

# 横田基地職員求人案内 2024年10月3日

Yokota Vacancy Announcement for Local National Positions 3 October 2024

軍休のため締切日が変更になっておりますのでご注意ください。

Due to US Holiday, the closing date is changed.

**締切日 Closing Date:** 労務管理機構横田支部(エルモ) **10月11日(金) 17時 The LMO : 11 Oct 24 (Fri) at 17:00**  
民間人人事部雇用課 **10月15日(火) 12時 The CPS : 15 Oct 24 (Tue) at 12:00**

職種名をクリックすると、求人内容のページが表示されます。Click on the position title to view the description of the vacancy announcement.

• **常用雇用従業員募集 Permanent Position**

| 職種<br>Job Title  | 部隊<br>Organization                            | 等級<br>Grade | 語学<br>LPL/<br>LD | 契約<br>Contract | 募集範囲<br>Area of<br>consideration | 揭示日<br>Open<br>Day |
|--|---|-------------|------------------|----------------|----------------------------------|--------------------|
| 技師職 (土木) *<br>Engineer (Civil)   | 施設中隊<br>374 Civil Engineer Squadron           | 1-7         | 4(3)             | MLC            | 内部・外部<br>INT/EXT                 | 5/2                |
| 技師職 / エンジニアリング専門職 (環境) **<br>Engineer / Engineering Technician (Environmental) | 施設中隊<br>374 Civil Engineer Squadron           | 1-7(6)      | 4(3)             | MLC            | 内部・外部<br>INT/EXT                 | 5/2                |
| エンジニアリング専門職 (電子) 空席数 : 2<br>Engineering Technician (Electronics) Vacancies : 2 | 国防総省 日本代表<br>DoD Special Representative Japan | 1-5         | 2                | MLC            | 内部・外部<br>INT/EXT                 | 9/5                |
| 予算専門職<br>Budget Technician   | 装備即応中隊<br>374 Logistics Readiness Squadron    | 1-5         | 3                | MLC            | 在日米軍従業員<br>USFJ Employee         | 6/13               |
| 自動車部品事務職<br>Auto Parts Clerk   | 軍支援中隊 オートホビーショップ<br>374 FSS/FSWT-A            | 1-4         | 2                | IHA            | 内部・外部<br>INT/EXT                 | <b>新規<br/>New</b>  |
| 児童成育プログラム補助職 空席数 : 3<br>Child Development Program Assistant Vacancies : 3      | 軍支援中隊 チャイルドケアセンター<br>374 FSS/FSYC             | 1-3         | 2                | MLC            | 内部・外部<br>INT/EXT                 | 6/27               |
| 倉庫事務職<br>Storekeeping Clerk  | 軍支援中隊 将校クラブ<br>374 FSS/FSBD-W1                | 1-3         | 2                | IHA            | 内部・外部<br>INT/EXT                 | 4/4                |
| ラジオ、テレビ維持修理工<br>Radio and Television Maintenance Man                           | 空軍放送局<br>American Forces Network              | 2-8         | 2                | MLC            | 内部・外部<br>INT/EXT                 | 11/16              |
| メス・スチュワード<br>Mess Steward  | 軍支援中隊 下士官クラブ<br>374 FSS/FSBE-X2               | 2-8         | 1                | IHA            | 内部・外部<br>INT/EXT                 | 7/7                |
| 電気工 空席数 : 2<br>Electrician Vacancies : 2                                       | 施設中隊<br>374 Civil Engineer Squadron           | 2-7         | 0                | MLC            | 内部・外部<br>INT/EXT                 | 7/11               |

|  |                          |  |        |   |     |                  |      |
|--|--------------------------|--|--------|---|-----|------------------|------|
| 冷蔵及び空気調節機械工 **<br>Refrigeration and Air-Conditioning Mechanic<br>冷蔵及び空気調節機械工 上級技能見習工<br>Advanced Trainee Refrigeration and Air-Conditioning Mechanic |                          | 施設中隊 North Maintenance<br>374 Civil Engineer Squadron<br>CELN1 | 2-7(6) | 0 | MLC | 内部・外部<br>INT/EXT | 9/5  |
| 冷蔵及び空気調節機械工 **<br>Refrigeration and Air-Conditioning Mechanic<br>冷蔵及び空気調節機械工 上級技能見習工<br>Advanced Trainee Refrigeration and Air-Conditioning Mechanic |                          | 施設中隊 HVAC<br>374 Civil Engineer Squadron<br>CEOIH              | 2-7(6) | 0 | MLC | 内部・外部<br>INT/EXT | 5/16 |
| 配管工<br>Plumber   |                          | 施設中隊<br>374 Civil Engineer Squadron                            | 2-6    | 0 | MLC | 内部・外部<br>INT/EXT | 9/19 |
| 重車両運転手<br>Heavy Vehicle Driver   | 空席数 : 2<br>Vacancies : 2 | 装備即応中隊<br>374 Logistics Readiness Squadron                     | 2-6    | 1 | MLC | 内部・外部<br>INT/EXT | 7/7  |
| コック フォーマン A<br>Cook Foreman A  |                          | 軍支援中隊 将校クラブ<br>374 FSS/FSBD-W2                                 | 2-6    | 1 | IHA | 内部・外部<br>INT/EXT | 6/13 |
| 営繕工<br>Maintenance Worker  |                          | 軍支援中隊 多摩ヒルズ<br>374 FSS/FSWL (Tama Hills)                       | 2-5    | 0 | IHA | 内部・外部<br>INT/EXT | 7/25 |
| コック<br>Cook  |                          | 軍支援中隊 下士官クラブ<br>374 FSS/FSBE-X2                                | 2-4    | 1 | IHA | 内部・外部<br>INT/EXT | 6/27 |
| コック<br>Cook  | 空席数 : 2<br>Vacancies : 2 | 軍支援中隊 ルート 16<br>374 FSS/FSBD-W4                                | 2-4    | 1 | IHA | 内部・外部<br>INT/EXT | 3/7  |
| 警備員<br>Guard   | 空席数 : 5<br>Vacancies : 5 | 憲兵中隊<br>374 Security Forces Squadron                           | 3-1    | 1 | MLC | 内部・外部<br>INT/EXT | 1/11 |

\* 標記の語学等級が必要ですが該当する職務の経験、知識、技術を有していればカッコ内の語学等級が適用されます。

This position required language proficiency level (LPL)-4 or 3, but if applicants have work experience, knowledge, skills apply to the position, LPL in parentheses is applicable.

\*\* 目標レベル/訓練生の職種です。応募者の知識、職務経験等によって等級が決定され見習いのレベルから採用される場合があります

This is a target grade/trainee position. Selection may be made from intern level and hiring grade will be determined by qualification.

### ● 限定期間雇用従業員募集 Limited Term Position

| 職種<br>Job Title   | 部隊<br>Organization                  | 等級<br>Grade  | 語学<br>LPL/ LD | 契約<br>Contract | 募集範囲<br>Area     | 揭示日<br>Open Day |
|---|-------------------------------------|--------------|---------------|----------------|------------------|-----------------|
| マネージメントインターン (購買、契約専門職)<br>Management Intern (Purchasing and Contract Specialist) | 契約中隊<br>374 CONS/PKB                | 1-4<br>(5/6) | 2<br>(3)      | MLC            | 内部・外部<br>INT/EXT | 新規<br>New       |
| 電話交換職<br>Telephone Operator   | 通信中隊<br>374 Communications Squadron | 1-3          | 2             | MLC            | 内部・外部<br>INT/EXT | 9/19            |
| 発電装置修理工<br>Power Generating Equipment Repairman                                   | 施設中隊<br>374 Civil Engineer Squadron | 2-7          | 0             | MLC            | 内部・外部<br>INT/EXT | 5/16            |

● **時給制臨時雇用従業員募集 Hourly Pay Temporary Position**

| 職種<br>Job Title           | 部隊<br>Organization               | 等級<br>Grade | 語学<br>LPL/ LD | 契約<br>Contract | 募集範囲<br>Area     | 揭示日<br>Open Day |
|---------------------------|----------------------------------|-------------|---------------|----------------|------------------|-----------------|
| 動物世話係<br>Animal Caretaker | 軍支援中隊 ペットケアセンター<br>374 FSS/FSWPB | 2-3         | 0             | IHA            | 内部・外部<br>INT/EXT | 7/11            |

● **部隊別・内部募集 In-House Position**

該当部隊に所属する在日米軍従業員の方以外は応募できませんのでご注意ください。  
In House announcement is only for employees who assigned to the announced organization.

| 職種<br>Job Title            | 等級<br>Grade | 語学<br>LPL/ LD | 契約<br>Contract | 募集範囲<br>Area of Consideration       | 揭示日<br>Open Day   |
|----------------------------|-------------|---------------|----------------|-------------------------------------|-------------------|
| 予算専門職<br>Budget Technician | 1-5         | 3             | MLC            | 施設中隊<br>374 Civil Engineer Squadron | <b>新規<br/>New</b> |

- 監督者の要望で職種によっては締切日が変更になる場合があります。  
Closing date will be changed at management request for some vacancies.
- 同職種名で雇用形態や募集範囲が異なる求人が複数ある場合は、必ず希望職種の部隊名、雇用形態(常用/ 期間限定 / 時給制 等)を明記のうえ提出してください。不明の場合は受理されない場合があります。
- 面接に関する詳細は応募された職種の部隊からご本人に直接連絡されます。職場や仕事内容に関するご質問は各職場の監督者や面接官に確認していただく事ができます。
- 日本国籍以外の方は就労資格の証明を必ず添付してください。 People who are not Japanese nationals need to attach the work permission in Japan.
- 雇用の制限に関して Limitation of Employment
  - ❖ 基本労務契約 (MLC) - アメリカ合衆国軍隊構成員、軍属又はそれらの家族(SOFA)は雇用不可  
Master Labor Contract – Member of the United States Armed Force Japan (USFJ) cannot be hired.
  - ❖ 諸機関労務契約 (IHA) - アメリカ合衆国の国籍保有者は雇用不可  
Indirect Hire Agreement – United States Civilian Personnel cannot be hired.

応募方法、採用基準に関しては別紙または人事部求人サイトをご覧ください

Please see attached documents or visit the LN vacancy site for how to apply and minimum qualifications.

Website: [Share Point Site](#) or [AF PORTAL SITE](#) \*Current employees who have "mil" or "gov" e-mail address.

駐留軍等労働者労務管理機構(エルモ) LMO vacancy announcement website: Web Site: <http://www.lmo.go.jp>

下記のQRコード(FSS Web Site)からもご覧いただけます。Please check the [FSS Web Site](#) via QR code



不明な点がございましたら横田基地人事部雇用課までお問い合わせ下さい。

For any questions, please contact the Local National Staffing, the Civilian Personnel Office at Yokota AB.

空軍横田基地人事部雇用課 LN Staffing Civilian Personnel Section Yokota AB, DSN: 225-3923

電話 Phone : 042-552-2511 (内線 ex. 53923), email : [Yokota.JNStaffing@us.af.mil](mailto:Yokota.JNStaffing@us.af.mil)

### Minimum Qualification

- |  |   |
|--|---|
| 1. Position Title:<br><b>Engineer (Civil) #0525</b><br><b>374CES/CEOER</b> | 2. Basic Wage Table, Grade, and LPL:<br><b>BWT 1-07, LPL-4(3)</b> |
|--|---|

3. Language Proficiency Level (LPL): 3 by management request

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC | EIKEN   |
|-----|---------|-----------|-----------|---------|---------|-------|-------|---------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |       |         |
| 3   | 730-859 | 76-85     | 90-100    | 550-599 | 210-249 | 80-99 | 870~  | Rre-1st |

4. Knowledge, Skills, and Experience:

- At least one year experience in project manager for simple to complex projects involving site studies, design and construction of building, road and/or utility systems. Or knowledge of such demonstrated through university coursework or internships.
- Knowledge of civil engineering to perform design work for new construction, renovations, improvements, and repair to real property facilities.
- Skilled in operating computers with office automation software, such as Microsoft Word, Excel, Power Point and Outlook.

5. Education and/or License Requirement:

- Bachelor's degree in civil engineering or a First Class Kouzou Sekkei Kenchikushi.

6. License Requirement:

- Current possession of a Valid Ordinary Driver's License.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1615

**Remarks:**

- Basic wage may be considered based on knowledge, skills, and work experience.
- The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Acts as Activity Management Program (AMP)/Sub-AMP manager for complex assigned AMP/Sub-AMP programs. Conducts performance, preventative maintenance and corrective maintenance analysis, resource optimization and life-cycle requirements planning for the base facilities.

Serves as professional civil engineer and performs operations and maintenance (O&M) engineering involving design, construction, maintenance, repair, acquisition, and disposal of facilities/Real Property that encompass the maintenance, repair, upgrade, and operation of the infrastructure facilities, including utility systems, utilizing knowledge of civil engineering.

Integrates and synchronizes operations flight work force in assigned areas including demand maintenance, customer service, Work Request Review Board (WRRB), In-Service Work Program (IWP), BUILDER and other SMS, TRIRIGA data standards & analysis, Interactive Geographic Information System (IGIS) standards and analysis, Industrial Control Systems (ICS) standards & analysis, contract project review integration, contingency planning, and response.

Prepares packages for contracting ensuring projects are biddable, executable, and meet operational requirements.

Provides guidance to junior staff and help train new inbounds on as needed basis. Performs administration for MLC leave, time and attendance records and submitting to the supervisor for approval. Acts as translator for required documents and/or interpreter at meetings.

Keeps abreast of emerging technologies to ensure programmed development will not prematurely become obsolete.

### Minimum Qualification

- |  |   |
|--|---|
| <b>1. Position Title:</b><br><b>Engineer (Environmental) #0525</b><br><b>374 CES/CEIEC</b> | <b>2. Basic Wage Table, Grade, and LPL:</b><br><b>BWT 1-07, LPL-4</b> |
|--|---|

**3. Language Proficiency Level (LPL): 4**

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL |      |      | CASEC | EIKEN |
|-----|---------|-----------|-----------|-------|------|------|-------|-------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT   | CBT  | iBT  |       |       |
| 4   | 860-990 | 86-100    | N/A       | 600~  | 250~ | 100~ | N/A   | 1st   |

**5. Knowledge, Skills, and Experience:**

- Work experience in engineering for environmental project.
- Knowledge of programs such as hazardous material/waste management, disposal management, recycling, natural/cultural resources, environmental protection, etc.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to provide training on assigned programs to Unit Environmental Coordinators.

**6. Education Requirement:**

- A bachelor's degree in a Chemical Engineering, Physical Science, Natural Science, Environmental Engineering/Management or any other related Engineering field.

**7. License Requirement:**

- Ordinary Vehicle Driver's License restricted to Automatic Vehicle License

**8. Other:**

- Working at height, exposed to loud noise, dust, heat, sparks from high-temperature welding, fumes, etc., extreme weather (hot/cold/snow/rain/strong wind), and morning/late night work schedule during no-fly hours.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1615

**Remarks:**

- Selection will be made at Engineering Technician (Environmental), BWT 1-6, LPL-3 depending on experience of selectee.  
\*At least one year training will be conducted for the trainee level.
- Basic wage may be considered based on knowledge, skill, and work experience.
- The duty location / section / work schedule/ employment period may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

**Main Duties**

Serves as an Environmental Engineer responsible for planning, developing installation environmental procedures/programs and implementing environmental engineering policy directives and that embrace a range of subjects directly or indirectly concerned with public safety and welfare and protecting the quality of resources and the environment.

Verifies existing inventory of waste generation sources and develops base-wide hazardous waste stream inventory procedures.

Provides extensive environmental expertise to support assigned environmental projects through application of senior-level professional knowledge and skill in environmental engineering practices.

Provides professional environmental engineering expertise to develop and update environmental management plans as required by higher headquarters, international agreements, host nation regulations, and the Status of Forces Agreement (SOFA).

Prepares briefing slides and minutes as well as provides training on assigned programs to Unit Environmental Coordinators; prepares and delivers quarterly briefing slides for various meetings related to environmental issues.

Coordinates directly with Headquarters Pacific Air Forces (HQ PACAF) and Headquarters Air Force Civil Engineer Center (HQ AFCEC) program managers for projects and issues related to the assigned environmental programs.

1. Position Title:  
**Engineering Technician (Environmental), #384**

2. Basic Wage Table, Grade, and LPL  
**BWT 1-06, LPL-3**

Language Proficiency Level (LPL): 3

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC | EIKEN   |
|-----|---------|-----------|-----------|---------|---------|-------|-------|---------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |       |         |
| 3   | 730-859 | 76-85     | 90-100    | 550-599 | 210-249 | 80-99 | 870~  | Pre 1st |

**Main Duties**

This position is a developmental position. The incumbent performs developmental duties which are designed to orient the employee in the application of academic theories and basic principles of engineering assignments. Works under the close general supervision of the Team Supervisor while performing the duties of the targeted position and gains familiarity and experience with the position's requirements, and appropriate application of established principles, guides, and standards.

## Minimum Qualification

1. Position Title, Number, and Organization  
**Engineering Technician (Electronics), #0310**  
**DOD SPEC Representative Japan**

2. Basic Wage Table, Grade, and LPL:  
**BWT 1-05, LPL: 2**

3. Language Proficiency Level (LPL):2

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN |
|-----|---------|-----------|-----------|---------|---------|-------|---------|-------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |       |
| 2   | 550-729 | 66-75     | 75-89     | 460-549 | 140-209 | 50-79 | 560-869 | 2nd   |

4. Knowledge, Skills, and Ability:

- Work experience in the field of electrical or electronics engineering.
- Knowledge to utilize Computer Aided Engineering (CAE) software package.
- Skills in basic clerical work to maintain test data records.
- Ability to create and repair (electronics) equipment.
- Ability to research for estimation of project cost.
- Knowledge and skills in soldering.
- Knowledge of basic metalworking, and materials preferred.
- Desired is experience and knowledge of design and CAD.

5. Physical Requirement:

- Requires heavy lifting (20 kg) and long period of standing.

6. Others:

- Wearing personnel protective equipment and following safety program is required.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Work Days: Monday - Friday
- Work Schedule: 700-1545

**Remarks:**

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Performs work involved in design, fabrication, manufacturing and repairing of variety of component parts and tools for the fabrication or repair of HF, VHF and UHF antennas and Radio Frequency Communication equipment, which is of specific, one of a kind nature and not available through the procurement/supply channels.

Assembles antennas components and parts to a level consistent with customer needs and shipping constraints.

Uses Solid Works CAD programming to create 3D models and shop drawing to be used within ESF.

Performs general administrative work such as writing purchase orders and tracking inventory.

Operates manual and computer-controlled machines.



## Minimum Qualification

- |   |  |
|---|--|
| 1. Position Title:<br><b>Budget Technician, #0254</b><br><b>374 LRS/LGLOR</b> | 2. Basic Wage Table, Grade and LPL:<br><b>BWT 1-05, LPL: 3</b> |
|---|--|

3. Language Proficiency Level (LPL): 3

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC | EIKEN   |
|-----|---------|-----------|-----------|---------|---------|-------|-------|---------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |       |         |
| 3   | 730-859 | 76-85     | 90-100    | 550-599 | 210-249 | 80-99 | 870~  | Pre-1st |

4. Work Experience:

- More than two year's work experience in accounting, financial or business related to budget duties such as O&M, unit's flying, WRM and OCD budget etc.
- Knowledge of O&M budget program and accounting stage, such as accounting files, logs, listing and document control system, general ledger accounts, accounting procedures, and accounts control regulations in Air Force Budget Program.
- Ability to analyze problems to identify significant factors, gathering information/facts and recommend solution

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Days: Monday - Friday
- Work Schedule: 0715 – 1600

**Remarks:**

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Assists in the planning and directing of all financial matters for the squadron which includes the Operation and Maintenance (O&M) budget, units' flying budgets, War Readiness Material (WRM) budget, Mobility/Chemical Bio budget, Global War on Terrorism (GWOT) budget. Provides assistance/input for the efficient formulation of the budget program. Provides advice, assistance and guidance on budgeting and related information to respective offices based on mission and training changes.

Performs budget execution and administration work. Independently performs tasks involving budget execution by compiling resource data from various financial management reports. Establishes, maintains, and updates expenditures in relation to funding activities.

Acts as the Organizational Defense Travel Administrator (ODTA); reviews/verifies all temporary duty (TDY) orders/vouchers based on funding for both the squadron's Military Service Members and US civilian employees prior to verification.

### Minimum Qualification

- |  |  |
|--|--|
| 1. Position Title:<br><b>Auto Parts Clerk #2173<br/>                 374FSS/FSWT-A</b> | 2. Basic Wage Table, Grade, and LD:<br><b>BWT 1-4, LD: 2 (IHA)</b> |
|--|--|

3. Language Degree (LD) Requirement: **LD-2**

| LPL/LD | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN |
|--------|---------|-----------|-----------|---------|---------|-------|---------|-------|
|        |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |       |
| 2      | 550-729 | 66-75     | 75-89     | 460-549 | 140-209 | 50-79 | 560-869 | 2nd   |

4. Knowledge, Skills, and Abilities:

- Experience in operating cash register.
- Experience in customer service such as assisting customers and answering telephone calls.
- Experience in performing clerical duties including using computers.
- Knowledge of auto parts is desirable.

5. License Requirement:

- Current possession of Ordinary Vehicle Driver's License (Manual or Automatic Transmission).

**WORK SCHEDULE:**

- Work Hours: 40 Hours / Week
  - Work Days: Sun-Thu
  - Day Off: Fri, Sat
  - Work Schedule: 0930 – 1830
- \*Work schedule is subject to change.

**REMARKS:**

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

### Main Duties

Collects payments and provides customer refunds when applicable system; when variances are found, searches all respective areas, contact respective personnel to make sure that all payments are collected prior to closing out and making daily deposit

Provides quality customer service to participants of the Auto Hobby program. Answers phones and handles shop customers requesting information on offered auto hobby programs and activities, and other FSS operations

Performs as a functional record custodian (RC) to maintain office files.

Performs other related or incidental duties as assigned.

## Minimum Qualification

1. Position Title, Job Number:  
**Child Development Program Assistant #0052  
 374 FSS/FSYC**

2. Pay Plan, Series, Grade, and LPL:  
**BWT 1-03, LPL:2**

4. Language Proficiency Level (LPL):2

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN |
|-----|---------|-----------|-----------|---------|---------|-------|---------|-------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |       |
| 2   | 550-729 | 66-75     | 75-89     | 460-549 | 140-209 | 50-79 | 560-869 | 2nd   |

5. Knowledge, Skills, and Abilities:

- Work experience in childcare duties and/or child developmental program.
- Ability to coordinate by age, the appropriate play and learning activities to foster individual and group activity development.
- Able to lift 40 pounds from one location to another.

6. License and Certification Requirement:

- Must have/obtain Food Handler's Certification.  
 (based on U.S. Food and Drug Administration)
- Able to take and complete Air Force 15 Module Caregiver Training Program within 18 months from the date of hire.

7. Others:

- Must complete immunization shots of following vaccinations; TB Test, Tetanus, Diphtheria, Measles, Mumps, Rubella, Polio, Hepatitis B, and Flu vaccination.

### Work Schedule:

- Work Hours: 40 hours/week
- Workdays: Mon - Fri
- Work Schedule: 8 hours per day between 6:00 to 20:00

### Remarks:

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

## Main Duties

Provides care in compliance with Child Development standards as applicable regulations. Reviews plans periodically to update and adjust to changes. Maintains an accurate count of the children. Maintains an accurate count of the children. Conducts daily health and notifies the supervisor.

Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment.

Assists in planning and conducting an effective child development program.

### Minimum Qualification

1. Position Title, Number:  
**Storekeeping Clerk #0255**  
**374FSS/FSBD-W1**

2. Basic Wage Table, Grade and LD:  
**BWT 1-03, LD: 2 (IHA)**

3. Language Proficiency Level (LD): 2

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN |
|-----|---------|-----------|-----------|---------|---------|-------|---------|-------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |       |
| 2   | 550-729 | 66-75     | 75-89     | 460-549 | 140-209 | 50-79 | 560-869 | 2nd   |

4. Knowledge, Skills and Ability:

- Knowledge in clerical and administrative work.
- Skills in computer operations.
- Work experience related to warehouse duties.

5. License and Certification Requirements:

- Current possession of a valid ordinary driver's license for vehicle with automatic and manual transmission.
- Current possession of medium sized driver's license.

6. Physical Qualification:

- Ability to frequently lifting and carrying objects up to 60 pounds (27kg).

**Work Schedule:**

- Work Hours: 40 hours/ week
- Work Schedule: Tue-Thu 0900-1800, Fri-Sat 1000-1900
- Day Off: Sun, Mon

\*\*Work Schedule is subject to change\*\*

**Remarks:**

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

### Main Duties

Receives and examines items for accuracy at the Officers' Club; reports any shortages, damage, expiration dates or other variances to the supervisor.

Conducts periodical inventories to prevent shortage and to keep track of product expiration dates, and inspection to determine any damage to stored products.

Operates a variety of club vehicles to deliver products/supplies to designated activities.

## Minimum Qualification

1. Position Title and Number:  
**Radio and Television Maintenance Man # 2353**  
**DMA/SCOI AFN Pacific**

2. Basic Wage Table, Grade, and LPL:  
**BWT 2-8, LPL-2**

3. Language Proficiency Level Requirement: **LPL-2**

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN |
|-----|---------|-----------|-----------|---------|---------|-------|---------|-------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |       |
| 2   | 550-729 | 66-75     | 75-89     | 460-549 | 140-209 | 50-79 | 560-869 | 2nd   |

4. Knowledge, Skills, and Experience:

- Work experience in computer-based broadcasting equipment maintenance and repair.
- Skills in conducting computer repair, upgrade, and trouble shooting.
- Skill to perform clerical duties.

5. License Requirement:

- Current possession of Ordinary Vehicle Driver's License. (Not automatic transmission limited)

7. Other:

- Graduation from a department such as Information, Electronic or Communication Technology is desirable.

**Remarks:**

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 0730-1630

### Main Duties

Serves as a Broadcast and Telecommunications Specialist for American Forces Network, Pacific (AFNP). Understands AM/FM frequencies, transmitter communications, studio to link (STL), network streaming, knowledge of analog and digital circuits and understanding of drawings, and electronic principles to ensure the integrity and continuity of broadcasting capabilities in accordance with AFNP, Defense Media Activity (DMA), and Japan's technical performance standards.

Possess a basic understanding of Information Technology to perform computer-based broadcast equipment installation, maintenance/testing, and documentation.

Confirm the configurations of audio and video media management software utilized to disseminate community command and control and entertainment throughout the region.

### Minimum Qualification

1. Position Title, Number:  
**Mess Steward, #2087 374FSS/FSBE-X2**

2. Basic Wage Table, Grade, and LD:  
**BWT 2-08, LD: 1 (IHA)**

3. Language Proficiency Level (LD): 1

| LD | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN   |
|----|---------|-----------|-----------|---------|---------|-------|---------|---------|
|    |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |         |
| 1  | 400-549 | 51-65     | 65-74     | 430-459 | 120-139 | 40-49 | 475-559 | Pre-2nd |

4. Knowledge, Skills, and Abilities:

- More than ten years professional cooking experience in a variety of menu items using standard recipes and cooking techniques.
- Experience of overall responsibility for directing food preparation in the kitchen.
- Ability to oversee approximately 30 kitchen personnel such as cooks, bakers, service workers, and so on.

5. Others:

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.

**Work Schedule:**

- Work Hours: 40 hours / week
  - Work Days: 5 Days/week (Shift rotation)
  - Work Schedule: 0530-1430, 0600-1500, 1130-2030, 1230-2130, 1730-0230
- \*Work schedule is subject to change

**Remarks:**

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

At the Enlisted Club, serves as mess steward with overall responsibility for directing food preparation activities in a situation where workload requires approximately 30 kitchen personnel as cooks, bakers, service workers, and other food service personnel in an operation that generates sales of \$1.2 million annually.

Maintains library reference file for recipes, cook books and periodicals to insure ability to meet customer demands for popular dishes such or unusual foreign food.

Prepares or supervises preparation for Ice Carving and Sculpture for special functions and ceremonies.

| <b>Minimum Qualification<br/>採用基準</b>   |   |
|---|---|
| <p>1. Position Title, Number / 職種名、職番:<br/> <b>Electrician, #2094</b><br/> <b>電気工</b><br/> <b>374 CES/CEOFE 施設中隊</b></p>  | <p>2. Basic Wage Table, Grade /<br/>           基本給表、等級<br/> <b>BWT 2-07 2表7等級</b></p> |
| <p>3. Knowledge, Skill and Experience / 知識、技能、職務経験:</p> <ul style="list-style-type: none"> <li>• Knowledge and skills to install, repair and maintenance of various electrical equipment/systems.<br/>             電気機器／システムの設置、修理やメンテナンスに関する知識と技能。</li> <li>• More than three years work experience as an electrician is desirable.<br/>             電気工事士として3年以上の実務経験があることが望ましい。</li> </ul> <p>4. License Required / 必要免許:</p> <ul style="list-style-type: none"> <li>• Current possession of a valid Electrician's License (Denki Koji-shi 2<sup>nd</sup> Level).<br/>             電気工事士2種免許証</li> <li>• Current possession of Ordinary Vehicle Driver's License. (Automatic transmission only is not allowed)<br/>             普通自動車運転免許（オートマ限定不可）</li> </ul> |   |
| <p><b>Work schedule :</b></p> <ul style="list-style-type: none"> <li>• Work Hours: 40 hours / week      週40時間</li> <li>• Workdays: Mon - Fri              月～金曜日</li> <li>• Work Schedule: 730-1615        7:30－16:15</li> </ul>   |   |
| <p><b>Remarks:</b></p> <ul style="list-style-type: none"> <li>• The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight.<br/>             監督者からのリクエストにより、勤務場所・部署・勤務時間が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。</li> </ul>   |   |
| <b>Main Duties 主な仕事</b>   |   |
| <p>Installs, repairs, and performs scheduled maintenance on various electrical equipment/systems. Performs pre-operational and operational inspections and function checks on newly installed systems and equipment.</p>  |   |
| <p>Conducts repair/replacement of lighting systems. Removes and replaces metal halide, high pressure sodium, halogen, incandescent and fluorescent light bulbs, individually or by total re-lamping of a facility.</p>  |   |
| <p>さまざまな電気機器／システムの設置、修理、定期メンテナンスを行う。新規に設置されたシステムや機器の動作前検査、動作検査、機能チェックを行う。</p>   |   |
| <p>照明システムの修理／交換を行う。メタルハライド、高圧ナトリウム、ハロゲン、白熱灯、蛍光灯を個別に、または施設全体の再点灯によって取り外し、交換する。(意訳)</p>   |   |

| <b>Minimum Qualification<br/>採用基準</b>  |   |
|--|---|
| <p>1. Position Title, Number / 職種名、職番:<br/> <b>Refrigeration and Air-Conditioning Mechanic, #2240</b><br/> <b>冷蔵及び空気調節機械工、2240 番</b><br/> <b>374CES/CELN1 施設中隊</b></p>   | <p>2. Basic Wage Table, Grade /<br/>           基本給表、等級<br/> <b>BWT 2-07 2表7等級</b></p> |
| <p>3. Knowledge, Skills and Experience / 知識, 技能と職務経験:</p> <ul style="list-style-type: none"> <li>• Work experience of facility equipment repair and maintenance such as air conditioning system and/or boiler system is desirable.<br/>               空気調節システムまたはボイラー装置などの設備機器の修理や保全を行う職務経験があれば望ましい。</li> </ul> <p>4. Required License and Certification / 必要免許及び修了証:</p> <ul style="list-style-type: none"> <li>• Must be able to obtain Gas Welding Certificate.<br/>               ガス溶接技能講習修了証を取得できること。</li> <li>• Must be able to obtain High Pressure Gas Class 3 Refrigeration Certificate.<br/>               第三種冷凍機器責任者免状（高圧ガス製造保安責任者）を取得できること。</li> </ul> |   |
| <p><b>Work schedule :</b></p> <ul style="list-style-type: none"> <li>• Work Hours: 40 hours / week      週40時間</li> <li>• Workdays: Mon - Fri              月～金曜日</li> <li>• Work Schedule: 730-1615          7:30－16:15</li> </ul>  |   |
| <p><b>Remarks:</b></p> <ul style="list-style-type: none"> <li>• This is a target grade. Selection maybe at BWT 2-6 as a Refrigeration and A/C Mechanic Advanced Trainee depending on qualification of applicant.<br/>               こちらは目標レベルの職種です。応募者の経験と資格によって2表6等級の冷蔵及び空気調節機械工 上級技能見習工として採用されます。</li> <li>• The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.<br/>               監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。</li> </ul>   |   |
| <b>Main Duties 主な仕事</b>  |   |
| <p>Installs and maintains residential refrigeration and air conditioning systems and refrigerated water cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations.</p>  |   |
| <p>Inspects, repairs, and replaces defective parts of boilers, heating, hot water systems and appurtenant equipment; to include repair and replacement of boilers.</p>   |   |



|  |
|--|
| Locates and makes repairs that can be accomplished by removing, cleaning, replacing, packing and sealing defective parts of utility, supply and disposal systems such as dirty traps, sections of broken tile or pipe, and leaky drains using existing routes, openings, hangers, and levels. Checks operation and performs preventive inspections to small parts and sections of existing systems. Maintains records and documents actions. |
| Exercises safe operation; ensures tools, equipment, parts and supplies are in good working conditions and used properly; reports all unsafe conditions, mishaps to Foreman.  |
| 住宅の冷蔵及び空気調節システム装置や水冷装置を設置し定期的なメンテナンスを行う。   |
| ボイラー装置及び付属機器類の検査、修理や欠陥部品の交換、空気処理装置類や付属機器の検査。   |
| 既存の経路、開口部、空洞、高さの中で廃水トラップ、タイルやパイプの破損、配管漏れ等の修理箇所を探し、故障部分の除去、掃除、交換、パッキン、密閉作業をする。作動を確認し、部品や該当箇所の予防点検。記録、書類作成を行う。   |
| 安全な作業に努める。工具、機器、部品、や補給品の適切な使用、危険な状況等は監督者に報告する。<br>(意識)   |

|  |   |
|--|---|
| 1. Position Title, Number/職種名、職番:<br><b>Refrigeration and Air-Conditioning Mechanic -<br/>Advanced Trainee, BWT 2-6 #2223</b><br>冷蔵及び空気調節機械工 上級技能見習工、2223 番  | 2. Basic Wage Table, Grade<br>/基本給表、職番、等級:<br><b>BWT 2-06, 2 表 6 等級</b> |
| This is developmental position. The duties performed are identical to the Refrigeration and Air-Conditioning Mechanic, BWT 2-7 level expect that the employee receives more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance. |   |
| こちらは見習工としての職種です。職務内容は冷蔵及び空気調節機械工、BWT2-7と同様、従業員は適切な監督の下で目標レベルの訓練を受けながら職務を行う事が求められます。  |   |

**Minimum Qualification  
採用基準**

1. Position Title, Number / 職種名、職番:

**Refrigeration and Air-Conditioning Mechanic, #2240**  
**冷蔵及び空気調節機械工、2240 番**  
**374CES/CEOIH 施設中隊 (HVAC)**

2. Basic Wage Table, Grade /

基本給表、等級  
**BWT 2-07 2 表 7 等級**

3. Knowledge, Skills and Experience / 知識、技能と職務経験:

- Mechanical knowledge and background work experience to maintain refrigeration and air conditioning systems and equipment.  
冷蔵及び空気調整システムや装置のメンテナンス作業に関する機械の知識と実務経験。
- Experience in position-related field is desirable.  
関連分野の職務経験があれば望ましい。

4. Required License and Certification / 必要免許及び修了証:

- Gas Welding Certificate (Requires the certification before employment date)  
ガス溶接技能講習修了証。(採用日までに要修了証取得)
- Must be able to obtain High Pressure Gas Class 3 Refrigeration Certificate.  
第三種冷凍機器責任者免状(高圧ガス製造保安責任者)を取得できること。
- Current possession of Ordinary Vehicle Driver's License (Automatic and Manual Transmission vehicle License) is desirable.  
普通自動車運転免許証(オートマとマニュアルミッション車免許)があれば望ましい。

**Work schedule :**

- Work Hours: 40 hours / week      週 40 時間
- Work Days: Mon - Fri              月～金曜日
- Work Schedule: 730-1615          7 : 30 - 16 : 15

**Remarks:**

- This is a target grade. Selection maybe at BWT 2-6 level as a Refrigeration and A/C Mechanic Advanced Trainee depending on qualification of applicant.  
こちらは目標レベルの職種です。応募者の経験と資格によって見習いレベル2表6等級冷蔵及び空気調節機械工アドバンスド訓練生として採用されます。
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.  
監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。

**Main Duties 主な仕事**

Maintains refrigeration and air conditioning systems and refrigerated water-cooling units by conducting periodical inspections of equipment to ascertain proper cooling operations. Conducts repair work based on the work order requests received.

各種冷蔵及び空気調節システムの装置や水冷装置の定期点検・メンテナンス作業を行い、各装置並びにシステムを正常な状態に保つ。

1. Position Title, Number/職種名、職番:

**Refrigeration and Air-Conditioning Mechanic -  
Advanced Trainee, BWT 2-6 #2223**

**冷蔵及び空気調節機械工 アドバンス訓練生、2223 番**

2. Basic Wage Table, Grade

/基本給表、職番、等級:

**BWT 2-06, 2 表 6 等級**

This is developmental position. The duties performed are identical to the Refrigeration and Air-Conditioning Mechanic, BWT 2-7 level expect that the employee receives more supervision and adequate training. The incumbent works closely with the supervisor in performing the duties of the full performance.

こちらは研修生としての職種です。職務内容は冷蔵及び空気調節機械工、BWT2-7 と変わりませんが、従業員は適切な監督の下で目標レベルの訓練を受けながら職務を行う事が求められます。

| <b>Minimum Qualification<br/>採用基準</b>  |   |
|--|---|
| 1. Position Title, Number / 職種名、職番:<br><b>Plumber, #2218 配管工 2218番</b><br><b>374 CES/CEOIU 施設中隊</b>  | 2. Basic Wage Table, Grade /<br>基本給表、職番、等級<br><b>BWT 2-06 2表6等級</b> |
| 3. Knowledge, Skills, and Experience / 知識、技能、能力: <ul style="list-style-type: none"> <li>• Knowledge and skills to perform maintenance and repair of various type of plumbing system.<br/>               様々な配管システムの維持管理や修理を行う知識と技能。</li> <li>• Understanding of basic level of English Language is desirable.<br/>               基礎レベルの英語を理解出来る事が望ましい。</li> </ul>                 |   |
| 4. License Requirement / 必要免許: <ul style="list-style-type: none"> <li>• Current possession of a valid ordinary vehicle driver's license. (Not automatic transmission limited)<br/>               現在有効な普通自動車運転免許証(オートマ限定不可)</li> </ul>  |   |
| <b>Work Schedule</b> <ul style="list-style-type: none"> <li>• Work Hours: 40 hours/ week      勤務時間: 週40時間</li> <li>• Workdays: Monday-Friday      勤務日: 月曜日～金曜日</li> <li>• Work Schedule: 730 – 1615      勤務時間: 730 – 1615</li> </ul>   |   |
| <b>Remarks</b> <ul style="list-style-type: none"> <li>• The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.<br/>               監督者からのリクエストにより勤務場所・部署・勤務予定表が変わる可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。</li> </ul>   |   |
| <b>Main Duties 主な仕事</b>  |   |
| Inspects, maintains and repairs base water systems to include 300K linear feet (LF) of water distribution lines systems and seven sewage lift stations. Maintains, repairs, and inspects fire hydrants, fire suppression systems and backflow prevention devices. Provides technical support to work centers for infrastructure systems and coordinates on multi-craft projects. |   |
| Coordinates with controller for job assignment and provides specific information as to whether job is completed or not.  |   |
| 300K リニアフィート(LF)の配水管システムと7つの下水リフトステーションを含む、基本給水システムの検査、保守、修理。消火栓、消火システム、逆流防止装置の保守、修理、検査。インフラシステムの作業センターに技術サポートを提供し、複数の技術を要するプロジェクトの調整を行う。  |   |
| コントローラと仕事の割り当てを調整し、仕事が完了したかどうかの具体的な情報を提供する。  |   |

**Minimum Qualification**

1. Position Title, Number, Organization:  
**Heavy Vehicle Driver #2136**  
**374LRS/LGRDDO**

2. Basic Wage Table, Grade, and LPL:  
**BWT 2-6, LPL-1**

3. Language Proficiency Level (LPL): 1

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN   |
|-----|---------|-----------|-----------|---------|---------|-------|---------|---------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |         |
| 1   | 400-549 | 51-65     | 65-74     | 430-459 | 120-139 | 40-49 | 475-559 | Pre-2nd |

4. Knowledge, Skills, and Abilities:

- Experience in operating heavy automotive vehicles and/or buses to transport passengers and cargo over public roads and highways.

5. License Requirement:

- Current possession of a valid Large Sized Vehicle Driver's License (Class I)
- Current possession of a valid Large Sized Special Vehicle Driver's License (Class I)
- Current possession of a valid Forklift Operator's Certificate (1 ton and over)

6. Physical Qualification:

- Requires manual lifting up to 40 pounds (18 kilograms).

7. Other requirements:

- Submission of the past five yera's Driving Record Certification (Unten Kiroku Syoumeisyo) is required.

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Days: Shift Rotation (2 days off / per week)
- Work Schedule: 14:00 – 23:00      \*Work schedule is subject to change

**REMARKS:**

- The duty location/section/work schedule may be changed at management's request. For any question or concern, please contact the JN Staffing Section.

**Main Duties**

Operates heavy automotive vehicles, including buses, with 4-ton and more but less than 10-ton capacity to transport passengers and cargo between installation facilities or over public roads and highways. Operates forklift trucks to move, load or un-load, transfer, transport, and stack or un-stack heavy supplies.

Operates any US Government-owned, -rented, and -leased vehicles for which he or she is qualified on the required GOJ-issued vehicle driver's license (specified below) to transport passengers and cargo on and off base for official purposes.

## Minimum Qualification

1. Position Title, Number:  
**Cook Foreman A, #2038**  
**374FSS/FSBD-W2**

2. Basic Wage Table, Grade, and LD:  
**BWT 2-06, LD: 1 (IHA)**

3. Language Proficiency Level (LD): 1

| LD | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN   |
|----|---------|-----------|-----------|---------|---------|-------|---------|---------|
|    |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |         |
| 1  | 400-549 | 51-65     | 65-74     | 430-459 | 120-139 | 40-49 | 475-559 | Pre-2nd |

4. Knowledge, Skills, and Abilities:

- Possess at least 5 years' experience in high volume food operation including high end catering and restaurant.
- Skills in basic clerical duties by using computerized software program.
- Ability to provide on-the-job training and technical advice to subordinate cooks and assist Executive Chef in kitchen operations overall.
- Good command of English and Japanese Language

5. Physical Qualification:

- Ability to frequently lifting objects up to 18 kg.

6. Others:

- Requires obtaining Food Handler's Certificate and/or taking food handler's training.
- Possession of a valid Government Certification for a Cook is preferred.

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Days: 5 days/week
- Work Schedule: Day: 0600 - 1500 / 0900 - 1800 / 1100 - 2000  
 Night: 1200 - 2100 / 1400 - 2300

**Remarks:**

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Leads a team of trades and/or labor workers. On a regular and recurring basis, utilizes trades and/or labor knowledge and skill to lead a team of three or more workers in performance of various related work.

Cleans and/or oversees cleaning of preparation area and cooking utensils in accordance with sanitation standards.

Initiate weekly food requisitions for food/beverages/supply items. Inputs all food shipments into computerized software program to track food inventory.

Prepared and cooks a variety of menu items including regular and special food and dessert items using standard recipes and cooking techniques. Prepares and presents food so that it is visually appealing to customers. Examine all food for quality and freshness before preparation to meet customer's needs.

**Condition of Employment:**

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

Cook Foreman A, #2038 BWT 2-06, LD: 1



## Minimum Qualification

### 採用基準

1. Position Title: 職種名、職番

**Maintenance Worker, #2080 営繕工, 2080 番**  
**374FSS/FSWL 多摩ヒルズレクリエーションエリア**

2. Basic Wage Table: 基本給表、等級

**BWT 2-05 (IHA) 2 表 5 等級**

3. Knowledge, Skills, and Abilities / 知識、技能、能力:

- Experience and or training of repair and maintenance of facilities.  
施設の修理や保守作業の経験及びまたは訓練を受けている。

4. License Requirement / 必要資格等:

- Current possession of a valid Ordinary Vehicle Driver's License (for vehicle with automatic and manual transmission). 普通自動車免許 (オートマ限定不可)
- Heavy Equipment Operator License. 大型特殊運転免許
- Valid Large Special Sized Vehicle Driver's License. 大型自動車運転免許
- Forklift Operator's Certificate. フォークリフト技能講習修了証
- Small Sized Construction Machinery Operator's Certificate (under 3 ton for leveling ground, transportation, loading and excavating).  
小型車両系建設機械特別教育修了証 (3トン未満、整地・運搬・積込・掘削)

5. Physical Qualification / 身体的要件:

- Ability to lift and carry supplies/materials/equipment weighing up to 70 pounds (32kg).  
約32キロ程度の備品や道具などの持ち運びができる。

### Work Schedule:

- Work Hours: 40 hours/ week 勤務時間: 週40時間
  - Off Days: Sat and Sun or Tue and Wed 休日: 土、日曜日または火、水曜日
  - Work Schedule: 08:00-17:00 ワークスケジュール: 08:00-17:00
- \*ワークスケジュール、休日等は変更される可能性があります。

### Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.  
監督者のリクエストにより勤務場所・部署・勤務予定表が変更される可能性があります。ご質問やご不明な点がございましたら人事部雇用課までお問い合わせください。

### Main Duties 主な仕事

Performs various types of work to maintain the recreation facilities, equipment and grounds to include picnic areas, ball fields, playground, golf course, tennis courts, dining halls, lodging facilities, jacuzzi, offices, camp sites, retail outlets, etc., within Tama Hills Recreation Area. Performs interior and exterior repair and maintenance works.

多摩ヒルズレクリエーションエリア内のピクニックエリア、野球場、遊び場、ジャクジー、ゴルフコース、テニスコート、ダイニングホール、宿泊施設、事務所、キャンプ場、販売店等を含むレクリエーション施設、設備、土地を良好な状態に保つため様々な作業を行う。施設内外の修理及び、維持作業を行う。

Operates and maintains tools and equipment. Operates motored vehicles to include trucks up 4 tons, forklift up to 3 ton, and golf carts. Loads and unloads cargo to and from vehicles as required.

工具や機器の操作とメンテナンス。4トンまでのトラック、3トンまでのフォークリフト、ゴルフカートを含む車両を運転する。必要に応じて荷物の車両への積み込み、車両からの積み下ろしを行う。

**Minimum Qualification**

1. Position Title, Number:

**Cook #2037  
374FSS/FSBE-X2**

2. Basic Wage Table, Grade, and LD:

**BWT 2-04, LD: 1 (IHA)**

3. Language Proficiency Level (LD): 1

| LPL/LD | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN   |
|--------|---------|-----------|-----------|---------|---------|-------|---------|---------|
|        |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |         |
| 1      | 400-549 | 51-65     | 65-74     | 430-459 | 120-139 | 40-49 | 475-559 | Pre-2nd |

4. Knowledge, Skills, and Abilities:

- Experience working in a professional kitchen preparing and serving food in a restaurant, etc.

5. Physical Qualification:

- Ability to frequently lifting objects up to 18 kg.  
(Must state your capability to carry 18 kg.)

6. Others:

- Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training.

**Work Schedule:**

- Work Hours: 40 hours / week
- Work days: 5 Days / week
- Work Schedule: Shift Schedule  
1. 0600-1500 (Recess:1200-1300), 2. 0800-1700 (1400-1500), 3. 1230-2130 (1600-1700)  
\*Work schedule is subject to change

**REMARKS:**

- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Section.

**Main Duties**

Prepares and cooks a variety of menu items including regular entrees, special diet entrees and dessert items as well as entrees for special functions using standard recipes and cooking techniques at the Enlisted Club.

Cleans the food preparation area and cooking utensils routinely in accordance with sanitation standards to ensure that the food facility health inspections meet or exceed the grading standard of satisfactory or higher as determined by routine health inspections.

**Minimum Qualification**

1. Position Title, Number:  
**Cook #2037**  
**374FSS/FSBD-W4 (Route 16)**

2. Basic Wage Table, Grade, and LD:  
**BWT 2-04, LD: 1 (IHA)**

3. Language Proficiency Level (LD): 1

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN   |
|-----|---------|-----------|-----------|---------|---------|-------|---------|---------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |         |
| 1   | 400-549 | 51-65     | 65-74     | 430-459 | 120-139 | 40-49 | 475-559 | Pre-2nd |

4. Knowledge, Skills, and Abilities:

- Work experience in food preparation and cooking for customers.

5. Physical Qualification:

- Ability to frequently lifting objects up to 40 pounds (18 kg).

6. Others:

- Requires obtaining Food Handler’s Certificate and/or taking Food Handler’s Training.

**Work Schedule:**

- Work Hours: 40 hours / week
- Work Schedule: Shift rotation and off: 2 days/week
- Day Shift: 0600-1500 / 0800-1700, 1000-1900
- Night Shift: 1230-2130

**Remarks:**

- The duty location/ section / work schedule may be changed at management’s request. For any questions or concerns, please contact the Civilian Personnel Section

**Main Duties**

Assist in the preparing and cooking a variety of menu items including regular and special food and dessert items using standard recipes and cooking techniques.

Utilizes health, safety, and sanitation practices, procedures, rules, and regulations to maintain a safe and clean work environment.

Performs other related or incidental duties as assigned.

**Condition of Employment:**

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

### Minimum Qualification

1. Position Title, Job Number, Organization:  
**Guard #3001 374SFS/S30**

2. Basic Wage Table, Grade, and LPL:  
**BWT 3-1, LPL:1**

3. Language Proficiency Level (LPL):1

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN   |
|-----|---------|-----------|-----------|---------|---------|-------|---------|---------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |         |
| 1   | 400-549 | 51-65     | 65-74     | 430-459 | 120-139 | 40-49 | 475-559 | Pre-2nd |

4. Education level:

- High School Graduate or local equivalent.

5. License Requirement:

- Current possession of a valid Ordinary Vehicle Driver's License for vehicle with automatic and manual transmission. (Not automatic transmission limited).

6. Physical Qualification:

- Physical health and stamina to accomplish job requirements.

7. Other:

- About six weeks of initial training will be given.

#### Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Rotate five on, two off x 4Day shift and five on, two off x 4Swing shift  
\*One cycle is 16 weeks
- Work Schedule: Day: 0500-1400 / Swing:1300-2200 (Subject to change)  
\*Rotating schedule will be set after completion of an initial six-months training.

#### Remarks:

- The duty location/ section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Stands guard at assigned gates with equipment such as pistols, shotguns, nightsticks, "Capstun", etc.; controls traffic of military and civilian personnel entering and leaving Yokota Air Base to ensure safety is maintained for USFJ personnel and facilities. Checks gate passes, vehicles passes, ID cards and other authorizations as required to permit entry into the facility.

Issues visitors' permits after obtaining necessary clearance from individual or organization involved and ascertaining appropriate documents such as driver's license, passport, or vehicle insurance policy from visitors.

Condition of Employment:

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

## Minimum Qualification

- |  |  |
|--|--|
| 1. Position Title, Number<br><b>Management Intern, #0469<br/>                 (Purchasing and Contract Specialist)<br/>                 374 CONS/PKB</b> | 2. Basic Wage Table, Grade, LPL:<br><b>BWT 1-04 (5/6), LPL-2 (3)</b> |
|--|--|

3. Language Proficiency Level (LPL): 2 requested by management

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN |
|-----|---------|-----------|-----------|---------|---------|-------|---------|-------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |       |
| 2   | 550-729 | 66-75     | 75-89     | 460-549 | 140-209 | 50-79 | 560-869 | 2nd   |

4. Knowledge, Skills, and Experience:

- Skilled in operating computers with office automation software, such as Microsoft Word, Excel Outlook, Power Point, etc.
- Experience related to the procurement of contracts is desirable.
- Knowledge of clerical and administrative duties.

5. Education Requirement:

- Must be graduate of a university or college or junior college or have an equivalent education and/or experience.

6. Others:

- This is a trainee position.
- Must meet regulatory requirement prior to promotion to the next level, (BWT 1-5) and target level (BWT 1-6).

**Work Schedule:**

- Work Hours: 40 hours / week.
- Workdays: Monday - Friday
- Work Schedule: 730 – 1630

**Remarks:**

- Period of Employment: Not to Exceed 31 Mar 2025 \*subject to change
- Assigned grade may be determined by selectee’s qualification and experience.
- The duty location/section/work schedule may be changed at management’s request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Receives formal and on-the-job training to procure and plan acquisitions for standard or specialized commodity, service, and/or construction requirements, where specifications are typically commercial and established competitive markets and price competition exist. Reviews requisition package for adequacy, consistency, and compliance with administrative, regulatory, and procedural requirements.

Executes post award contract performance management actions. Monitors contract performance through site visits, telephone/email conversations/correspondence, inspections, progress reports, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, and other contract terms and conditions.

**Minimum Qualification**

1. Position Title, Number:  
**Telephone Operator, #0217**  
**374CS/SCOS**

2. Basic Wage Table, Grade, LPL:  
**BWT 1-03, LPL-2**

3. Language Proficiency Level (LPL): 2

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC   | EIKEN |
|-----|---------|-----------|-----------|---------|---------|-------|---------|-------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |         |       |
| 2   | 550-729 | 66-75     | 75-89     | 460-549 | 140-209 | 50-79 | 560-869 | 2nd   |

4. Skill and Experience:

- Training and/or experience using the computer keyboard and basic typing.

**Work Schedule:**

- Work Hours: 40 hours/ week
- Work Days: 5 days a week include Sat and Sun
- Work Schedule: Shift Rotation Schedule Day: 0700-2000/ 0700-1900 Night: 2000-0700  
 \*Work schedule is subject to change

**Remarks:**

- Period of Limited Term employment: 31 Oct 2024 (subject to change)
- The duty location/section/work schedule may be changed at management's request.  
 For any questions or concerns, please contact the JN Staffing Section.

**Main Duties**

Operates a computerized console telephone switchboard system to receive, transfer and transmit calls in a variety of ways.

Maintains a safe, orderly and neat work environment. All outgoing/incoming documents must reach the Supervisory Telephone Operator in a timely manner.

Performs other related or incidental duties as assigned.

**Condition of Employment:**

This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

Provides advice and assistance to customers/technical personnel and establishes working relationships with program and contractor management personnel to resolve issues and provide information, when needed.

To satisfy the requirements for promotion to the next target level, trainee must successfully perform at assigned grade level, demonstrate knowledge and understanding of the formal training plan requirements, be able to apply contracting principles and procedures required for assigned areas of responsibility, complete the required Acquisition Professional Development Program courses, and obtain supervisor's recommendation.



## Minimum Qualification

### 採用基準

#### 1. Position Title and Number / 職種名、職番:

**Power Generating Equipment Repairman, #2381**  
**発電装置修理工**  
**374CES/CEOFP 施設中隊**

#### 2. Basic Wage Table, Grade

基本給表、等級:  
**BWT 2-7 2表7等級**

#### 3. Knowledge, Skills, and Abilities / 知識、技術、能力:

- Work experience in maintenance and repairs electrical components such as generators, voltage regulators, governors, starter motors, battery systems, fuel pumps, fuel lines, and oil pumps are desirable.  
発電機、電圧調整器、ガバナー、スターターモーター、バッテリーシステム、燃料ポンプ、燃料ライン、オイルポンプなどの電気部品の保守・修理の実務経験があれば望ましい。
- Ability to performs repair, replacement, and overhaul of power support system components for any related duties.  
電気サポートシステム部品に関連する修理、交換、オーバーホールを行う能力。

#### 4. License and Certification Requirement / 必要資格等:

- Current possession of Ordinary Vehicle Driver's License (Automatic transmission only is not allowed) is desirable.  
普通自動車運転免許(AT 限定不可)を所持していることが望ましい。
- Current possession Class-2 Electrical License is desirable.  
第二種電気工事士免許を所持していることが望ましい。

#### 5. Others / その他:

- Working at heights, exposure to loud noise, dust, heat, sparks from high temperature welding, chemical fumes, extreme weather (hot/cold/snow/winds), shift and irregular work schedule.  
高所作業、大きな騒音、粉塵、熱、高温溶接による火花、化学ヒューム、極端な天候(暑さ/寒さ/雪/風)、交代勤務、不規則なスケジュール。

#### Work schedule:

- Work Hours: 40 hours/ week 勤務時間: 週40時間
- Workdays: Monday-Friday 勤務日: 月曜日～金曜日
- Work Schedule: 730 – 1615 (Subject to change) 勤務時間: 730 – 1615 (変更される場合がある)
- Work Schedule is subject to change based on CHP Operation. To include but not limited to night shifts, weekends, or holiday shifts.  
勤務スケジュールは CHP の運営状況により変更される場合があります。夜勤、週末、休日勤務を含むがこれに限定されない。

#### Remarks :

- Period of Limited Term employment: 30 Sep 2025 (subject to change)  
雇用期間: 2025年9月30日迄 (期間は変更になることがあります)
- The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.  
監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明な点がございましたら人事部雇用課までお問い合わせください。

### Main Duties 主な仕事

Installs, inspects, and performs modifications and repairs to electrical power support systems such as electrical power generation systems and power distribution equipment.

発電機や配電設備などの電力支援システムの設置、検査、改造、修理を行う。

Performs scheduled maintenance, inspections, operations on power units utilizing manual, automatic operating procedures, and emergency procedures.

マニュアル、自動操作手順、緊急手順を駆使して、動力装置のスケジュール保守、点検、操作を行う。

Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.

定められた安全規則に従い、安全対策と手順を活用し、安全で清潔な職場環境を維持する。

Performs clean-up duties such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area such as Lock Out/Tag Out procedures and Fall Protection".

ロックアウト／タグアウトの手順や落下保護など、割り当てられたエリアにおいて、機器の清掃、掃き掃除、整頓、工具やその他の所有物の整列などの後片付け業務を行う。

Operates internal combustion engine-driven power generating equipment such as electric power generators, gasoline engine, diesel engines, water and petroleum distribution pumps, air compressors, frequency converters as required.

発電機、ガソリンエンジン、ディーゼルエンジン、水・石油配給ポンプ、エアコンプレッサー、周波数変換器など、内燃エンジン駆動の発電設備を必要に応じて操作する。

| <b>Minimum Qualification<br/>採用基準</b>  |  |
|--|--|
| <p>1. Position Title, Job Number / 職種名、職番：<br/><b>Animal Caretaker、#2003 (HPT)</b><br/><b>動物世話係、2003 番</b><br/><b>374FSS/FSWPB</b></p>   | <p>2. Basic Wage Table, Grade /<br/>基本給表、等級：<br/><b>BWT 2-03 2表3等級 (IHA)</b></p> |
| <p>3. Knowledge, Skills, and Abilities/知識、技能、能力：</p> <ul style="list-style-type: none"> <li>• Experience with grooming dogs.<br/>犬のトリマーとしての経験。</li> <li>• Skills to take care of the animals feeding and watering per instructions.<br/>指示に従って餌、水を与えるなどの動物の世話をする技術。</li> <li>• Knowledge of basic computer operations.<br/>基本的なコンピューター操作の知識。</li> </ul> <p>4. Physical Qualification / 身体的要件：</p> <ul style="list-style-type: none"> <li>• Must be able to lift and carry items weighing up to 40 pounds (18kg).<br/>40 ポンド(約 18 キロ)までの物や動物を持ち上げたり、運んだりできること。</li> </ul> <p>5. Others / その他：</p> <ul style="list-style-type: none"> <li>• Have experience and/or knowledge of handling animals.<br/>動物を扱った経験及び、もしくははその知識があること。</li> <li>• Certified professional groomer is preferred.<br/>トリマーの資格があることが望ましい。</li> </ul> |  |
| <p>Work schedule / 勤務時間：</p> <ul style="list-style-type: none"> <li>• Work Hours: Sun-Sat, 32 hours/ week      勤務時間：日～土、週32時間</li> <li>• Work Days: 4 Days per week      勤務日：週4日間勤務</li> <li>• Work Schedule:      勤務時間：08:30-17:15</li> </ul> <p>*Work Schedule may vary      スケジュールは変更される場合があります。</p>  |  |
| <p>Remarks / その他：</p> <ul style="list-style-type: none"> <li>• Hourly Pay Temporary: Not to exceed one year<br/>時給制臨時雇用：雇用開始日から1年を超えない期間</li> <li>• The duty location/section/work schedule may be changed at management's request.<br/>For any questions or concerns, please contact the JN Staffing Section.<br/>監督者からの要求により勤務場所・部署・就業計画が変わる可能性があります。ご質問や不明点がございましたら人事部雇用課までお問い合わせください。</li> </ul>   |  |
| <b>Main Duties 主な仕事</b>  |  |
| <p>Provide grooming service – shampoo, hair cutting, nail filling, etc. – to animals as requested by the owner.</p>  |  |

Provides care and attention to animals being housed at the Pet Boarding Facility in accordance with established policies, procedures and techniques. Determines the proper amount and type of food to give the respective animals, and ensures to follow established feeding and watering schedules.

飼い主の要望に応じて全身カット、シャンプー、爪切り等を含むグルーミングサービスを提供する。

ペットケアセンターで預かっている動物たちに、定められた方針や手順、技術に従って注意を払いながら世話を行う。個別の動物毎に与えるべき餌の適切な量と種類を決定し、決められた餌やり、水やりのスケジュールに従って世話をする。

その他、割り当てられた様々な事務管理作業を行う。

### Minimum Qualification

1. Position Title, Number:  
**Budget Technician, #0254  
 374CES/CEIAR**

2. Basic Wage Table, Grade, and LPL:  
**BWT 1-05, LPL: 3**

4. Language Proficiency Level (LPL): 3

| LPL | TOEIC   | ALCPT(LD) | ALCPT     | TOEFL   |         |       | CASEC | EIKEN   |
|-----|---------|-----------|-----------|---------|---------|-------|-------|---------|
|     |         | ~8 Feb 16 | 8 Feb 16~ | PBT     | CBT     | iBT   |       |         |
| 3   | 730-859 | 76-85     | 90-100    | 550-599 | 210-249 | 80-99 | 870~  | Pre 1st |

5. Knowledge, Skills, and Abilities:

- Work experience in support for budget execution analysis of funding program.
- Skills in budget formulation involving preparation of detailed analysis of annual and/or multi-year budget estimates for programs.
- Skills to use budgetary automated systems and computer-generated productions.

**Work Schedule:**

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730 – 1630

**Remarks:**

- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

### Main Duties

Provides technical assistance in budget execution analysis for multiple complex programs; obligations incurred, actual expenditures of different sources, and types of funding, such as one-year, multi-year, O&M, Military Family Housing (MFH), reimbursement funds, and transfer of funds from other agencies.

Exercises technical expertise and recommends approval or disapproval of funding requests based on interpretations of fiscal law, regulation, and/or policy.

Provides technical assistance in budget formulation involving preparation of detailed analysis of annual and/or multi-year budget estimates for organizations/programs into a consolidated budget request.

Accomplishes technical and sometimes complicated computer operations to retrieve stored information and generates reports.