

横須賀基地空席広報

VACANCY ANNOUNCEMENT

-Amendment dated 25 Jul 16-

Changed to delete trainee level 1-5 in item7. Qualification/Physical Requirements

広報番号 : Announcement No.	SRFJPMC-098-16L(A)
募集締切日: Closing Date	23 Sep 16 1st Cut-off: 12 Aug 16 2nd Cut-off: 2 Sep 16
発行日: Date of Issue	22 Jul 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-3

採用可能見習い等級/語学能力級 Acceptable Trainee level:
等級 Grade-6, 語学能力級 LPL-2

募集人数
No. of
Recruitment

1名

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

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

U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center,
Yokosuka (SRF-JRMC), Environmental, Safety and Health (ESH)
Department (C106), Environmental Division (C106.3), Environmental
Programs Branch (C106.32)

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

5.雇用の種類 Type of Employment

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

3.勤務時間 Work Schedule (週_40_時間制 hrww)

勤務日 Work Days: : Monday thru Friday 月曜日 - 金曜日

勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45

夜勤 Night Shift 残業 Overtime 出張 Business Travel

6.職務内容 Duties

See attached sheet

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。

- a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work. If applicant does not have such specialized work experience, possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.
- b. Must be a college or university graduate with specialized education in environmental engineering or related fields (environmental science, biology, chemistry, geology, etc.) or possess an official engineering license.
- c. Knowledge of concepts, principles, methods and practices in environmental field to prepare plans and instructions; identify program deficiencies; make corrective action plans and recommendations for all requirements of assigned environmental programs, and to track all activities necessary for maintaining program compliance.
- d. Knowledge of Environmental regulations, such as the Japan Environmental Governing Standards (JEGS), Department of Defense (DOD) directives, and other Navy environmental regulations.
- e. Skill in operating personal computer such as Microsoft Word, Excel and Outlook.
- f. Ability to independently plan, establish, implement, and maintain a comprehensive environmental protection program that complies with the Japan Environmental Governing Standards (JEGS), DOD directives and other Navy environmental regulations.
- g. Ability to develop and conduct bilingual (English/Japanese) environmental training.
- h. Ability to translate environmental materials and information involving technical and specialized terminology routinely used in the environmental engineering field from English to Japanese and vice versa.

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

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized work experience, possession of masters degree in a related field may qualify him/her at 1-6 level.

In addition, qualification b. for 1-7 level is also required at 1-6 level.

* 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.cnrc.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

大学の卒業証明書か卒業証書の写し<環境工学科又は関連する学科(環境化学、生物学、化学、地質学等)>、又は関連分野における公的な免許状の写し Copy of certificate of educational background <major in environmental engineering or related fields (environmental science, biology, chemistry, geology, etc.)> OR official engineering license in a 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

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

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 :

Off Base Applicants must submit to:

〒238-0011

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

電話番号 Phone 046-828-6959

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 : SRF-JRMC MLC Manpower Division (C1160) 軍電 (DSN) 243-4552

PD No.: SRFJRMC-106.32-001

PD is accurate and current. Certified by Activity: sg

HRO: ms 7/20

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

Task List for Engineer (Environmental), #525 MLC 1-7

1. Functions as primary media manager and point-of-contact for assigned environmental programs. Prepares written plans and instructions, identifies program deficiencies, makes corrective action plans and recommendations for all recurring and nonrecurring requirements, and tracks all activities necessary for maintaining program compliance. Incorporates regulatory requirements from the Japan Environmental Governing Standards (JEGS), DOD directives and other Navy environmental regulations into program documentation, administration, and operations. Provides oversight and coordination for the preparation, execution, and review of environmental studies, surveys, assessments, data-calls, implementation and maintenance of the Environmental Management System (EMS), Environmental Quality Assessments (EQA), and statements-of-work (SOW) within assigned programs. Coordinates with EMS/EQA program managers to identify and correct program deficiencies and maintain effectiveness of EMS and accuracy of EQA database information. Primary program responsibilities include, but are not limited to: Air Pollution Prevention; Asbestos; Drinking Water/Backflow Prevention; Industrial Discharges; Ozone Depleting Substances (ODS); Pollution Prevention (P2); Sanitary Discharges; Storm Water Pollution Prevention; Hazardous Waste; Hazardous Material; Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNSY & IMF) Integrated Project Team (IPT) support; Historical (Archeological) & Cultural Resource Management; Negative Decisions; Pesticides; Polychlorinated Biphenyls (PCBs); Used Oil Management; Petroleum, Oils, Lubricants, (POL); Aboveground Storage Tanks (AST); Underground Storage Tanks (UST); Disaster Preparedness; Environmental Budgeting/Contracting; EQA; Environmental Training; Environmental/Data Quality Objective (DQO) Sampling; Oil and Hazardous Substance (OHS) Spill Contingency Planning, Spill Prevention and Response, Spill Prevention Countermeasures and Control; Solid Waste/Recycling; Geographic Information System (GIS).

2. Assists the Division Supervisor and/or the Department Head in establishing, implementing, and maintaining a comprehensive environmental protection program that complies with the Japan Environmental Governing Standards (JEGS). Develops, prepares, and submits annual budget requirements, including one-time projects and recurring cost associated with assigned program areas. Prepares written plans, pollution reports, and other documentation. Incorporates regulatory requirements from the JEGS, Department of Defense (DOD) directives, and Navy environmental regulations into program design, implementation, and evaluation. Manages the preparation, execution, and review of installation environmental studies, reviews, assessments, data-calls, and statements of work in all environmental protection programs.
3. Identifies environmental projects needed by U.S. Naval Ship Repair Facility and Japan Regional Maintenance Center (SRF-JRMC). Provides environmental oversight and support services for ship repair/continuous maintenance and shop operations. Develops and/or reviews plans, specifications and cost estimates for a variety of projects, i.e., ship repair/continuous maintenance work operations, SRF-JRMC facilities modifications/construction for procurement by contract or in-house work (SRF-JRMC Shops), in support of the environmental protection program. Responsible for ensuring preparation of documentation (e.g., local standard items, industrial process instructions, environmental facility and system designs and specifications, scopes of work, cost estimates, job orders, work requests, etc.) on environmental projects.
4. Collects environmental samples, uses and maintains environmental sampling equipment and instruments, ensures sampling equipment 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.
5. Coordinates with Japanese government officials on environmental issues and acts as an interpreter for supervisors and visiting Japanese officials during field inspections and meetings. Translates environmental materials and information involving technical and specialized terminology routinely used in the environmental engineering field from English to Japanese and vice versa.
6. Assists in implementation and maintenance of the EMS, conducts EQAs, conducts weekly surveillances of installation facilities and operations (e.g., ship repair/continuous maintenance and shop work) to ensure compliance with environmental laws and regulations, identifies the root causes for conditions of non-compliance, develops corrective action plans, and develops projects to implement those plans.
7. Consults and provides sound environmental guidance to SRF-JRMC personnel, including Ship's Force and private contractors. Serves as technical advisor on various environmental protection matters. Advises management, supervisors, and environmental staff on matters concerning environmental engineering, pollution prevention, and pollution abatement.
8. Identifies, develops, and conducts bilingual (English/Japanese) environmental training pertinent to requirements of the SRF-JRMC's priorities and practices.
9. Organizes, schedules, and administers supporting functions of meetings for discussion of environmental issues. Establishes agenda topics, tracks resulting action items, coordinates development of presentations, and ensures staff coordination.
10. Performs other related or incidental duties as assigned including assisting other Environmental Division staff with the management, execution, and auditing of their assigned programs.