

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号: Announcement No.	CFAY-N934-05-16L
募集締切日: Closing Date	11 Oct 16
発行日: Date of Issue	20 Sep 16

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

Housing Inspector, #492

(住宅検査職)

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-3

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

2.部隊 Activity

**Commander Fleet Activities, Yokosuka
Family Housing Operations Department
Facilities Management Division
Inspector Branch**

勤務場所 Working Place: Tomari-cho, Yokosuka-shi

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: Mon thru Fri, 5 days a week

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 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-year college/university in related field.
- Must have a GOJ ordinary driver's license. (A/T limited is acceptable)
- Knowledge of family housing maintenance and repair inspection concepts and practices.
- Knowledge of methods and standards to evaluate engineering performance related to conducting inspection of housing units.
- Skill in operating office automation hardware and software such as Microsoft Windows, Word, Excel, Outlook and PowerPoint.
- Ability to prepare informal estimate of materials required for family housing unit maintenance and repair.
- Ability to investigate the complaint and validate/ clarify the situation regarding rental family housing facilities.
- Ability to speak, read and write Japanese language at native language level.

* An applicant who does not fully meet the qualification requirements stated above may be considered as 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-year college/university in any field.

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

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。

Housing Inspector Task List

1. Serves as one of housing project assistants in charge of Facilities Management, and assumes the responsibility of operation and maintenance of approx. 2,600 on-base housing units located in Yokosuka and Ikego areas including Flag Officer's and Senior Officer's quarters. Conducts the following major inspection to meet or exceed the maintenance standards of dwelling units and neighborhoods and the customer's satisfaction.

A. **MAKE READY INSPECTION:** Ensures that all work performed, whether by station forces or by contractual services, has been completed satisfactorily and that the quarters are in presentable condition for viewing and acceptance by prospective occupants. Ascertains that the unit is clean and presentable, all utilities are functioning properly, furniture is in a good state of repair and equipment is operating properly. Outside structures and surrounding grounds are also to be in a condition, which the occupant will be expected to maintain. Documents in writing (customer complaints) each item of work which is not acceptable (not performed or performed unsatisfactorily) and forwards this list to the contractor if work is done by contract, or to the maintenance department if done by station forces.

B. **CHECK-IN INSPECTION:** Completing the Dwelling unit Inspection and Furniture record. Defining occupant responsibilities regarding maintenance of the dwelling unit, furniture, equipment, supporting structures, and surrounding grounds. Briefing each occupant on the energy conservation program, including restrictions on thermostat settings, use of hot water, use of clothes dryers, and interior and exterior lighting constraints. Also, brief them on command policies. Demonstrates the operations of electrical and mechanical equipment. Verifying with the occupant that the smoke detector(s) are functioning properly. Informs the occupant of various programs and services such as self-help, emergency service, police and fire protection, garbage and trash collections and pest control; informs the occupants of local regulations with regards to quarters, fence and pet regulations, storage of combustibles, firearms, etc. Completes Conditions of Occupancy Agreement for Navy Family Housing.

C. **PRE-TERMINATION INSPECTION:** This inspection must be conducted equitably, and sound judgment must be exercised by the housing representative in determining deficiencies caused by normal wear and tear versus deficiencies attributable to occupant negligence or abuse. Mutually discusses the existing conditions compared with those conditions noted during the check-in inspection. Mutually schedules the termination inspection and informs the occupant that all occupant-caused deficiencies must be corrected prior to the termination inspection. Identifies and schedules maintenance work required for the interior, the exterior, supporting structures, and surrounding grounds. Informs occupants that they are still responsible for the condition of the unit at final check out inspection. Informs the occupants that they may arrange with the fiscal officer for payment of any damages to the quarters.

D. **TERMINATION INSPECTION:** The termination inspection will be conducted jointly and it should result in a mutual understanding that both the occupant and the Navy have fulfilled their respective responsibilities defined during check-in and pre-termination inspections. Ensure that Basic Allowance for Housing (BAH) reinstatement documents is processed.

E. **ZONE INSPECTION:** Inspects neighborhoods, common areas, picnic and playgrounds, roads, sidewalks and grounds and appearance of exterior structure including fences to keep the housing area clean at all times including safety and sanitary issues. Identifies problems and arrange for correction. Conducts yard inspection and issues discrepancy chit to occupants who do not maintain their yard in accordance with rules and regulations. Performs daily fire warden inspection to avoid fire hazard, prepares daily report and submit to supervisor for making a monthly report. Inspects multipurpose room for High-rise buildings and prepares a charge sheet for individuals who leave the party room in

unsatisfactory condition. Coordinates with fire department and maintenance department to conduct fire drills on quarterly basis.

2. Plans and schedules maintenance operations to meet the recurring and long range requirements, including repairs and incidental improvements of government quarters and housing support facilities. Provides input on proposed repair and maintenance projects. Prepares work orders for change of occupancy work. Makes spot-checks of maintenance work performed by station forces to ensure satisfactory performance and completeness of job orders. Assist in identifying and compiling potential repair, improvement or new construction projects and in developing justification for special projects. Maintains facility history files for each housing unit. Assists in financial management aspects, where required. Reviews E/S chits for repetitive items or work which may indicate a problem pointing up the need for an investigation to establish the cause and a more permanent solution. Provides full documentation on damages to government property (photographs, cost estimates, memorandums and etc).

3. Performs other related or incidental duties as assigned.

Requirements:

A GOJ ordinary driver's license is required to drive an assigned GOV vehicle to and from inspection site (s), trainings and meetings. (A/T limited is acceptable)

Japanese language at native level is required to contact/coordinate with Japanese contractors.