横須賀基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	FEC-PRY211-009-15(R)
募集締切日: Closing Date	29 Sep 15 1st Cut-off: 17 Aug 15 2nd Cut-off: 8 Sep 15
発行日: Date of Issue	28 Jul 15

1.職種名 Job title **(等級** Grade__7__**／語学等級** LD__4__**)**

Engineer (Mechanical), #525-7

〔技師職 (機械) 〕

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

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

募集人数 No. of Recruitment

1 名

2.部隊 Activity

Naval Facilities Engineering Command, Far East
PWD Yokosuka, Fac Eng and Acquisition Group
Project Mgmt / Engineering Department
Engineering Division (PRY211)

勤務場所 Working Place: **Tomari-cho, Yokosuka, 横須賀市泊町**

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

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

*** Those who previously applied for FEC-PRY211-009-15 need not to reapply.**

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 list.

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

a. One year of specialized technical or administrative work experience at 1-6 level in the related work, OR possession of doctorate degree in accredited graduate school in a related field.
b. Must be a college or university graduate with specialized education in mechanical engineering field OR possess an official engineering license in a related field.
c. Knowledge of professional engineering concepts, principles, methods and practices in the mechanical engineering 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 analyze project scope to determine manpower, materials, and equipment necessary to complete the projects and recommend/discuss improvements and changes with other project engineers.
f. Ability to perform mechanical engineering design work for Heating Ventilation and Air Conditioning (HVAC), plumbing and industrial machinery/equipment design projects.
g. Ability to speak, read and write English/Japanese at exceptional proficiency level. (LD-4)

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:
NOTE: Qualification stated in b. for 1-7 level is also required at 1-6 level.
1-6: a. 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： ☐必要なし None ☐初級 Basic ☐中級 Intermediate ☐上級 Advanced ☒特段の能力 Exceptional

学歴 Educational Background：See block 7 & 8	免許証／修了証 License/Certificate Required：7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
*☒ 空席応募用紙 Application for Vacancy Announcement *☒ 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete ＊ in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either ☒ 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" ☐ 運転免許証の写し Copy of Driver's License ☒ 修了証／証明書の写し Copy of Certificate 大学卒業証明書又は卒業証書の写し(機械)又は関連分野(機械)における公的な免許状の写し Copy of certificate of educational background in Mechanical field, OR official engineering license in the related field (Mechanical). ☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) ☒ 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.) ☒ 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	

9. 応募書類提出先 Office to Submit

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。 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.

（注意）上記項目４番の"募集範囲"が現 MLC/IHA 従業員のみの場合、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下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

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))：
Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001
神奈川県横須賀市泊町１番地
PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152

〒238-0001
1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132

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.

２．外部応募者（非従業員）提出先：
〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル４階
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)
管理第一係
電話番号 Phone 046-828-6959

Off Base Applicants must submit to:
〒238-0011
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
Yokosuka Branch of LMO/IAA
Management #1 Section

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.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: BD2	軍電 (DSN) 243-7073	
PD No.: FEC-PRY211-016	PD is accurate and current. Certified by Activity: Hi	HRO: (rcvd 5/14) kw 5/15 (7/24) js 7/27

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

ENGINEER (MECHANICAL)
PRY211C, MLC525-7

This position is located in the Public Works Department, Facilities Engineering and Acquisition Division (FEAD). The Facilities Engineering and Acquisition Division provide design, contractual procurement and administrative service 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 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 guidelines, 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. Reports directly to the Supervisory General Engineer

A: ENGINEERING DESIGN (70%)

1. Performs mechanical engineering design work for medium-sized and non-conventional engineering projects.

2. Performs mechanical engineering 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 projects.

4. Conducts engineering studies and investigations.

5. 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 the FEAD's area of responsibility and other areas throughout Japan.

6. Prepares contract specifications. Ensure that the contract requirements conform to U.S. Codes and Japanese laws, including safety, security and environmental.

7. Develops detailed independent Government Estimates for designed projects. Thoroughly analyzes project scope to determine the manpower, materials, and equipment necessary to complete the project. Information is critical for the evaluation of contractor bids.

8. Reviews and analyzes contractor's proposed prices and provide evaluation result to the Contracting Officer for acceptability.

9. Review contractor submittals for proposed materials to be used and shop drawings, and provides the Contracting Officer recommendations and comments for approval/disapproval.

10. 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.

11. Performs on-site inspection and survey, and provides technical advice/recommendation to resolve problems encountered under construction based on sound engineering judgment.

12. Performs Heating Ventilation and Air Conditioning (HVAC), plumbing, and industrial machinery / equipment design projects.

B: TECHNICAL REVIEW (20%)

1. Serves as a member of Technical Evaluation Boards that establishes technical selection criteria. Upon receipt of contractor proposals, 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 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.

C: OTHER ASSIGNED DUTIES (10%)

1. Project management data maintenance using NAVFAC e-Applications.

2. Performs other related or incidental duties as assigned.