

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CNRJ-N37-001-16
募集締切日: Closing Date	16 Feb 16 1 st cut-off: 4 Jan 16 2 nd cut-off: 25 Jan 16
発行日: Date of Issue	9 Dec 15

<p>1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>3</u>)</p> <p style="text-align: center;">Emergency Services Dispatcher #3113 (緊急活動隊派遣職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): 3-3</p> <p><input type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input checked="" 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 style="text-align: center; font-size: 2em;">6 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>Commander Navy Region Japan Operations Department Emergency Management Office Regional Dispatch Center</p> <p>勤務場所 Working Place: Yokosuka Tomari cho 横須賀市泊町</p> <p>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</p> <p>勤務日 Work Days: 3 work days/4 days off, 4 work days/3 days off, OR 5 workdays/2 days off</p> <p>勤務時間・休憩 work hours/recess period: 0700 – 2000/1900-0800, next day 休憩 Recess Period: 1 hour</p> <p><input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</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 (<u> </u>ヵ月 Months)</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 specialized experience in the related work at 3-3 level.</p> <p>b. Must have DoD Telecommunicator I & II and Hazardous Material (HAZMAT) Awareness certifications.</p> <p>c. Skill in operating multiple communication equipment including 911 emergency telephone calls.</p> <p>d. Skill in operating and maintaining communication network system and numerous alarm panels/monitors.</p> <p>e. Skill in typing (keyboard operation) 20 words per minute or more.</p> <p>f. Ability to make critical decisions without obtaining guidance from the supervisor in emergency.</p> <p>g. Ability to read, write and speak English and Japanese at a native level. Proficiency in English Communications is a core requirement of the job.</p> <p>* Must be able to identify all colors per NFPA 1582; 3.3.15.1 and 6.4.1 (2).</p> <p>* Must be able to report for duty 24 hours a day, whether public transportation is available or not.</p> <p>* An applicant who does not fully meet the qualification requirement stated above may be considered at 3-3 level as below:</p> <p>a. One year of clerical, technical, or administrative work experience in any field, OR one year of specialized experience equivalent at 3-2 level in the related work, OR combination of the above experiences for a total of at least one year, OR completion of 4-year college/university in any field.</p> <p>b. Must have or be able to obtain Telecommunicator I & II and Hazardous Material (HAZMAT) Awareness certifications by enrolling in Department of Defense (DOD) certification program.</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 type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</p>		
<p>学歴 Educational Background : N/A</p>		<p>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。

Task List for Emergency Services Dispatcher #3113-4

A. Call Taking and Dispatch:

1. The incumbent is the initial point of contact for the public, government officials and outside agencies who are seeking emergency/non-emergency fire/police/medical services within the CNFJ Region's AOR and serving primarily in the COMFLEACT Yokosuka area.
2. Handling a high volume of telephone calls, the incumbent conducts initial screening to analyze the situation, determining if the request is emergent or non-emergent in nature. Records contact information for call-back and identification purposes determines priority of response and surveys the area of where the services are required for the available units responding.
3. Allocates the type and number of units required to respond based on the nature of the call, dispatches the units to the area via telephone, radio or public addressing system, and relays pertinent information to the responding units. Ensures updated information is received and disseminated as it becomes available providing the information to the responding personnel/units, notifying organizations and agencies as determined appropriate, initiating move-ups, coverage and mutual aid request for assistance. Monitors all activity of first responder personnel and units, and assist the on-site supervisor/command post in coordinating adequate response to the incidents in progress.
4. Calmly controls the reporting parties in time of anxiety, fear and panic by providing vital pre-arrival instructions.
5. Assists field officers with information that is available from the Consolidated Law Enforcement Operation Center (CLEOC), such as vehicle registration license plate verification vehicle ownership previous encounters involving the individuals, etc.

B. Alarm Monitoring:

1. The incumbent monitors closed circuit television screens trained on sensitive areas and critical assets for variety of security reasons. Analyzes images displayed for authorized or unauthorized presence within the range of the CCTV camera while monitoring CCTV screens located in the RMC.
2. Rapidly supplies information to the proper activity, i.e., Fire/Police/Medical of suspicious or unauthorized activity or alarm activation based on image displayed on CCTV and dispatches appropriate units to the scene.
3. Monitors and/or operates numerous alarm panels/monitors involving Fire/Police/Medical alarm system, including fire alarm, call boxes maintenance related items, intrusion detection systems and various security alarms. Also responsible for setting and resetting alarm activation in the RMC to ensure alarm was not malfunction, false or actual.
4. Rapidly supplies information to the proper activity, i.e., Fire/Police/Medical or the alarm activation and dispatches proper unit to the scene.
5. Ensures all communication and alarm system are in proper working

order. When found defective, initiates immediate corrective actions by notifying the System Administrator (SA) for the RMC and the Chief Dispatcher, ensuring that the operations are not affected.

C. Administrative:

1. Prepare and maintains a properly documented communications log of all emergency incidents including incoming telephone calls, incoming/outgoing radio transmissions, emergency responders movements.
2. Prepare and maintain a properly documented alarm control log of all alarm conditions to include setting, activation, deactivation, maintenance and other pertinent alarm information.
3. Prepare and maintain running logs of all major events listing all pertinent information to include proper notification of higher authorities and/or outside agencies on the CAD/FRMS (Fire & Rescue Management System).
4. Prepare and maintain National Fire Incident Reporting System (NFIRS) data, which is mandated by Federal Emergency Management Agency (FEMA) and Department of Defense (DOD). The information is subsequently entered into a computer through a web-based program and saved/maintained in a United States Fire Administration (USFA) server for reference.
5. Maintains manpower status report and keeps an accurate log for future utilization. Ensures recall rosters for key personnel are accurate. Maintains a complete and accurate listing of all alarm tied into the RMC.
6. Operates available mass warning and notification systems, as directed. Maintains the database of personnel contact information and builds call groups for notification for various emergency situations.

Differentiate a variety of colors to read maps, interpret computer aided dispatch (CAD) system displays, and keep logs color cataloged based on incident type response agency and services.

Performs other duties as may be assigned.