

横須賀基地空席広報
VACANCY ANNOUNCEMENT
-Reissue-

広報番号: Announcement No.	FEC-PRY41-001-16L(R)
募集締切日: Closing Date	26 May 16
発行日: Date of Issue	6 May 16

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

Engineer (Environmental), #525
[技師職(環境)]

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-4

採用可能見習い等級/語学能力級 Acceptable Trainee levels:
等級 Grade-6, 語学能力級 LPL-3
等級 Grade-5, 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-PRY41-001-16 need
not to reapply.**

2.部隊 Activity

Naval Facilities Engineering Command Far East
PWD Yokosuka
Environmental Division
Environmental Compliance & Assessment Branch

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 the attached task 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。

- One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, OR possession of doctorate degree in accredited graduate school in a related field.
- Must be a college or university graduate with specialized education in the field of Environmental Science, Biology, Chemistry, and/or Physics, OR possess an official engineering license in the field of environmental engineering.
- Knowledge of engineering principals, techniques, methods, and procedures gained through technical experience in the environmental engineering field. (環境工学分野での職務経験を通じて、規則、技術、方法、手順に関する知識を有している方)
- Knowledge of Japan Environmental Governing Standards (JEGS), DoD directives and U.S. navy environmental regulations. (日本環境管理基準、DoD 指令、米海軍の環境規則の知識を有している方)
- Knowledge of Environmental Quality Assessment, Environmental Management System, and aboveground /underground storage tanks and storm water. (EQA、EMS、地上貯蔵タンク、地下貯蔵タンク、雨水管理に関連する知識を有している方)
- Skill in operating office automation hardware and software such as Microsoft Windows, Microsoft Office (Word, Excel, Access and PowerPoint) and Geographical Information System (GIS).
- Ability to speak, read, and write Japanese at native language level.

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

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

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of Master's degree in a related field.

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.cnmc.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(環境科学、生物学、化学、物理学等、又は工学関連分野における公的な免許状の写し) Copy of Certificate of educational background in Environmental Science, Biology, Chemistry, Physics, or related field, OR official engineering license in the related field.

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 神奈川横須賀市泊町 1 番地 PSC 473 BOX 22 CNRJ HRO N132 内線/Extension 243-8152

〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132

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：

〒238-0011 神奈川横須賀市米が浜通 1-6 村瀬ビル 4 階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係 電話番号 Phone 046-828-6959

Off Base Applicants must submit to:

〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section

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) 243-6038/6198

PD No.: FEC-PRY41-008

PD is accurate and current. Certified by Activity:

HRO: (rcvd: 3/7) js
3/8 kw 3/8 (5/3) js
5/4

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	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 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。

Format Rev: 3-8-16

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.