

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	FEC-PRY32-001-16
募集締切日: Closing Date	4 Jan 16
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<p>1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LD <u>2</u>)</p> <p>Engineering Technician (General), #310 エンジニアリング専門職(一般) Acceptable trainee level (採用可能見習い等級): 1-4</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>	<p>募集人数 No. of Recruitment</p> <p>1 名</p>	<p>4.募集範囲 Area of Consideration</p> <p>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity</p> <p>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p>III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p>IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant</p>
<p>2.部隊 Activity</p> <p>Naval Facilities Engineering Command Far East Utilities/Energy Management Department (PRY32) Utilities Management Division (PRY321) Financial Management Branch (PRY321C)</p> <p>勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka</p>		<p>5.雇用の種類 Type of Employment</p> <p><input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term (__ カ月 Months)</p>
<p>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</p> <p>勤務日 Work Days: Monday thru Friday</p> <p>勤務時間・休憩 Work Hours/Recess Period: 08:00-16:45/12:00-12:45</p> <p><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</p>		
<p>6.職務内容 Duties</p> <p style="text-align: center;">See attached task list.</p>		
<p>7.資格要件/身体条件 Qualification/Physical Requirements</p> <p>a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-years college/university in a related field.</p> <p>b. Knowledge of NAVFAC FE operation and utilities management function.</p> <p>c. Knowledge of engineering principals, techniques, methods, and procedures gained through technical experience in the engineering field.</p> <p>d. Skill in operating a personal computer system such as Microsoft Word and Excel, Access, Power Point and CUBIC.</p> <p>e. Ability to perform technical inspection/evaluation to facilitate maintenance and service expansion.</p> <p>f. Ability to analyze, evaluate utilities consumption data from field offices and provide utilities billing reports for customers in a timely manner.</p> <p>g. Ability to speak, read and write English at fluent proficiency level. (LD-2)</p> <p>* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.</p> <p>1-4: a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-years college/university in any field.</p> <p>* Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>		
<p>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</p>		
<p>学歴 Educational Background : See blocks 7 & 8 免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8</p>		

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。

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TASK LIST

1. Provides Technical Support Relating to Utilities Infrastructure. Under general direction, performs technical assistance on utilities engineering and construction projects. Duties include collecting meter readings, performing utility system inspections and assessments, and providing technical support to customers on energy management issues. Provides data entry and analysis of utility usage statistics. Tasks include providing technical guidance to leadership as well as monitoring contract conformance with established plans and specifications as required. The incumbent is also responsible for the execution of all the following duties/ requirements without supervision: Provides input on material and equipment standards and specifications, and operating and maintenance procedures for all utilities. The incumbent gathers and analyzes data in order to determine reliability of utility distribution systems. Routine contact with professional and technical level engineering contractors and/or consultants will occur. Provides background information and documentation for management consideration on major utility projects and technical matters involving utility projects. Reviews technical policies, instructions etc. from NAVFACENCOM, NAVFAC PAC, NFECS and other higher authorities.

2. Interprets utility consumption data and identifies abnormalities. Prepares engineering technical written and verbal reports to supervisor and senior regional level personnel. Conducts reviews and audits facility infrastructure, equipment and services of all utilities throughout the installation to determine capabilities and service effectiveness. Makes recommendations on services and operating methods. Develops long-range plans to assure adequate capacity and reliability of all utilities. Reviews specifications and cost estimates for utility construction projects as needed.

Performs technical inspection and evaluations of existing infrastructure to facilitate maintenance and service expansion. Conducts studies of equipment and services of utilities to determine capabilities, service effectiveness and makes recommendations concerning service and operating methods: evaluates the physical condition of utilities through written reports, on-site audits and inspections. Works with and provides guidance to utility customers for the efficient use of energy and in establishing utilities service requirements. Evaluates technical feasibility of field studies and proposed work pertaining to existing utilities systems.

Using field survey results develops utility allocation models. Acts as CIRCUITS integrator for new initiatives such as the navy's Smart Energy and advanced metering programs. Responsible for identifying industrial control infrastructure configuration and proposes initiatives to meet the Department of the Navy standards for industrial control infrastructure. Reviews plans and drawings for accuracy and recommends improvements.

Works with the field branch managers to investigate/determine the causes of possible utilities system failures and prepares corrective action plans for the responsible area.

Acts as technical advisor to other departments on all utility matters.

3. As an Engineering Technician on utility allocation management and reporting, compiles utilities consumption and usage data via meter readings, engineering estimates etc., and generates monthly billing reports. Analyzes monthly utilities consumption by commodity (such as electricity, fresh water, steam, salt-water, compressed air etc.), and maintains a database to upload the data into the navy enterprise billing system called CIRCUITS UA (Centralized and Integrated Reporting for Comprehensive Utilities Information Tracking System, Utilities Allocation). Conducts field surveys on commodity usage by customers to collect information on occupied square footage or the ratio of floor space used. Provides support to other CNRJ installations as needed. Verifies billing reports and ensures that all the data on the reports are accurate. Uploads the completed utilities monthly consumption reports to DWAS (Defense Working Capital Accounting System) for NAVFAC Financial Management Department to charge utilities costs to all the customers.

Perform other related or incidental duties as assigned.