

横須賀基地空席広報

VACANCY ANNOUNCEMENT

-Reissue-

広報番号: Announcement No.	FEC-PRY32-001-16L(R3)
募集締切日: Closing Date	27 Apr 16
発行日: Date of Issue	7 Apr 16

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

Engineering Technician (General), #310

[エンジニアリング専門職(一般)]

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-5, 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-4, 語学能力級 LPL-2

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

1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

*** Those who previously applied for VA#: FEC-PRY32-001-16~(R2) need not to reapply.**

2.部隊 Activity

Naval Facilities Engineering Command Far East
Utilities/Energy Management Department (PRY32)
Utilities Management Division (PRY321)
Financial Management Branch (PRY321C)

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

5.雇用の種類 Type of Employment

- MLC IHA HPT
 常用 Permanent
 限定 Limited Term (___ヵ月 Months)

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Monday thru Friday

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

6.職務内容 Duties

See attached task list.

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

N/A

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。

- 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.
- Knowledge of NAVFAC FE operation and utilities management function.
- Knowledge of engineering principals, techniques, methods, and procedures gained through technical experience in the engineering field.
- Skill in operating a personal computer system such as Microsoft Word, Excel, Access, Power Point and CUBIC.
- Ability to perform technical inspection/evaluation to facilitate maintenance and service expansion.
- Ability to analyze, evaluate utilities consumption data from field offices and provide utilities billing reports for customers in a timely manner.
- Ability to speak read and write English at Average proficiency level. (LPL-2)

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

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.

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

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: NAVFAC FE, BD2

軍電 (DSN) 243-6198

PD No.: FEC-PRY321C-011

PD is accurate and current. Certified by Activity: kn 4/4/2016

HRO: (rcvd: 12/2) js
12/3 kw 12/4 (1/11)
js 1/12 kw 2/9 (4/4)
js 4/5

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 平均的な能力を要する	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

Engineering Technician #310-5

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 includes providing technical guidance to leadership as well as monitoring contract conformance with established plans and specifications as required. 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.