

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。

ENGINEERING TECHNICIAN (ELECTRICAL)
PRY212, MLC384-6

This position is located in the Public Works Department, Facilities Engineering and Acquisition Division (FEAD). The Facilities Engineering and Acquisition Division provide contractual procurement and administrative services for U.S. Navy, Marine, and other government appropriated and non-appropriated fund activities. These contracts involve construction, repair, maintenance, engineering, and design services encompassing all engineering disciplines, including safety and environmental requirements. The coordinates many facets of work with other 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 standard engineering practices to new situations and in relating new work situations to precedents, and sometimes requires substantial adaptation of standardized guides and criteria. Reports directly to the Supervisory Engineering Technician and generally works with moderate technical supervision from higher authority.

A. PROJECT MANAGEMENT 35%

1. Provides a full range of project management services for low to moderately complex construction contracts under a value of \$250,000 with the exception of negotiating cost changes to existing contracts. These services include but are not limited to conducting pre-performance meetings; reviewing administrative and technical submittals; coordinating work and utility outages; determining construction inspection parameters, recommending and/or approval of design changes; determining adequacy of ongoing construction practices, preparing documentation for cost and time contract modifications; reviewing and approving contractor invoices; and preparing contract completion documentation.
2. Independently resolves design and construction issues on projects under \$250,000. In accomplishing this goal the employee must consider unusual site conditions, specialized equipment requirements and standard engineering concepts, principles, methods and practices to reach a consensus on implementing a course of action.
3. After award of contracts under \$250,000, is responsible for contractor compliance with plans and specifications; providing notice of non-compliance when appropriate. As changed or unforeseen condition arise, makes final determinations of government responsibility and prepares required documentation leading to the issuance of a change order to the contract.

B. ENGINEERING AND CONSTRUCTION TECHNICAL SUPPORT 35%

1. Provides specific technical expertise in the field of mechanical engineering, obtained through education, professional certifications, and/or working experience, which may be applied to support multiple FEAD offices with the NAVFAC Far East geographical region. Using initiative, resourcefulness, and sound judgment, provides recommendations, solutions, and assists the Project Engineer in technical matters requiring extensive knowledge of mechanical engineering practices and construction methods.
2. Prior to contract award, reviews project plans and specifications for technical soundness, and uses initiative and teamwork with other specialty Engineering Technicians to research problems, make recommendations, or establish alternative proposals for designer consideration. Makes on-site visits to obtain facility or site conditions and develop facility or site engineering layout recommendations during project development.
3. Coordinates and attends pre-bid, pre-construction, and bid verification site examinations and conferences to discuss and clarify principle construction features and technical requirements.
4. Provides technical knowledge of local conditions including a availability of construction materials and skilled labor, contractor and sub-contractor organizations, and the technical policy and procedures required

by the military organization involved. Coordinates with project design engineers and provides solutions to complex and diverse technical problems.

5. Participates in formal Partnering sessions with prime contractors, and maintains extensive, daily contracts with contractor representatives to promote an atmosphere of partnering and cooperation and to resolve issues. Facilitates effective relationships and processes between contractors, clients, and government team members to ensure a product is provided in accordance with the contract requirements, on schedule and within cost.
6. Utilized construction project scheduling software, such as Microsoft project, to track the progress of assigned construction projects, and responsible for reviewing updates of the main schedule to determine if the schedule is tracking and remains on the original or revised target completion date. Participates in the bi- weekly look ahead meetings with contractors to project scheduling problems or concerns and reviews critical path activities to ensure the work on the construction contract remains focused on completion in the most reasonable time.
7. Provides and updates necessary data for the Web Based Construction Management (WEBCM) corporate reporting system. Provides training in the proper use of this system on assigned projects, and reviews all contractor inputs for clarity and pertinent information.

8. Where applicable, prepares procedures for conducting tests on various types of systems and equipment. Determines test equipment required, instruments needed, and extent of testing to be performed. Witnesses and verifies all tests dictated by the contract documents.
9. Independently prepares technical analysis and cost estimates, and reviews engineering designs for proposed contract modifications. Performs material and labor cost reviews of contractor proposals to highlight hidden and unnecessary costs, providing input to the Project Engineer preparing the pre and post-negotiation documentation. Participates as a negotiation team member on contract modifications.
10. Intimately familiar with the Naval Facilities Engineering Command Construction Quality Management Program. Responsible for coordination of the Construction Quality Management Program on assigned projects and reviews of contractor quality control correspondence. Makes recommendations for changes in contractor Quality Control organizations where continued non-compliance is observed.
11. Enforces compliance with the U.S. Army Corps of Engineers (USACE) Safety & Health Requirements Manual EM-385-1-1, U.S. Occupational Safety & Health Administration (OSHA) requirements, and all base safety regulations. Maintains full authority to stop any portion of work that is non-compliant with the requirements contained therein.
12. Receives and conducts review of contractor technical submittals. These include Shop Drawings, Catalog Cuts, Certifications, Test Reports, Material Samples, and all other technical submittals required for conformance to the contract specifications. Provides comments and recommends approval to the Project Engineer.
13. Performs on-site government verification inspection and testing of construction activities on each assigned project to assure the quality of construction meets the requirements of the contract, and to assure the effectiveness of the Contractor Quality Control Organization.
14. Performs technical review and on-site verification of Asbestos and Lead Based Paint abatement projects to ensure the safety and health of both workers and the public.
15. Participates in contractor claims by providing technical review, ascertaining validity on disposition, and making recommendations to the Project Engineer.
16. Conducts Partial-Final and Pre-Final Inspections of construction and accepts completed work on behalf of the government. Participates as part of the team that conducts Final Acceptance Inspections of completed work and establishes Beneficial Occupancy Dates.

C. ADMINISTRATIVE SUPPORT 20%

1. Advises contractors on administrative procedures used by government agencies, and provides training on proper documentation of various administrative requirements.
2. Participates in the Pre-Construction Conference on contracts over \$250,000 to clarify administrative requirements of the contract, and to provide a safety & health briefing to the contractor. Thereafter conducts a Mutual Understanding meeting with the contractor to clarify all Quality Assurance and Quality Control requirements and responsibilities of the government and contractor.
3. Conducts reviews of contractor administrative submittals, such as Contractor Quality Control Plan, Safety Plan, Environmental Protection Plan, Demolition & Removal Procedures, and Scaffolding Plan, and provides input for compliance with local and government agency requirements. On contracts over \$250,000 recommends approval or disapproval to the Project Engineer.
4. Prepares a draft Quality Assurance Plan for each assigned project valued over \$1,000,000, indicating critical checkpoints which require government verification inspection or testing. Forwards draft to the Project Engineer for his input and review. Utilizes the approved Quality Assurance Plan in the field as a guide to government verification inspections and tests.
5. From contract award to completion of construction, coordinates arrangements between contractor, customer, and government agencies to provide site access, utilities, gate passes and clearances, storage areas, overtime requests, and delivery of government furnished equipment and materials.
6. Reviews all contractor Daily Production Reports, and Daily Contractor Quality Control Reports, for thoroughness and accuracy, and verifies contractor Monthly Man-Hour Reports. Provides a daily Government Quality Assurance Representative's Report to verify information on contractor daily reports, or to provide countering or corrective information when necessary.
7. Receives contractor's invoices, and validates work-in-place for the purpose of processing progress payments, and checks accuracy of reported labor hours on cost reimbursement contracts.
8. Drafts both Safety Deficiency Reports and Construction Contract Non-Compliance Notices, and forwards both to appropriate authority for processing. Conducts follow-up reviews and inspections to ensure correction of deficiencies.
9. Conducts a bi-weekly review of contractor on-site administrative documentation, which includes updating of As-Built Drawings, and maintenance of Submittal Registers, Testing Plan and Log, and Deficiency Log.
10. Receives Operation & Maintenance Manuals, spare parts, and keys at the completion of each contract, and ensures that required contractor training is provided to government maintenance personnel.
11. Drafts the Architect/Engineer and Contractor Performance Evaluations, and forwards to the Project Engineer for review and further processing.

D. OTHER ASSIGNED DUTIES 10%

1. Perform other duties as assigned by higher authority.
2. Project management data maintenance using NAVFAC e-Applications