

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号: Announcement No.	<b>FEC-EV-002-16</b>
募集締切日: Closing Date	<b>17 Feb 16</b> 1st Cut-off: 6 Jan 16 2nd Cut-off: 27 Jan 16
発行日: Date of Issue	<b>17 Dec 15</b>

1. 職種名 Job title ( 等級 Grade 7 / 語学等級 LD 3 )

### Supervisory Chemist, #432 (監督化学職)

Acceptable trainee level (採用可能見習い等級): 1-6

事務系       技能系       保安系       医療系  
Administrative      Blue Collar Trade      Security      Medical

募集人数  
No. of  
Recruitment

**1 名**

4. 募集範囲 Area of Consideration

- I.  現 MLC/IHA 従業員(部隊内)  
Current MLC/IHA Employee within Activity  
II.  現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
III.  現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
IV.  外部 Off Base Applicant

2. 部隊 Activity

Naval Facilities Engineering Command Far East  
Operations Officer  
Environmental BL

勤務場所 Working Place: **Tomari-cho, Yokosuka**

3. 勤務時間 Work Schedule ( 週 40 時間制 hrww)

勤務日 Work Days: Mon-Fri

勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245

夜勤 Night Shift       残業 Overtime       出張 Business Travel

5. 雇用の種類 Type of Employment

- MLC  
 IHA       HPT  
 常用 Permanent  
 限定 Limited Term ( \_\_\_ ヵ月 Months)

6. 職務内容 Duties

**See attached.**

7. 資格要件/身体条件 Qualification/Physical Requirements

- Must have a Bachelor's degree with specialized education in the field of Chemistry, Bio-chemistry, Chemical Engineering, Physical Science, or any related field.
- One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, **OR** possession of doctorate degree in accredited graduate school in a related field.
- Knowledge of appropriate methods and equipment usage to perform chemical analysis of various samples and materials.
- Knowledge of standards and methods of chemical analysis, such as JEGS, EPA, and JIS methods and other related Japanese Environmental laws and regulations.
- Skill in applying established standardized chemical sampling methods in a laboratory setting.
- Ability to supervise overall operations and advises subordinates on chemical analyses and maintenance of various substances.
- Ability to improve, update and maintain Standard Operating Procedures (SOP) for laboratory processes.
- Ability to provide analytical consultation or technical advice to customers.
- Ability to perform field sampling for subsequent chemical analysis.
- Ability to speak, read, and write English at fluent proficiency level. (LD-3)

\* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

- 1-6: a. Must have a Bachelor's degree with specialized education in the field of Chemistry, Bio-chemistry, Chemical Engineering, Physical Science, or any related field.  
b. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, **OR** possession of master's degree in a related field.

\* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional											
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8	免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8										
<b>8. 提出するもの Application and Associated Documents</b>											
<b>職務状況 Working Condition</b>											
<p>*<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience</p> <p>*<b>の記入は Complete * in</b> <input type="checkbox"/> <b>日本語で Japanese</b> <input checked="" type="checkbox"/> <b>英語で English</b> <input type="checkbox"/> <b>どちらでも Either</b></p> <p><input checked="" type="checkbox"/> 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"</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> <b>大学卒業証明書又は卒業証書の写し (化学、生化学、化学工学、自然科学、または関連のある分野) Copy of certificate for Bachelor's degree in Chemistry, Bio-chemistry, Chemical Engineering, Physical Science, or related field.</b></p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 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) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>											
<b>9. 応募書類提出先 Office to Submit</b>											
<p>内部応募者 (現 MLC/IHA 従業員) と外部応募者 (非従業員) では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 <b>Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</b></p> <p>(注意) 上記項目 4 番の "募集範囲" が現 MLC/IHA 従業員の場合、外部応募者 (非従業員) からの応募書類は無効となりますのでご注意ください。 <b>When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.</b></p>											
<p><b>1. 内部応募者 (現 MLC/IHA 従業員) 提出先 (米海軍横須賀基地日本人雇用課 (HRO)) :</b> <b>Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</b></p> <table border="0"> <tr> <td>〒238-0001</td> <td>〒238-0001</td> </tr> <tr> <td>神奈川県横須賀市泊町 1 番地</td> <td>1 Banchi Tomari-cho, Yokosuka</td> </tr> <tr> <td>PSC 473 BOX 22 CNRJ HRO N132</td> <td>PSC 473 BOX 22 CNRJ HRO N132</td> </tr> <tr> <td>内線/Extension 243-8152</td> <td></td> </tr> </table>		〒238-0001	〒238-0001	神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka	PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132	内線/Extension 243-8152			
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<p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p>											
<p><b>2. 外部応募者 (非従業員) 提出先 :</b></p> <table border="0"> <tr> <td>〒238-0011</td> <td><b>Off Base Applicants must submit to:</b></td> </tr> <tr> <td>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</td> <td>〒238-0011</td> </tr> <tr> <td>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</td> <td>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</td> </tr> <tr> <td>管理第一係</td> <td>Yokosuka Branch of LMO/IAA</td> </tr> <tr> <td>電話番号 Phone 046-828-6959</td> <td>Management #1 Section</td> </tr> </table> <p>受付時間 : 月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.</p>		〒238-0011	<b>Off Base Applicants must submit to:</b>	神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階	〒238-0011	(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka	管理第一係	Yokosuka Branch of LMO/IAA	電話番号 Phone 046-828-6959	Management #1 Section
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<b>10. 事務処理欄 For Official Use</b>											
募集部隊担当 Activity POC: BD2	軍電 (DSN) 243-6198/243-7462										

PD No.: FEC-EV-002	PD is accurate and current. Certified by Activity: jt 12/11/15	HRO: (revd: 12/11) js 12/14 kw 12/15
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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.

### **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 Rev: 5-30-14

### **Task list for PD, FEC-EV-002**

Supervises the overall operations of the Laboratory Division of NAVFAC FE EV. Tasks for the division include but not be limited to chemical analyses of various substances contained in the Hazardous Waste and Materials, Drinking Water, Waste Water, Soil & Sludge, etc. received from shore commands and other activities such as CFAS, NAF ATSUGI, CFAY, NAF MISAWA, Camp FUJI, DIEGO GARCIA, MCAS IWAKUNI, etc. using sophisticated analytical and testing devices and instruments to identify the specific and generic components and characteristics of these samples.

Performs professional and scientific studies and researches of all the relevant and applicable Japan & US Environmental Laws and Regulations. Reviews the operations and maintenance of potable drinking water, industrial water, steam, fuel oil, sewage, incineration systems etc. from the environmental viewpoint and evaluate the status in terms of compliancy to the program requirements and prepares and proposes plans and corrective actions to correct the deficiencies. Performs or coordinates on-site environmental inspections, monitoring and/or sample collections.

Reviews and maintains contract packages for environmental evaluations and quality management of drinking water, waste water, air emissions etc. that are not covered by the laboratories operated by USFJ forces. Provide technical assistance to EV for updating contract specifications. Receives various analysis requests such as drinking water or oils from customers in Japan Region such as Okinawa, Sasebo, Iwakuni, Camp Fuji, Atsugi, Misawa etc., coordinates the scheduling for collecting samples or on-site inspections with customers. Reviews test reports and provide recommendations and/or comments for corrective actions to customers to comply with the environmental requirements.

Conducts field analysis, routine and special laboratory analysis of potable water and wastewater in accordance with Japan Environmental Governing Standard (JEGS) guidelines. Collects samples from lead water pipes, drinking water fountains, domestic and industrial water treatment plants and analyzes such substance for lead, copper, cadmium, chromium, mercury and other substances contaminations required by Japan and US EPA regulations.

Provides Material Safety Data Sheets (MSDS) for the Hazardous Materials ordered through the NAVY Supply System to be accompanied with the materials to the user. Obtains complete technical information from the U.S or Local manufactures depending on the source of supply. Performs laboratory tests using precision instruments such as Gas chromatography (GC) and Atomic Absorption Spectrophotometer (AA) to obtain further information about the material when the information is sufficient tests.

Conducts Petroleum Products Laboratory Analysis for Fuel Oils, Lubricating Oils used in the Utilities Electrical Power Generating Plants and Boiler Plants and sample collected from customer commands to identify specific gravity, distillation characteristics certain index, sulfur content, corrosiveness flash point, cloud point, pour point, carbon residue, etc. Determines suitability for blending, recycling, re-use and disposal.

Performs other relate, administrative, or incidental duties as assigned.