, and other pertinent safety programs (e.g. Confined Space, Fall Protection, Respiratory Protection, etc) to include recordkeeping of safety and health programs and processes as required and mandated by Public Law and other governing directives.
  - b. Responsibility for ensuring PWD Sasebo departments and personnel adhere to applicable local and federal standards and regulations as appropriate. These include those of OSHA, USACE and Japanese Industrial Standards (JIS) as a minimum.
  - c. Ensuring that appropriate safety and health requirements, provisions and considerations are incorporated into all operations, facilities, materials, and equipment to protect Navy personnel and property.
  - d. Positively promoting the Command OSH Program through use of classroom instruction, newsletters, bulletins, training presentations or any other means by which effective communication is proactively assured.
  - e. Participating in, coordinating and/or ensuring OSH inspections of Navy and contractor work sites and facilities, buildings, equipment and work practices are conducted.
  - f. Ensuring investigations of all mishaps at PWD Sasebo are conducted and respective reports are completed and submitted. Enlists assistance, where necessary or required, from the regional safety office, Naval Hospital (Industrial Hygiene, Preventive Medicine Branches, etc), PWD department and division heads, supervisors and shop safety representatives. Ensures that corrective actions are initiated to prevent recurrence of mishaps.
  - g. Ensuring that Public Works Sasebo (PRS) managers and supervisors utilize the Enterprise-wide Safety Application Management System (ESAMS) or the NAVFAC-approved database application, as directed.
  - h. Attending and/or arranging meetings, briefings, seminars and workshops for enhancing the PRS OSH program.
  - i. Reviewing and evaluating, or ensuring evaluation, of the PWD Sasebo medical surveillance program as necessary.
2. Performs other safety-related duties as assigned.