

横田基地職員求人案内 2024年10月31日

Yokota Vacancy Announcement for Local National Positions 31 October 2024

軍休のため締切日が変更になってい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) 11月15日(金) 17時 The LMO : 15 Nov 24 (Fri) at 17:00

民間人人事部雇用課 11月18日(月) 15時 The CPS : 18 Nov 24 (Mon) at 15:00

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 Job Title	部隊 Organization	等級 Grade	語学 LPL/ LD	契約 Contract	募集範囲 Area of consideration	掲示日 Open Day
エンジニアリング専門職 (電子) Engineering Technician (Electronics)	空席数 : 2 Vacancies : 2 国防総省 日本代表 DoD Special Representative Japan	1-5	2	MLC	内部・外部 INT/EXT	9/5
予算専門職 Budget Technician	装備即応中隊 374 Logistics Readiness Squadron	1-5	3	MLC	在日米軍従業員 USFJ Employee	6/13
管理専門職 Administrative Specialist	国防保健局 Defense Health Agency	1-4	2	MLC	内部・外部 INT/EXT	新規 New
管理専門職 Administrative Specialist	空輸航空団 広報部 374 AW/PA	1-4	2	MLC	在日米軍従業員 USFJ Employee	新規 New
生産管理事務職 Production Control Clerk	締切り:11月14日15:00 Close at 15:00, 14 Nov 装備即応中隊 374 Logistics Readiness Squadron	1-4	2	MLC	内部・外部 INT/EXT	10/17
児童成育プログラム補助職 Child Development Program Assistant	空席数 : 2 Vacancies : 2 軍支援中隊 チャイルドケアセンター 374 FSS/FSYC	1-3	2	MLC	内部・外部 INT/EXT	9/19
倉庫事務職 Storekeeping Clerk	軍支援中隊 将校クラブ 374 FSS/FSBD-W1	1-3	2	IHA	内部・外部 INT/EXT	4/4
ラジオ、テレビ維持修理工 Radio and Television Maintenance Man	空軍放送局 American Forces Network	2-8	2	MLC	内部・外部 INT/EXT	11/16
メス・スチュワード Mess Steward	軍支援中隊 下士官クラブ 374 FSS/FSBE-X2	2-8	1	IHA	内部・外部 INT/EXT	7/7

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

- * 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 Job Title	部隊 Organization	等級 Grade	語学 LPL/ LD	契約 Contract	募集範囲 Area	揭示日 Open Day
エンジニアリング補助職 (環境) Engineering Aid (Environmental)	施設中隊 374 Civil Engineer Squadron	1-4	2	MLC	内部・外部 INT/EXT	10/17

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

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

- 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

不明な点があり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



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

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, Number:
Administrative Specialist, #0009
DHA/JLCKC00 | 2. Basic Wage Table, Grade, and LPL:
BWT 1-04, 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 Work Experience:

- Work experience in clerical and administrative duties such as maintaining records.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Experience in customer services in any field.

5. Physical Qualification:

- Ability to lifting and carrying objects up to 8 kilograms.
 (*Must state on your resume that you can carry 8 kg)

6. Others

- Must receive vaccination against Measles, Mumps, Rubella, Varicella, Hepatitis B and Tetanus after the employment date.

Work Schedule:

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

Remarks:

- The official effective date will be on/after 1 Jan 25.
- 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

Performs any patient registration actions to include patients referred from outside agencies as required.

Assists the Casualty Affairs Liaison and 374 MDG staff with transcriptions related to death certification process.

Serves as TOPA receptionist receiving all visitors and telephone calls.

Reviews all incoming and outgoing communications and relays them to the appropriate point of contact.

Performs duties as assigned through utilization of Microsoft Office, Department of Defense products, and other systems to produce a wide range of documents and formats, etc.

Performs other related or incidental duties as assigned.

Minimum Qualification

- | | |
|---|---|
| 1. Position Title:
Administrative Specialist #0009
 374 AW/PA | 2. Basic Wage Table, Grade, and LPL:
BWT 1-4, 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	66-750	75-89	460-549	140~209	50~79	560~869	2nd

4. Knowledge, Skills, and Abilities:

- Experience in administrative duties including preparing various documents and maintaining office records.
- Skills in customer service such as receiving telephone calls and greet visitors and ascertain the nature of calls or visits.
- Knowledge and skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to translate from Japanese to English and vice versa.

5. Other:

- The job requires working other than regular work hours as needed.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday – Friday
- Work Schedule: 07:30 – 16:30

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

Perform various administrative and clerical duties to support the office. Works as a receptionist. Receives telephone calls and greets visitors. Ascertains the nature of the calls or visits. Maintain messages/ memos for the chief, deputy and other staff during their absences. Establish, update and maintain office records.

Assist the supervisor and other staff with activities/events and other PA functionals following guidance and instructions. Act as PA speaker for Friendship Festival and any other events as assigned.

Minimum Qualification

- | | |
|---|---|
| 1. Position Title, Number:
Production Control Clerk, #159
374 LRS/LGRVA | 2. Basic Wage Table, Grade, and LPL:
BWT 1-04, 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 Abilities:

- Work experience in administrative duties including operation of computers with OA software such as Microsoft Word, Excel, Outlook, Access etc.
- Skills in schedule management of the request by customers and operation of computerized system to maintain, update and analysis data.
- Experience of customer service in any field.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Monday - Friday
- Work Schedule: 0715 – 1615

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 Transaction Request Tool (TRT) actions to include but not limited to Acceptance, Disposition, Excess, Shipment, DEPOT, and TDY requests. Monitors One Time Repair Limit (OTRL) in TRT and reports findings from TRT to FM&A NCOIC or Section Chief. Works with Transportation Management Office and Defense Logistics Agency office to have vehicles re-distribution orders (RDO), sent to DEPOT, and/or sent to DLA.

Performs tasks outlined within DAFI 24-302, Vehicle Management, Chapter 4 "Fleet Management & Analysis. Accesses and performs daily functions in Fleet Management Information System (FMIS) such as opening and closing work orders. Coordinates with work center supervisors on transferring work orders and estimated service end date.

Operates a desktop computer and all associated software. Maintains proficiency in MS Office and/or similar software. Prepares reports by using MS Excel, Word, PowerPoint and/or Access. Translates written correspondence, HQ directives and local policies.

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.

Minimum Qualification 採用基準	
<p>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/CELN1 施設中隊</p>	<p>2. Basic Wage Table, Grade / 基本給表、等級 BWT 2-07 2表7等級</p>
<p>3. Knowledge, Skills and Experience / 知識, 技能と職務経験:</p> <ul style="list-style-type: none"> • Work experience of facility equipment repair and maintenance such as air conditioning system and/or boiler system is desirable. 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。 <p>4. Required License and Certification / 必要免許及び修了証:</p> <ul style="list-style-type: none"> • Must be able to obtain Gas Welding Certificate. ガス溶接技能講習修了証を取得できること。 • 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。 	
<p>Work schedule :</p> <ul style="list-style-type: none"> • Work Hours: 40 hours / week 週40時間 • Workdays: Mon - Fri 月～金曜日 • Work Schedule: 730-1615 7:30－16:15 	
<p>Remarks:</p> <ul style="list-style-type: none"> • 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. 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。 • 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	
<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。 (意識)

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 上級技能見習工、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

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:
Waiter/Waitress #2143
 374FSS/FSBD-W2 | 2. Pay Plan, Series, Grade, and LD:
BWT 2-02, 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. Physical Qualification:

- Ability to frequently lifting and carrying objects up to 10 kilograms.
 (*Must state your capability to carry 10 kg.)

5. Others:

- Work experience of customer service in any fields is desirable.
- Requires obtaining Food Handler's Certificate and/or taking Food Handler's Training.
- Good command of English and Japanese Language 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
- Work Days: 5 days/week
- Work Schedule: Day Shift : 0700-1600, 1000-1900
 Night Shift: 1100-2000, 1400-2300

Main Duties

Serves at the Officers' Club Complex, providing service requiring rigid standards of efficiency.

Set assigned tables and writes guests' orders or enters food computers. Answers routine question regarding food and beverages.

Carries or wheels dishes to dishwasher, wipes glasses and silverware.

Perform cleaning duties: wipes woodwork and display counters; sweeps, scrubs, and mops floors.

Observes and adheres to safety and sanitation rules and regulations while on duty.

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:
Engineering Aid (Environmental) #0435
374CES/CEIE

2. Basic Wage Table, Grade, and LPL:
BWT 1-04, 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	450-549	140-209	50-79	560-869	2nd

4. Knowledge, Skills, and Experience:

- Experience in administrative duties and coordination with personnel in the field.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc. to prepare documents and maintain records.
- Ability to perform facility inspections and identify hazardous conditions.

5. License Requirement:

- Current possession of a valid ordinary driver's license.

6. Other:

- Performing duties at heights, exposed to loud noise, dust, heat, fuel vapors, extreme weather (hot/cold/snow/rain/strong wind), and shift and irregular work schedule.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Monday - Friday
- Work Schedule: 0730 – 1615

Remarks:

- Period of employment: Not to exceed 30 Sep 2025 *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

Performs monthly and annual inspections of all installation aboveground and underground storage tanks (ASTs and USTs) and associated piping and equipment. Coordinates inspections with installation and facility personnel according to established procedures to ensure facility access. Maintains professional relationships and communications with base organizations.

Prepares and compiles tank documentation and records. Updates and maintains inspection records for all ASTs and USTs in the system of record.

Conducts immediate spill response. Notifies facility personnel and emergency responders as necessary.

Minimum Qualification**採用基準**

1. Position Title, Job Number / 職種名、職番:

Animal Caretaker、#2003 (HPT)**動物世話係、2003 番****374FSS/FSWPB**

2. Basic Wage Table, Grade /

基本給表、等級:

BWT 2-03 2 表 3 等級 (IHA)

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

- Experience with grooming dogs.
犬のトリマーとしての経験。
- Skills to take care of the animals feeding and watering per instructions.
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。
- Knowledge of basic computer operations.
基本的なコンピューター操作の知識。

4. Physical Qualification / 身体的要件:

- Must be able to lift and carry items weighing up to 40 pounds (18kg).
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。

5. Others / その他:

- Have experience and/or knowledge of handling animals.
動物を扱った経験及び、もしくははその知識があること。
- Certified professional groomer is preferred.
トリマーの資格があることが望ましい。

Work schedule / 勤務時間:

- Work Hours: Sun-Sat, 32 hours/ week

勤務時間 : 日～土、週32時間

- Work Days: 4 Days per week

勤務日 : 週4日間勤務

- Work Schedule:

勤務時間 : 08:30-17:15

*Work Schedule may vary

スケジュールは変更される場合があります。

Remarks / その他:

- Hourly Pay Temporary: Not to exceed one year
時給制臨時雇用 : 雇用開始日から 1 年を超えない期間
- 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

Provide grooming service – shampoo, hair cutting, nail filling, etc. – to animals as requested by the owner.

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。