

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: 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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Engineer (Environmental) MLC 525-7

1. Functions as primary media manager and point-of-contact for assigned environmental programs. Prepares written plans, reports, and other documentations, conducts briefings, identifies program deficiencies, and makes recommendations. Develops corrective action plans, and tracks all activities necessary for maintaining program compliance. Maintains required databases. Manages the preparation, execution, and review of environmental studies, surveys, assessments, audits, inspections, awards, data-calls, and statements-of-works within assigned programs. Primary assigned programs of responsibility including, but are not limited to: Drinking Water, Wastewater, Storm Water, Air Emissions, Ozone Depleting Substances, Historical/Natural/Cultural Resources, Above and Under Ground Storage Tanks, Petroleum Oils and Lubricants, Polychlorinated Biphenyls, Lead Based Paint, Asbestos, Pesticides, Project Reviews Environmental Screening, Spills, Hazardous Waste, Hazardous Material Pollution Prevention, Solid Waste, Environmental Quality Assessments, Environmental Management Systems, Planning and Training.
2. Assists Division and Branch Chief in establishing, implementing and maintaining a comprehensive environmental protection program that complies with the regulatory requirements of the U. S. Forces Japan Environmental Governing Standards (JEGS), Department of Defense (DOD) directives and Navy environmental regulations. Incorporates regulatory requirements into program design, implementation, and evaluation. Utilizing and internal assessment plan (IAP) and checklists, conducts environmental assessments and audits of installation facilities, operations and processes to ensure compliance with environmental regulatory requirements, identifies the root causes for conditions of non-compliance and necessary corrective actions. Develops and manages projects to implement actions.
3. Identifies environmental projects needed by the installation. Develops, prepares and submits annual budget requirements, including on-time projects and recurring costs associated with program areas. Develops and/or reviews plans, specifications, and cost estimates for a variety of projects for procurement by contract in support of the environmental program. Responsible for ensuring that proper documentation is prepared for environmental projects (e.g., facility system designs, and specifications, scopes of work, cost estimates, job orders, etc.)

4. Coordinates with Japanese government officials on environmental issues, acts as interpreter for supervisions and Japanese officials during field inspections and meetings. Translates environmental materials and information involving environmental engineering technical and specialized terminology from English to Japanese and vice versa.

5. Collects environmental samples, uses and maintains sampling equipment and instruments. Ensures sampling requirement is accurately calibrated and functioning properly, maintains information and material required for laboratory analysis. Analyzes and interprets laboratory reports to determine the presence of hazardous constituents, environmental conditions and the degree of noncompliance with regulatory requirements.

6. Consults and provides sound environmental guidance to installation personnel and tenant commands. Serves as a technical advisor on various environmental protection matters. Advises management, supervisor, and environmental staff on matters concerning environmental engineering, pollution prevention and abatement.

7. Identifies, develops and conducts bilingual training pertinent to installation's priorities and practices. Performs promotes and coordinates on environmental outreach activities for assigned programs.

8. Organizes, Schedules, presents and administers meeting for discussion of environmental issues.

9. Performs other related or incidental duties as assigned.

Requirements: Advanced English language ability including reading, writing and speaking. A technical vocabulary in English. Formal education in biology, chemistry, or other environmental sciences. Ability to use computerized database, Geographical Information System (GIS) and other information sources.