

<h1>三沢基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page.          応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。  <a href="http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html">http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</a></p>		<b>広報番号</b> Announcement No.	<b>NAVFACM-02-16</b>
		<b>初回選考締切り日</b> 1 <sup>st</sup> Cut Off Date	<b>15 July 2016</b>
		<b>募集締切日</b> Closing Date	<b>29 July 2016</b>
		<b>発行日</b> Date of Issue	<b>01 July 2016</b>
<b>1. 職名, 職番, 給与表 Job title, Job No., &amp; Basic Wage Table (BWT):</b>  <h3 style="text-align: center;">Engineering Technician (General) #0310</h3> <p style="text-align: center;">等級 Grade-1-5, 語学能力級 LPL-2</p>		<b>募集人数</b> No. of Recruitment  <p style="text-align: center;">1 名</p>	<b>4. 募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide  <input type="checkbox"/> 外部 Off Base Applicant
低い等級での採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade: N/A			
<input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
<b>2. 部隊 Activity</b> Requirements Branch(PRM11), Fac Management Division, PWD Misawa, Naval Facilities Engineering Command Far East <b>勤務場所 Working Place:</b> Misawa Air Base		<b>5. 雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC  <input type="checkbox"/> IHA  <input type="checkbox"/> 時間制 HPT  <input checked="" type="checkbox"/> 常用 Permanent  <input type="checkbox"/> 限定 Limited Term (NTE: )	
<b>3. 勤務時間 Work Schedule (週 40 時間制 hr/wk)</b>  勤務日 Work Day: Mon - Fri 勤務時間 Work Hours: 0730-1615 Recess: 1130-1215  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6. 職務内容 Duties</b>  See page 3.  <b>特別な職務状況 Outstanding Working Condition, if any</b> N/A			
<b>7. 資格要件/身体条件 Qualification/Physical Requirements</b>  * Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1. #1 項に示された語学能力レベルに相当する英語の語学能力が必要となります。  - One year of specialized work experience equivalent at 1-4 level in the related field, OR completion of 4-years college/university in the related field. - Knowledge of Project Design and Facility Program Management. - Skill in operating personal computer system such as MS Office (Word, Excel). - Ability to speak, read and write English at intermediated proficiency level (LPL-2)  <b>Non-Japanese Applicants:</b> Only those who possess permanent residency visas are eligible. <u>Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> <b>Former US Military Members:</b> Please attach DD Form 214(Member 4 copy) to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
学歴 Educational Background : See block #7		免許証/修了証 License/Certificate Required : See Block #7	
<b>8. 提出するもの Application and Associated Documents</b>			

\* **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)  
 \* **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)  
 \***の記入は Complete \* in  日本語で Japanese  英語で English  どちらでも Either**  
 HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。  
 To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.  
 **各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合)** Copy of license/certificate (if any in block 7 applies).  
 **英語の能力を証明するものの写し** Certificate of English Proficiency (Copy) TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。  
 (現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。  
 Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

**82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <選考結果通知用>**  
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice >  
 **日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー** For non-Japanese citizen applicants, a copy of Residence Card (both front and back) and Passport .  
 **家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』**  
 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"  
 \* **現在 CAC (Common Access Card) を保持していない応募者は、合格後にパスポート、自動車運転免許証、マイナンバーカード (写真付き) の中から 2 つの写真付き身分証明書の提示が必要となります。If you are non CAC (Common Access Card) holder, 2 ID with picture (Passport, Driver's license, Individual Number Card (with picture) will be required to submit after the selection.**  
 **DD-214 Copy (Member-4 copy) only for former U.S. military personnel.**

<b>問い合わせ先 for Job Inquiries</b>	<b>提出先 Office to Submit</b>	<b>事務処理欄 For Official Use</b>
在日米海軍三沢基地人事部/ CNRJ HRO DSN 226-4674 ☎0176-77-4674	〒033-0012 青森県三沢市平畑 三沢基地内 Bldg.980 2F HRO 三沢海軍人事部 NAF Misawa	<b>PDNO: FEC-PRM11-001</b>

\*履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

\*応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

\*提出された応募書類はお返ししません。Submitted applications will not be returned.

\*初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。After 1<sup>st</sup> Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

\*応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site [http://www.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

職務で必要とされる語学能力級 (LPL) レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd

(準1級) 最小限の能力を要する							
0 – No language proficiency 語学能力を要さない							

**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。

Format revised. 2016-03-08

**6. 職務内容**

Under the general supervision of the Public Works Officer, performs engineering services for all construction, repair and non-recurring maintenance and equipment installation projects within local funding authority (currently <\$500,000). Is the primary point of contact within the Public Works Department (PWD) to provide client interface and facility management support to their assigned customers. Responsible for all projects at assigned customers' facilities that may be located at NAF Misawa or FISC Hachinohe. Works independently on assigned tasks within the framework and guidelines provided and with minimal supervision. Discusses unusual problems and significant matters with the supervisor and works closely with customers, internal PWD personnel (project managers, planners, shops personnel, etc.) and various NAFM departments and/or tenants to develop scopes of work for each project. Assigned projects range in complexity from routine service calls for minor maintenance and repairs to major construction projects funded under the Japan Facilities Improvement Program (JFIP) or Military Construction Program (MILCON). Utilizes technical expertise in multi-disciplinary facility engineering (civil, structural, electrical, mechanical) to successfully perform assigned duties.

**1. Project Design and Coordination Support**

a. Prepares, analyzes, validates, processes, and monitors customer work requests and prepares Single Platform Maximo (SPM) work orders for review at the PWD's work induction board.

b. Develops initial scopes of work, including general project requirement statements, applicable design criteria, location maps, photos, schematic/working drawings and preliminary construction estimates for all assigned maintenance and repair projects. In addition to standard office productivity and computer aided drafting (CAD) software, utilizes various NAVFAC corporate IT tools (SPM, WinEST, RSIMS, etc.) to accomplish these tasks.

c. Coordinates project requirements with the customer, affected tenants, internal PWD departments and divisions, 35 FW Civil Engineering Squadron, Fire Department, Safety, Security, the Base Communication Office and others. Reviews all input and recommends approval or disapproval of customer work requests to the supervisor.

d. Reviews and analyzes facility condition assessment (FCAP) and Defense Readiness Reporting System-Navy (DRRS-N) reports and prepares projects to correct deficiencies.

e. Makes overall assessment of the structural systems and components inspected and prepares FCAP reports.

**2. Facility Program Management Support**

a. Works with customers and the supervisor to generate projects for the Base Support Division's Maintenance Action Plan (MAP). Stays up to date on the status of all assigned MAP projects and initiates updates as required by the Public Works Officer.

- b. Performs procurement action using GPC within the limits of \$2500 per transaction for micro-purchase services from vendors and DOD E-MALL.
  - c. Meets with building managers, performs on-site facility inspections according to NAVFAC MO-22 to evaluate overall building deficiencies and develops a prioritized maintenance and repair program for assigned facilities.
  - d. Maintains and updates all project files and stays conversant with current status of individual projects in support of their assigned customers.
  - e. Reviews emergency/service records for assigned facilities to recognize trends and address deficiencies with larger projects.
  - f. Reviews facility management instructions and recommends changes/updates to the supervisor.
3. Preventive Maintenance Inspection (PMIs)
- a. Develops Requirements: Must be conversant with all building systems, including HVAC, fire protection, intrusion detection, vertical transportation equipment, weight handling equipment, etc. Identifies systems within new and existing facilities that require recurring PMIs and generates workorders for completion by shop personnel or 35 CES.
4. Design Review, Planning Assistance, and Field Inspection
- a. Analyzed and monitors working drawings prepared by U.S. government design representatives in support of assigned projects to ensure customer requirements and met and provides written comments, recommendations for corrective actions and/or concurrence on each design submittal.
  - b. During project execution and after project completion, makes on-site qualify assurance inspections to ensure work-in-place meets customer requirements.

Perform other related duties as assigned.