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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

**ENGINEER (GENERAL)
 PRY213, MLC525-7**

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 90%

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 receive and acceptable for payment.
4. Reviews and/or provides technical assistance for the review of all shop drawings and other technical submittals. Recommendations 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 10%

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.