

横須賀基地空席広報

VACANCY ANNOUNCEMENT

Reissue

広報番号 : Announcement No.	NCTSFE-001-17(R2)
募集締切日: Closing Date	14 Mar 17 1 st cut-off: 30 Jan 17 2 nd cut-off: 21 Feb 17
発行日: Date of Issue	10 Jan 17

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

Engineering Draftsman, #69 (工学製図職)

目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-4, 語学能力級 LPL-1

採用可能見習い等級/語学能力級 Acceptable Trainee level: N/A

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 applied
NCTSFE-001-17/(R) need
not to reapply

2.部隊 Activity

NAVCOMTELSTA Far East
Theater Telecommunications Department, (N2)
Plant Records and Engineering Division (N21)

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: 5 days a week (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

5.雇用の種類 Type of Employment

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

6.職務内容 Duties

See attached list.

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。

- At least one year of clerical, technical, or administrative work experience in any field or completion of 4-years college/university in any field.
- Knowledge of principle in technical drawing in manner of American National Standards Institute (ANSI) and/or Japan Industrial Standards (JIS).
- Skills of drafting or mechanical drawing work using computer and drafting software (AUTOCAD, VISIO).
- Skills in operating Office Suite (Project, Excel, Word, Access, Power Point, Outlook, SharePoint).
- Ability to speak, read, and write English at elementary proficiency level (LPL-1).
- Must have GOJ ordinary vehicle driver's license. (A/T limited is acceptable.)

* 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:

2016年2月8日前より継続雇用される現 MLC/IHA 従業員で、2016年2月8日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.

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 for Engineering Draftsman, #69

1. Performs drafting or mechanical drawings using computers and drafting software such as AutoCad 2007 or later, Microsoft Visio, Adobe Pro and Microsoft Sharepoint. Drawing updates will be required on a daily basis to maintain cable plant-in-place records. As-built drawings will be drafted upon project completion. Establish procedures and controls to maintain a drawing repository so that all detachment and regional personnel have access to updated project drawings. Inside and Outside telecommunication cabling drawings will be developed/ required with every project package. All telecommunications drawings shall conform to current industry standards and all NCTSFE regional/local directives. Development and updates of outside plant cable and manhole drawings are essential to this position. Production of soft and hard copy telecommunications system drawing by use of AutoCad drafting software with emphasis on current telecommunication innovation, research, design and construction. Performs surveys with telecommunication engineers, maintenance personnel, and management to create mechanical drawings or as-built drawings for input into AutoCad format. Attend meetings with other commands to help facilitate system best practices for telecommunications design concepts. Makes involved computations as necessary in properly dimensioning drawings and/or ascertaining telecommunications infrastructure requirements for a building or the base cable plant. May estimate costs and type of material required for telecommunication system designs and installations.

80%

2. Performs building surveys to develop installation design packages. Reviews drawings for building renovations and new building construction and makes drawing changes where required. Works with division manager and design engineers to clarify questions in regards to project progress and prepares responses to inquiries or concerns generated by DISA, SPAWAR, NCTAMSPAC, US Army Corps of Engineers, Local commands and local NAVFAC offices concerning allied support, host base support or requesting agency support.

20%

3. Performs other related or incidental duties as assigned.

Operates ordinary vehicle to surveys, attend meetings, provide onsite drawings at the following locations: Ikego, Negishi, Tsurumi, Hakozaiki, Urage, Atsugi, Kamiseya or any other location (e.g. Okinawa, Iwakuni, Misawa & Sasebo), as required.

Occasional business travel is required to any other assigned locations as required.

Must be able to distinguish blue, orange, green, brown, slate (grey), white, red, black, yellow, violet, rose and aqua, the combination of colors, and small strips of multiple colors to accurately depict and draw according to telecommunications industry standards.

The employee may be required to work overtime on an emergency basis; work other than normal duty hours, which may include evening, weekends, and/or holidays; and/or be recalled to duty on an emergency basis (Mission Essential).