

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>***Reissue***</p>		<b>広報番号 :</b> Announcement No.	<b>FEC-PRY211-004-15(R)</b>
		<b>募集締切日:</b> Closing Date	<b>23 Mar 15</b> <b>1<sup>st</sup> cut-off: 9 Feb 15</b> <b>2<sup>nd</sup> cut-off: 2 Mar 15</b>
		<b>発行日:</b> Date of Issue	<b>20 Jan 15</b>
<b>1.職種名 Job title ( 等級 Grade <u>8</u> / 語学等級 LD <u>4</u> )</b>  <h3>Supervisory Engineer (Mechanical), #525</h3> <p>[ 監督技師職 (機械) ]</p> <p> <input checked="" type="checkbox"/> 事務系    <input type="checkbox"/> 技能系    <input type="checkbox"/> 保安系    <input type="checkbox"/> 医療系          Administrative    Blue Collar Trade    Security    Medical       </p>		<b>募集人数</b> No. of Recruitment  <p style="text-align: center; font-size: 24pt;">1 名</p>	<b>4.募集範囲 Area of Consideration</b> I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> Naval Facilities Engineering Command , Far East PWD Yokosuka, Fac Eng and Acquisition Group Project Mgmt / Engineering Department Engineering Division (PRY211) <b>勤務場所 Working Place:</b> 横須賀市泊町 / Tomari-cho Yokosuka		<p style="text-align: center; font-size: 24pt;"><b>Those who applied FEC-PRY211-004-15 need not to reapply.</b></p>	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> 勤務日 Work Days: Mon - Fri 勤務時間・休憩 Work Hours/Recess Period: 0800 – 1645 / 1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b>  <p style="text-align: center; font-size: 24pt;">See attached list</p>			
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> a. One year of specialized technical or administrative work experience at 1-7 level in the related work. b. Must be college or university graduate with specialized education in mechanical engineering field <b>OR</b> possess an official engineering license in a related field. c. Knowledge of professional engineering concepts, principles, methods and practices in the mechanical environmental field to design and plan new construction and repair projects. d. Skill in operating Computer Aided Design (CAD) and associated databases such as Microsoft Access or Oracle. e. Ability to supervise subordinate employees. f. Ability to analyze project scope to determine manpower, materials and equipment necessary to complete the projects and recommend / discuss improvements and changes with other project engineers. g. Ability to review contract specifications to determine conformance with military engineering criteria, form accuracy, selection of materials and processes. h. Ability to speak, read and write Japanese at exceptional proficiency level. i. Ability to speak, read and write English at exceptional proficiency level (LAD-4).  * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background:</b> See block 7 & 8		<b>免許証/修了証 License/Certificate Required :</b> 7/8 欄参照 See blocks 7 & 8	



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

Supervisory Engineer (Mechanical), #525-8

This position is located in the Public Works Department, Field Engineering and Acquisition Division (FEAD). The Facilities Engineering and Acquisition Division provides design, contractual procurement and administrative services for U.S. Navy, Marine, and other government appropriated and non-appropriated fund activities. The design and contracts involve construction, repair, maintenance encompassing all engineering disciplines, including safety and environmental requirements. The incumbent provides all PWD coordination, functional and specific design requirements to FEAD design work accomplished by Naval facilities Engineering Command Far East's Integrated Process Team (IPT), IPT's A-E design contractors and In-House A-E design contractors, and coordinates many facets of work with other Engineers and Engineering Technicians responsible for related engineering disciplines to arrive at mutually satisfactory approaches and solutions to technical engineering problems, and independently selects, interprets and applies standard guidance, while modifying adapting, and making compromises to meet the requirements of each assigned project. Additionally, the incumbent exercises self-judgment in applying good engineering principles in the design of new construction and repair projects. Incumbent reports directly to the supervisory general engineer.

#### **A. SUPERVISORY (30%)**

1. Lead by example, set standard for conduct. Command strategic goals, and how employee actions relate, clearly articulated to employees. Merit Principles in hiring/selection for training, promotion, and other competitive programs upheld. Continuous open, honest two-way communications with employees/supervisors, including regular face-to-face meetings, conducted. Supervisory, management training for self-development obtained. Ensure integrity of EEO/Diversity program goals/objectives, using ADR methods as needed. Workplace safety regulations followed.

2. Develop employees, Employee skills vs. duties assigned, assessed and corrective actions taken: train, mentor, coach employees to improve skills; supportive on-boarding for new employees, IDPs are current, reflect requirements & are fiscally attainable. Employees engage in continuous learning and development to the extent possible and desired.

3. Employees accountable for performance. Performance plans established and communicated in timely manner. Timely performance feedback; assessments, ratings and rewards fairly measured against appropriate performance standards. Make distinctions between levels of employee performance; timely correct performance issues. Ensure good order and discipline by timely correction of inappropriate behavior/conduct, consistent with DON guidance. Recognize/reward employees for quality performance.

## **B. ENGINEERING DESIGN (40%)**

1. Performs mechanical engineering scope development and design work for medium-sized and non-conventional engineering projects.
2. Performs mechanical engineering scope development and design work for small-sized and conventional engineering projects containing complex features in isolated single units.
3. Coordinates the technical design of engineering projects with professional engineers and engineer technicians of other engineering disciplines as required by the size and scope of each project.
4. As lead engineer, provides coordination for FEAD site visits by IPT and A-E mechanical engineering designers. Provides local mechanical engineering guidance and design recommendations to reach back engineers.
5. Develops mechanical scopes of work and independent government estimates for A-E task orders and Design-Build packages developed In-House.
6. As lead engineer manages: In-House Design-Build package & A-E task order development ; A-E task order execution; design coordination during Design-Build contract execution; Post Award Construction Services for design.
7. Conducts engineering studies and investigations.
8. Completes advance planning and prepares schematic and working drawings for new construction, alteration, and major maintenance of facilities, systems, and equipment for formal construction contract award in FEAD's area of responsibility and other areas throughout Japan.
9. Prepares, develops and manages contract specifications. Ensure that the contract requirements conform to U.S. Codes and Japanese laws and NAVFAC Instructions and Directives including safety, security and environmental.
10. Develops detailed Independent Government Estimates for designed projects. Thoroughly analyzes project scope to determine the manpower, materials, and equipment necessary to complete the project.
11. Reviews and analyzes contractor's proposed prices and provide evaluation result to the Contracting Officer for acceptability.
12. Review contractor submittals for proposed materials to be used and shop drawings, and provides the Contracting Officer recommendations and comments for approval/disapproval.
13. Leads and assists professional engineers and engineer technicians to prepare instructions, guidelines and technical criteria for their use in developing design, drawing, specification and cost estimate.
14. performs on-site inspection and survey, and provides technical advice/recommendation to resolve problems encountered under construction based on sound engineering judgment.

## **C. TECHNICAL REVIEW (20%)**

1. Serves as member of Technical Evaluation Boards that establishes technical selection criteria. Upon receipt of contractor proposals, evaluates the proposal against the established criteria to determine which contractor is best qualified to perform the desired work.
2. Reviews designs and drawings for medium-sized and non-conventional projects, which have been prepared by A-E & Design-Build contractors for technical accuracy and conformance with U. S. Codes, Japanese Law, and NAVFAC Instructions and directives.

3. Prepares review findings and provides recommendations for corrective action or alternate solutions to technical engineering problems.

**D. OTHER ASSIGNED DUTIES (10%)**

1. Project management data maintenance using NAVFAC e-Applications, ProjNet and Microsoft projects.
2. Performs other related or incidental duties as assigned.