

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号: Announcement No.	FEC-PRY213-001-17
募集締切日: Closing Date	5 Jan 17
発行日: Date of Issue	16 Dec 16

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Engineer (General), #525

[技師職(一般)]

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-7, 語学能力級 LPL-2

採用可能見習い等級/語学能力級 Acceptable Trainee level:
等級 Grade-6, 語学能力級 LPL-2
等級 Grade-5, 語学能力級 LPL-1

事務系(BWT -1) 技能系(BWT-2) 保安系(BWT-3) 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

募集人数
No. of
Recruitment

3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
PWD Yokosuka
Fac Eng and Acquisition Group
Project Mgmt/Engineering Department
Operating Forces Support Division

勤務場所 Working Place: 横須賀市泊町, 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 list.

特別な職務状況 Outstanding Working Condition, if any

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

* 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級レベルに相当する英語の語学能力が必要となります。

- 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 civil, electrical, architectural, mechanical, structural or environmental engineering fields, **OR** possession of an official engineering license in the related field.
- c. Knowledge of project design and planning to encompass all engineering disciplines including safety and environmental requirements.
- d. Skill in operating personal computer such as Microsoft Office suite, Oracle, and Computer Aided Design (CAD) database.
- e. Ability to manage and administer conventional design and construction on large projects.
- f. Ability to adapt and apply various techniques and methods to develop solutions for architectural/engineering problems and challenges.
- g. Ability to analyze project scope to determine the manpower, materials, and equipment necessary to complete the project.
- h. Ability to speak, read, and write English at average proficiency level (LPL-2).
- i. Ability to speak, read and write Japanese at native proficiency level

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

Note: Qualification stated in b. for 1-7 level is also required at 1-6 and 1-5.

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, **OR** completion of master's degree in a related field may qualify him/her at 1-6 level.

1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, **OR** completion of 4-year college/university in a related field.

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

8.提出するもの Application and Associated Documents

- * **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”
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.enic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
- 運転免許証の写し Copy of Driver's License
- 大学卒業証明書又は卒業証書の写し(土木、電気、建築、機械、構造、環境等)又は関連分野(土木、電気、建築、機械、構造、環境等)における公的な免許状の写し**
Copy of certificate of educational background in civil, electrical, architectural, mechanical, structural, or environmental engineering field, OR official engineering license in the related field (civil, electrical, architectural, mechanical, structural, or environmental).
- 英語の能力を証明するものの写し。** 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)
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 (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

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ください。 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	〒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	

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:

Off Base Applicants must submit to:

〒238-0011	〒238-0011
神奈川県横須賀市米が浜通1-6 村瀬ビル4階	Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部(LMO/IAA)	Yokosuka Branch of LMO/IAA
管理第一係	Management #1 Section

電話番号 Phone 046-828-6959

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-PRY213-005

PD is accurate and current. Certified by Activity: Hi 11/22/16

HRO: rcvd 11/23,
kn12/14 kw 12/14

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.

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	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 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 (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
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。

Task List

This position is located in the Public Works Department, Facilities Engineering and Acquisition Division (FEAD). The Facilities Engineering and Acquisition Division provide construction project management, engineering and contractual procurement services for Navy, Marine Corps and other governmental agencies and non-appropriated funds activities in Japan. These projects involve construction, repair, maintenance, engineering and design services encompassing all engineering disciplines including civil, electrical, architectural, mechanical, structural, fire protection, environmental and sanitation. The incumbent serves as Operational Forces Support Division General Engineer with responsibility for acting as primary Government liaison with contractors and clients for assigned projects, ensuring complete contractor compliance with contract requirements, maintaining high level of client satisfaction, using technical knowledge to solve routine construction, and fostering continuous organizational improvement.

A. PROJECT MANAGEMENT

1. Provides constructability reviews during the development of Design-Build packages for solicitation on Design Build (DB) Multiple Award Construction Contract (MACC).
2. Reviews interim engineering plans and specification, as necessary, to ensure constructability and contractibility, compliance with applicable laws and regulations, availability/suitability of specified materials, suitability of design for intended use, etc. Makes appropriate recommendations for plan and specification changes prior to award (or finalization of design).
3. Reviews and approves all administrative submittals from the contractor, to include construction schedules, progress reports, Safety/Quality Control Plans, etc. Reviews contractor progress payment requests, certifying work as received and acceptable for payment.
4. Reviews and/or provides technical assistance for the review of all shop drawings and other technical submittals. Recommends design and/or specifications changes, as required.
5. Responds to technical contractor Requests For Information in a timely manner both prior to and after contract award.
6. Attends pre-bid conferences and conducts pre-construction conferences to discuss and clarify administrative contract requirements and other matters of mutual concern.
7. Ensures applicable NAVFAC policies, procedures, and directives are followed for all assigned projects.
8. Oversees and/or performs surveillance and quality assurance of contract work, and oversees the construction quality management (CQM) program to ensure technical compliance and adequacy of in-place work in accordance with the contract documents. Issues non-compliance notices for defective work and/or inadequate contractor supervision. Accepts or rejects work-in-place, investigates significant problems, and initiates timely corrective action.
9. Ensures contractor compliance with environmental regulations by developing a working knowledge of industry, federal, state, and local practices, both US and Japanese.
10. Reviews and evaluates proposed changes and makes recommendation for approval or disapproval. Assists the Administrative Contracting Officer (ACO) in preparing modification requests for proposals. Reviews and analyzes contractor's proposals in support of the ACO for modifications, including value engineering proposals. Prepares or supervises preparation of government estimates used in negotiations. Assists the ACO in preparing and conducting negotiations for modifications and in preparing post negotiation documentation and records. Performs as Contracting Officer's Authorized Representative (COAR) in accordance with current NAVPAC policy.

11. Determines need, and initiates request for factory inspection of materials. Ensures receipt of required documentation.
12. Provides technical advice and assistance to clients and other NAVFAC personnel on issues requiring practical engineering skills and knowledge. In addition to professional knowledge of the theories, principles and techniques, the position requires initiatives, resourcefulness, sound judgment and analytical ability to select alternatives or develop solutions to architectural/engineering problems and challenges, which necessitates, as a matter of course, to modify standard practices and adapt new techniques/methods, adapt precedents or make significant departures from previous approaches, and apply the standard practices of engineering disciplines to a specific assignment.
13. Responsible for documentation of pertinent information and, where necessary, justification for field decisions and recommendations. Provides technical assistance and/or directs the execution of all tests performed during construction.
14. Arranges for and oversees pre-final inspection, final inspection, and acceptance of the completed facility. Participates in turnover of the completed facility to the using activity. Prepares construction contractor and A/E post construction performance evaluations.
15. Investigates, reports, and makes recommendations on issues related to A/E liability, alleged labor law violations, contested contractor delay, or other controversial issues which have the potential to become a claim against the Government by the contractor.
16. Coordinates with assigned construction engineering technicians in daily operation of assigned contracts.
17. Ensure relevant and required project information is kept current in applicable NAVFAC/DON/DOD electronic project tracking and data system.
18. Answers all correspondence relative to assigned contracts. Initiates correspondence necessary to ensure compliance with contract specifications. Responsible for coordinating or drafting follow-up messages/correspondence concerning contractor furnished materials and equipment.
19. Researches contract files, as necessary, to compile and gather background information on completed or ongoing contracts.

B. OTHER ASSIGNED DUTIES

1. Project management data maintenance using NAVFAC e-Applications.
2. Contingency engineering duties in support of disaster relief operations in the Far East AOR.
3. Performs other related or incidental duties as assigned.