

横田基地職員求人案内 2024年12月19日

Yokota Vacancy Announcement for Local National Positions 19 December 2024

締切日 Closing Date: 労務管理機構横田支部(エルモ) 1月6日(月)17時 The LMO : 6 Jan 25 (Mon) at 17:00
民間人人事部雇用課 1月7日(火)11時 The CPS : 7 Jan 25 (Tue) at 11:00

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	揭示日 Open Day
技師職 (土木) * Engineer (Civil)	施設中隊 374 Civil Engineer Squadron	1-7	4(3)	MLC	内部・外部 INT/EXT	12/5
技師職 / エンジニアリング専門職 (環境) ** Engineer / Engineering Technician (Environmental)	施設中隊 374 Civil Engineer Squadron	1-7(6)	4(3)	MLC	内部・外部 INT/EXT	11/21
エンジニアリング専門職 (電話通信) Engineering Technician (Telecommunications)	通信中隊 374 Communications Squadron	1-6	3	MLC	内部・外部 INT/EXT	12/5
ショップ フォーマン Shop Foreman	装備即応中隊 374 Logistics Readiness Squadron	1-6	2	MLC	内部・外部 INT/EXT	11/21
訓練教師職 (職業教育) Training Instructor (Vocational)	軍支援中隊 訓練 374 FSS/FSOT	1-5	3	MLC	内部・外部 INT/EXT	新規 New
予算専門職 Budget Technician	施設中隊 374 Civil Engineer Squadron	1-5	3	MLC	在日米軍従業員 USFJ Employee	11/21
エンジニアリング専門職 (電子) 空席数 : 2 Engineering Technician (Electronics) 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
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
自動車機械工 空席数 : 2 Automotive Mechanic Vacancies : 2	装備即応中隊 374 Logistics Readiness Squadron	2-7	0	MLC	内部・外部 INT/EXT	11/21
電線工 Electrical Lineman	施設中隊 374 Civil Engineer Squadron	2-7	0	MLC	内部・外部 INT/EXT	11/21

航空機燃料補給車運転手 Aircraft Refueling Vehicle Operator		装備即応中隊 374 Logistics Readiness Squadron	2-7	0	MLC	内部・外部 INT/EXT	11/21
電気工 Electrician		施設中隊 374 Civil Engineer Squadron	2-7	0	MLC	内部・外部 INT/EXT	11/21
冷蔵及び空気調節機械工 ** Refrigeration and Air-Conditioning Mechanic		施設中隊 HVAC 374 Civil Engineer Squadron	2-7(6)	0	MLC	内部・外部 INT/EXT	11/21
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		CEOIH					
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	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		CELN1					
ボイラー装置操作工 Boiler Plant Operator	空席数 : 2 Vacancies : 2	施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	11/21
配管工 Plumber		施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	11/21
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
メスアテンダント(重量物) Mess Attendant (Heavy)		軍支援中隊 サムライカフェ 374 FSS/FSVF	2-3	0	MLC	内部・外部 INT/EXT	新規 New
ウェイター・ウェイトレス Waiter/Waitress		軍支援中隊 下士官クラブ 374 FSS/ FSBE-X2	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, 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	掲示日 Open Day
旅行事務職 Travel Clerk	航空機動中隊 730 Air Mobility Squadron	1-3	2	MLC	内部・外部 INT/EXT	新規 New
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
発電装置修理工 Power Generating Equipment Repairman	空席数：4 Vacancies：4 施設中隊 374 Civil Engineer Squadron	2-7	0	MLC	内部・外部 INT/EXT	12/5

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	掲示日 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

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 Job Title	等級 Grade	語学 LPL/ LD	契約 Contract	募集範囲 Area of Consideration	掲示日 Open Day
公共報道専門職 Public Information Specialist	1-8(7)	4	MLC	在日米軍司令部 HQ USFJ	新規 New
技術報道専門職 Technical Information Specialist					
予算分析職 Budget Analyst	1-6	3	MLC	施設中隊 374 Civil Engineer Squadron	新規 New
会計技術職 Accounting Technician	1-5	3	MLC	米国防省防衛財務会計局 DFAS-JRHD	新規 New

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

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

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

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:
**Engineering Technician(Telecommunications)
 #0384, 374 CS/SCXP**

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

3. Language Degree (LD) Requirement 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	550-559	210-249	80-99	870~	Pre-1 st

4. Knowledge, Skills, Ability and Experience:

- Knowledge and skill in operating computers and using office automation software such as Microsoft Word, Excel, PowerPoint, Access, i.e. prepare technical documents for program, projects and requirements.
- Knowledge and skill to perform technical support and engineering duties in communications-computer systems.
- Sufficient English and Japanese language verbal and written communication and technical skills.
- Ability to act as the information technology requirements process manager and oversee base wide telephone control office program.
- Ability to serve as a liaison and coordinate with engineers, contractors for logical support, security, requirements, resolution of technical problems, etc.
- Ability to review projects for technical accuracy and evaluate proposals for necessity, feasibility and capabilities.

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Mon - Fri
- 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

Serves as Project Manager (PM) for Inside plant (ISP), Outside plant (OSP), and all other Layer 1 projects, to include facility projects both new and renovations.

Responsible for cradle-to-grave project completion including but not limited to engineering design and review, logistical support, site and equipment security, coordination with all parties, project monitoring, and quality control.

Present 374 CS Senior Leadership project briefs monthly or more upon request.

Serves as Squadron's primary liaison for GOJ, JASDF, and JSDF matters.

Manage projects, track Information Technology (IT) requirements, and deliver correspondence to Japan Facilities Improvement (JFIP) and the Defense Facilities Administration Bureau (DFAB).

Acts as Base Installation Records and Drawing Manager. Overseas Squadron's inside and outside plant records management program.

Serves as the POC for High Frequency Global Communications System (HFGCS) construction requests and coordinates efforts with PA, 374 CES, Niiza City, North Kanto Defense Bureau (NKDB) and HFGCS System Program Office (SPO).

Works with the 374 CES and the Army Corps of Engineers (ACE) on communications requirements for new construction projects and facility upgrades.

Serves as a liaison between 374 CS and JASDF units for project support, collaboration efforts, joint training events, unit immersions, and team-building endeavors.

Performs other related or incidental duties as assigned.

Engineering Technician(Telecommunications)/374CS/SCXP

Minimum Qualification

1. Position Title, Number:
Shop Foreman, #462
374 LRS/LGRV

2. Basic Wage Table, Grade and LPL:
BWT 1-06, 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	2 nd

4. Knowledge, Skills, and Abilities:

- More than one year of work experience in administrative duties including computer operation with OA software, such as Microsoft Word, Excel Outlook, Power Point etc.
- Skills to assist in smooth communication and work direction between LN employees and Squadron/Flight leadership.
- Knowledge or background in understanding requirements of both blue-and white-collar positions within the flight management team.
- Ability to oversee and supervise as a primary supervisor more than 40 LN employees and provide the advice to ensure they can efficient performance.
- Ability to assist in performance evaluation and resolution of employees' issues.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Mon - Fri
- Work Schedule: 7:15 – 16:15

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

A key component of the Flight's Management Team, this position oversees JN's across all components in the Flight. Acts as the primary supervisor for seven Japanese National (JN) employees across two Air Force Specialty Codes (AFSCs). Establishes a strong working relationship with all JN employees to ensure they can have efficient communication both up and down the chain of command and allows them to communicate clear expectations and guidance as directed by Squadron Leadership.

Advises Vehicle Maintenance Management on planning and organizing activities related to the management and personnel decisions for JN employees. Identifies procedural and staffing issues, providing innovative ideas and strategies for corrective action. Once a problem is identified, this position should be able to communicate the issue to Flight Commander/Chief and enact the recommendations for solutions.

Manages the administrative requirements for JN employees, including leave processes, payroll, and other administrative actions in compliance with the GOJ regulations. Assists in evaluating the duty performance of employees, recommending awards, promotions, counseling, or disciplinary actions to the supervisor as appropriate.

Guides the shop supervisor in instructing assigned personnel on work schedules, policies, shop procedures, and safety protocols. Attends weekly meetings with Squadron Leadership and Flight Commander/Chief to advise on JN employee matters crucial for the successful maintenance of a fleet of one thousand vehicles.

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:
Training Instructor (Vocational), #445
 374 FSS/FSOT | 2. Pay Plan, Series, Grade, and LD:
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

- LPL-4 is preferred.
 TOEIC 860, ALCPT 86(~8 Feb 16), TOEFL PBT600, CBT250, iBT100, EIKEN 1st

5. Knowledge, Skills and Work Experience:

- Knowledge and skills to plan, direct, coordinate, implement, manage training program.
- Experience in presentation of instructions in both English and Japanese.
- Skills to translate documents ranging from relatively simple to high complex technical documents.
- Skills in operating computers with multiple office automation software to prepare documents, maintain records, instructional material, visual aid and others.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Monday-Friday
- Work Schedule: 8:00 – 17:00

Remarks:

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

Main Duties

Plan, direct, coordinates, implement and manage the 374 Force Support Squadron training program for local national employees including all customer service, language training and other.

Serve as a management analyst and consultant on all matters related to the local national work force, including planning, organizing, conducting, evaluating, documenting, and submitting oral and written reports on management practices as perceived by the local national labor force.

Translate entire training package, Power Point presentations, briefing materials, seminar programs, during staff meeting, formal and in-formal presentations and other group presentations.

Uses state of the art computer systems and supplicated computer and audio-visual, multi-media programs to maintain records, prepare instructional materials and present instructions.

Prepare input for use in formal briefings, including statistical data, visual aids, and other materials.

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.

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, 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

1. Position Title、Number／職種名、職番：
Automotive Mechanic 自動車機械工
374LRS/LGRVM 装備即応中隊

2. Basic Wage Table／基本給表、等級：
BWT 2-7 2表7等級

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

- Work experience of maintaining, repairing, troubleshooting and overhauling vehicles.
車両の整備、修理、問題個所の分析や分解チェックの職務経験があること
- Knowledge of examination of variety of vehicles by visual and auditory methods, operational test and/or diagnostic test equipment.
試験運転や試験運転装置などによる目視や音から様々な車両の不具合を診断分析する知識があること

4. License Requirement／必要資格等：

- Current possession of a valid Ordinary Vehicle Driver's License.
(Not automatic transmission vehicle limited).
現在有効な普通自動車運転免許を所持していること（オートマ限定は不可）
- Current possession of a valid 2nd Class Vehicle Mechanics License.
現在有効な2級自動車整備士免許を所持していること

5. Physical Qualification／身体的要件：

- Ability to lift 40 pounds (18 kilograms).
約18キロ程度の物を持ち上げられること
- Ability to work frequently outside exposed to various weather conditions.
様々な天候条件の下での頻繁な野外での業務をこなせること

6. Others／その他：

- Basic level English ability (speaking and understanding) is desirable. 基礎レベルの英会話を理解出来る事が望ましい
- Work experience with vehicle hydraulic devices is desirable.
油圧装置の作業経験があることが望ましい

Work Schedule:

- Work Hours: 40 hours/ week 勤務時間: 週40時間
- Work Days: Mon – Fri 勤務日: 月曜日～金曜日
- Work Schedule: 7:15– 16:15 勤務時間: 7時15分 – 16時15分

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.
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

Performs automotive mechanical work on a vast variety of vehicles/equipment such as scooters, pickup trucks, busses, trailers and special purpose vehicles and equipment attachments from under 1 ton to 50 tons and aircraft vehicles. Determines the overall mechanical condition of vehicles and equipment; annotates deficiencies as required, effects repairs.

Complies with all applicable checklists, technical orders, commercial manuals, safety policies, OSHA/ AFOSH standards including hazardous waste handling/disposal procedures. Researches vehicle parts ensuring the correct parts are being ordered.

スクーター、ピックアップトラック、バス、トレーラー、1トン以下～50トン迄の装備された特別な目的の車両や機器や航空機といった幅広い種類の車両について機械面での作業を行う。総合的な車両・機器の機械面での状態の判断を行う；必要に応じて不備や欠陥を指摘、効果的な修復を行う

該当する全てのチェックリスト、技術指令書、業務作業指示書、安全指針、労働安全衛生局基準/空軍衛生基準そして危険廃棄物の取り扱いや廃棄の手順を含んだ基準書をに従う。正しい部品が発注されているかを確認し、車両部品を調査する。

Minimum Qualification 採用基準	
1. Position Title, Number / 職種名、職番: Electrical Linman, #2090 電線工 374 CES/CEOFE 施設中隊	2. Basic Wage Table, Grade / 基本給表、等級 BWT 2-07 2表7等級
3. Knowledge, Skill and Experience / 知識、技能、職務経験: <ul style="list-style-type: none"> • Work experience in performing maintenance, repair and installation of electrical distribution and control system. 配電および制御システムの保守、修理、設置の実務経験。 • Skills to maintain and repair lighting system is desirable. 照明システムの保守・修理スキルがあることが望ましい。 	
4. License Required / 必要免許: <ul style="list-style-type: none"> • Current possession of a valid 2nd Level Electrician's License (Denki Koji-shi 2 shu) 電気工事士2種免許証 • Current possession of a valid ordinary manual shift driver's license. 普通自動車運転免許（オートマ限定不可） 	
Work schedule : <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 	
Remarks: <ul style="list-style-type: none"> • The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 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。 	
Main Duties 主な仕事	
Performs work involved in the maintenance, repair and installation including extension or replacement of overhead and underground electrical distribution and control systems.	
Erects and aligns poles, climb pole: up to and installs or replaces crossarms, brackets, brass, insulators, cutout switches.	
Maintains airfield lighting and equipment such as runway, taxiway, approach lighting, isolation transformers, and regulators/transformers at the airfield vault.	
架空および地下配電・制御システムの延長や交換を含む、保守、修理、設置に関わる業務を行う。	
電柱を立て、整列させ、電柱に登り、クロスアーム、ブラケット、真鍮、絶縁体、カットアウトスイッチを設置または交換する。	
滑走路、誘導路、進入路照明、絶縁変圧器、調整器／変圧器など、飛行場の照明や設備を飛行場保管庫で維持管理する。	

Minimum Qualification
採用基準

1. Position Title、Number／職種名、職番:
Aircraft Refueling Vehicle Operator
航空機燃料補給車運転手
374LRS/LGRFOD 装備即応中隊

2. Basic Wage Table:
基本給表、等級：
BWT 2-7, 2表7等級

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

- Work experience in operating any mobile refueling equipment.
燃料補給車両の運転経験
- Basic knowledge of refuel and defuel.
燃料の補給や抜き取りに関する基本的な知識
- Experience of basic clerical duties, such as operating data systems.
データシステムの操作などの簡単な事務作業の経験

4. License and Certificate Requirement／必要資格等：

- Current possession of a valid Large Sized Vehicle Driver's License.
大型自動車運転免許証の所持
- Valid Hazardous Materials Officers License.
危険物取扱者免状の所持

5. Physical Qualification／身体的要件：

- Ability to lift and pull refueling hoses up to approximately 75lbs (35kg) across a distance of 60 feet (18m).
約35キロの給油用ホースを18メートル程度移動させることができる

Work Schedule:

- | | |
|------------------------------|--------------------|
| ● Work Hours: 40 hours/ week | 勤務時間: 週40時間 |
| ● Work Days: Mon – Fri | 勤務日: 月曜日～金曜日 |
| ● Work Schedule: 0645 – 1530 | 勤務時間: 6時45分～15時30分 |

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.
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Main Duties

主な職務内容

Operates a variety of mobile refueling equipment such as the R-11A/B (6,000gallon tank truck), R-12A/B/C (Hydrant Servicing Vehicle) and C-300 (Ground Fuel Servicing Vehicle) to service (refuel/defuel) aircraft, vehicles, generators, support tanks and other equipment necessary to support base operations. Documents inspections and discrepancies on AF Form 1800/4427. Documents aircraft and ground servicing operations on the appropriate forms
Performs daily inspections on the utilized vehicles using appropriate checklists.
Attends daily Distribution safety briefings. Cleans and maintains up-keep of general purpose and special purpose vehicles as needed and those indicated by vehicle maintenance program.

R-11A/B(タンクローリー)、R-12A/B/C(ハイドラントサービス車両) 及び C-300 (地上燃料供給装置) などの様々な燃料補給車両を運転し、航空機、車両、ジェネレーター、サポートタンク、その他の基地運営に必要とされる設備に対し、燃料を補給したり、抜き取ったりする作業を行う。検査及び問題等を空軍書式 1800/4427 に記録する。航空機及び地上燃料に関わる作業を適切な書式に記録する。適切なチェックリストを用いて、使用車両の毎日の点検を行う。毎日のディストリビューション安全ブリーフィングに参加する。必要時及び車両メンテナンスプログラムの指示に従い、一般車両、特殊車両の清掃及び維持作業を行う。

Minimum Qualification 採用基準	
<p>1. Position Title, Number / 職種名、職番: Electrician, #2094 電気工 374 CES/CEOFE 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, Skill and Experience / 知識、技能、職務経験:</p> <ul style="list-style-type: none"> • Knowledge and skills to install, repair and maintenance of various electrical equipment/systems. 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。 • More than three years work experience as an electrician is desirable. 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。 <p>4. License Required / 必要免許:</p> <ul style="list-style-type: none"> • Current possession of a valid Electrician's License (Denki Koji-shi 2nd Level). 電気工事士2種免許証 • Current possession of Ordinary Vehicle Driver's License. (Automatic transmission only is not allowed) 普通自動車運転免許（オートマ限定不可） 	
<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"> • The duty location/section/work schedule may be changed at management's request. For any questions or concerns, please contact the Civilian Personnel Flight. 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。 	
Main Duties 主な仕事	
<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>	

**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。

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
採用基準

1. Position Title, Number／職種名、職番：

Boiler Plant Operator, #2049
ボイラー装置操作工
374 CES/CEOIH 施設中隊

2. Basic Wage Table, Grade

基本給表、等級：
BWT 2-06 2表6等級

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

- Work experience in operating boiler plant or related system is desirable.
ボイラー装置及び関連システムを操作する職務経験があれば望ましい。

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

- Current possession of a Second Class Boiler License or passes of examination of Second Class Boiler Operator (Requires the license before employment date).
2級ボイラー技士免許または2級ボイラー技士免許試験合格（採用日までに要免許取得）
- Current possession of Ordinary Vehicle Driver's License (not automatic transmission limited) is desirable.
普通自動車運転免許（オートマ限定不可）があれば望ましい。

Work schedule：

- Work Hours: 160 hours/month (average 40 hours/week) 勤務時間：月160時間(平均週40時間)
- Workdays: Rotating shift 勤務日：交代勤務制
- Work Schedule: Rotation of 3 days of 1800-700, 2 days off, 2 days of 630-1830, 1 day off
(10 hours workday twice a month for adjustment)
勤務時間：3日間の1800-0700勤務、2日間休み、2日間の0630-1830勤務、1日休みを繰り返す
(ただし月2回10時間勤務により時間調整をする)

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.
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

Prepares and maintains various types of oil fired boilers and auxiliary equipment to generate steam; monitors safety controls, regulators, and automatic equipment; makes manual adjustments to correct steam pressure, fuel-air ratio and other operating factors; performs preventive maintenance on tools and equipment; accurately reads gauges and meters and records boiler operating data on operating logs as required; provides status of ongoing operations to Foreman; coordinates with Foreman to accommodate unforeseen emergencies such as boiler failure and emergency repairs.

Exercises safe operation; ensures tools, equipment, parts and supplies are in good working conditions and used properly; reports all unsafe conditions, mishaps to Foreman. Maintains a clean job environment. Complies with all hazardous waste accumulation and disposal procedures, annual maintenance and inspection, and Lock-Out/Tag-Out programs.

Assists the Heating Distribution shop performing maintenance on heating and hot water systems.
各種灯油式ボイラー及び補助装置の準備及びメンテナンスを行う;安全制御装置、レギュレーター、自動装置を監視し;蒸気圧、燃料空気混合比、その他を修正するために、手動調整を行い;工具、機器の予防整備をし;ゲージ、メーターを正確に読み取り、必要に応じてボイラー稼動記録をつけ;班長に稼動状況を報告し、ボイラーの故障及び緊急修理等の不測の事態に対応すべく班長と調整をとる。
安全に作業する;工具、機器、部品、補給品が、良好な状態にあり適切に使用されていることを確認し;危険な状況、事故は、すべて班長に報告する。
暖房、給湯システムのメンテナンスを行い、ヒーティングディストリビューション部の手助けをする。 (意識)
<p>Condition of Employment:</p> <p>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.</p> <p>この職種はミッションエッセンシャルに指定されております。緊急時または急迫した状況時に、在日米軍の任務を遂行するために出勤したり職場に留まることが要請されます。ただし戦闘活動または動員には適用されません。</p>

Minimum Qualification 採用基準	
1. Position Title, Number / 職種名、職番: Plumber, #2218 配管工 2218番 374 CES/CEOIU 施設中隊	2. Basic Wage Table, Grade / 基本給表、職番、等級 BWT 2-06 2表6等級
3. Knowledge, Skills, and Experience / 知識、技能、能力: <ul style="list-style-type: none"> • Knowledge and skills to perform maintenance and repair of various type of plumbing system. 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。 • Understanding of basic level of English Language is desirable. 基礎レベルの英語を理解出来る事が望ましい。 	
4. License Requirement / 必要免許: <ul style="list-style-type: none"> • Current possession of a valid ordinary vehicle driver's license. (Not automatic transmission limited) 現在有効な普通自動車運転免許証(オートマ限定不可) 	
Work Schedule	
<ul style="list-style-type: none"> • 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 勤務時間: 730 – 1615 	
Remarks	
<ul style="list-style-type: none"> • 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	
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 (Officers' Club) | 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 (Enlisted Club)

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
採用基準

1. Position Title, Number / 職種名、職番:
Mess Attendant (Heavy) #2319
メスアテンダント(重量物) 2319番
374FSS/FSVF 軍支援中隊(サムライカフェ)

2. Basic Wage Table, Grade: 基本給表 等級:
BWT 2-03 2表3等級

4. Physical Qualification/ 身体的必要条件:

- Ability to lift objects up to 40lbs (18kgs).
最大40ポンド(約18キロ)までの物を持ち上げる事の出来る身体能力

5. Others/ その他:

- Must have/obtain Food Handler's Certification (base on U.S. Food and Drug Administration).
米国食品医薬局に基づく食品取扱者認定証の採用日までの取得が必要となります
- Basic level English ability (speaking and understanding) is desirable.
基礎レベルの英語力(話す・理解する)があれば望ましい

Work Schedule:

- Work Hours: 勤務時間 40 hours/ week 週40時間
- Work Days: 勤務日 Sat – Wed 土～水曜
- Work Schedule: 勤務時間 05:00-14:00, 11:30-20:30, 16:00-01:00
5時～14時、11時半～20時半、16時～午前1時

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.
監督者からのリクエストにより勤務場所・部署・就業計画が変わる可能性があります。詳しくは人事部雇用課までお問い合わせください。

Main Duties 主な仕事

Loads and unloads heavy provisions on the serving line. Sets up conveyor dishwasher before each meal period. Removes trash and other garbage from patron's trays.

Clears away dishes from dining room tables, cleans tables, chairs, table bases. Replenishes condiments and napkin holders.

Maintains facility sanitation standards by sweeping (wet), mopping, and vacuuming floors and carpets.

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.

配膳ラインで重い食材の積み下ろしを行う。各食事時間前にコンベア食器洗浄機をセットする。利用者のトレイからゴミやその他のゴミを取り除く。

ダイニングテーブルから食器を片付け、テーブル、椅子、テーブルベースを清掃する。調味料やナプキンホルダーを補充する。

床やカーペットの掃き掃除（ウェット）、モップがけ、掃除機がけを行い、施設の衛生基準を維持する。

その他、指示された関連業務や付随業務を行う。

この職種はミッションエッセンシャルに指定されております。緊急時または急迫した状況時に、在日米軍の任務を遂行するために出勤したり職場に留まることが要請されます。ただし戦闘活動または動員には適用されません。

Mess Attendant (Heavy) (374FSS/FSVF)

Minimum Qualification

- | | |
|---|---|
| 1. Position Title, Number:
Waiter/ Waitress, #2143
374FSS/FSBE-X2 (Enlisted Club) | 2. Basic Wage Table, Grade and LD:
BWT 2-02, LD-1 (IHA) |
|---|---|

3. Language Degree (LD) Requirement: 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. Physical Qualification:

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

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 (Depends on shift schedule)
- Work Schedule:
 1. 6:00-14:45 (Recess: 10:00-10:45)
 2. 9:45-18:30 (Recess: 14:00-14:45)
 3. 11:00-19:45 (Recess: 15:00-15:45)
 4. 12:45-21:30 (Recess: 16:00-16:45)
 5. 13:45-22:30 (Recess: 16:00-16:45)

Work schedule and rest days are 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

Serves as a waiter/waitress at the dining area, providing service requiring rigid standards of efficiency. Secures clean linen and silverware, depending on the menu and food to be served. Sets assigned tables, spreading clean linens and placing glasses, condiment holders and silverware on table to ensure that dishes, glasses and silverware meet cleanliness standards, and that linens are spotless and condiment containers are filled.

Serves as a waiter/waitress at special function. As directed serves in the ballroom or other eating areas. Carries or wheels dishes to dishwasher, wipes glasses and silverware. Sets tables for special parties. Performs cleaning duties; wipes woodwork and display counters; sweeps, scrubs, and mops floors.

Minimum Qualification

- | | |
|--|---|
| 1. Position Title, Job Number, Organization:
Guard #3001
374 SFS/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 schedule from Days to Mids, Mids to Days on a yearly basis.
- Work Schedule: Day: 0500-1600 / Mid:1700-0400 (Subject to change)
 *Rotating schedule will be set after completion of an initial 8weeks 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, 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, Organization :
Travel Clerk, #0233
730 AMS/TROP

2. Basic Wage Table, Grade and 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. Work Experience:

- Experience and/or training in operating computers and automated systems.
- Experience in customer service such as answering telephone calls and providing information to visitors.

5. Physical Qualification:

- Ability to lift up to approximately 70lb (30 kilograms).

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Mon – Fri
- Work Schedule: Mon 0500-1400 / Tue-Fri 0700-1600 *subject to change

Remarks:

- Period of LTE: Not to exceed 25 Dec 25 * 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

Completes passenger reservations and initiates processing of passenger reservation check-in following existing guidance and instructions. Verifies and provides mission availability, selects and prints Manifest, port-books passengers and pets, reviews passenger lists, mission itinerary, and Tariff Rates.

Signs-up/registers passengers for both space required and space available. Verifies required information for authorization including Customer Identification Codes (CICs), Military Travel Authorization (MTAs), Leave Authorization Numbers. Processes selected passengers and their baggage for flight using the GATES or manually in the event of system failure. Reviews passenger listings to confirm passenger reservation, checks travel documents, such as ID card, travel orders, passport.

Monitors, reviews, and updates Flight Information Display (FIDS). Updates passenger data records into the automated system.

Exercises customer service both at the Passenger Service Counter and on the telephone. Makes announcement over the Public Announcement (PA) system, and updates information on voice and fax answering systems; provides flight information and base literature at the information counter.

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 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。

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： <ul style="list-style-type: none"> • 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： <ul style="list-style-type: none"> • 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： <ul style="list-style-type: none"> • 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： <ul style="list-style-type: none"> • 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： <ul style="list-style-type: none"> • 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。

Minimum Qualification

1. Position Title, Number:
Public Information Specialist, #284
HQ USFJ/J03

2. Basic Wage Table, Grade, LPL:
BWT 1-8, LPL: 4

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	NA	600~	250~	100~	NA	1st

4. Work Experience:

- One year of specialized work experience equivalent at 1-7 level in related field such as policy, law, public affairs, and protocol.

5. Knowledge, Skills and Abilities:

- Ability to network with a diverse group of Government of Japan (GOJ) counterparts in the national Diet and ministries and agencies most relevant to the US Government's Mutual Security Treaty Article VI responsibilities.
(**GOJ counterparts include members of the national Diet and staff, the Ministries of Foreign Affairs and Defense, and the National Security Secretariat, as well as with governmental and non-governmental with academic / think tank organizations that regularly interface with the same.)
- Ability to research, analyze, and summarize historical records of Mutual Security Treaty consultations, the US-Japan Joint Committee, Japan National Diet interpellations and other records, and governmental and non-governmental with academic / think tank analysis of the same.
- Ability to analyze, organize and prioritize work while meeting multiple deadlines.
- Ability to analyze and prepare documents, reports, and correspondence.
- Excellent proficiency in MS-Office software (Excel, PowerPoint, and Word).
- Knowledge of Japanese politics, law, US-military affairs, the Status of Forces Agreement between US and Japan, and other related field.
- Excellent bilingual communication skills and the ability to be an interpreter for negotiations and meetings between the U.S. armed forces and Government of Japan.

6. Competency Requirements:

- Planning and organizing, reading comprehension, research, analytical thinking, reasoning, problem solving, attention to detail, accountability, technical competency, communication, translation and interpretation, and so forth.

Other:

- This is a target grade. Selection will be made at Technical Information Specialist, BWT1-7, LPL-4 depending on qualification/experience of selectee. Training will be conducted for the trainee level.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Mon - Fri
- Work Schedule: 730-1630
Overtime will be required on an unscheduled but regular basis.

Remarks:

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

Main Duties

Monitors, researches, analyzes and/or renders policy opinions on complex and interlocking Government of Japan (GOJ) policy developments impacting the U.S.-Japan Joint Committee, Diet deliberations, and related press reporting. Studies and researches Japanese law, legislation, policy implementation documents, Diet interpolations, and press reporting for superior as pertains to assigned problems, and advises on course of action.

Translates, summarizes, and/or interprets policy documents; meetings under the Joint Committee and subcommittee framework; Diet deliberations; GOJ Cabinet, MOFA, MOD, and Joint Staff weekly press conferences etc. from Japanese into English for USFJ J01, USFJ J5, USFJ J03, and USFJ J021. Serves as interpreter for USFJ J01, J5 and J03 and visiting DVs (up to 3/4 Star General Officers/Flag Officers) for meetings with the highest level GOJ officials on complex and controversial political-military topics.

Analyzes the policy implications for and manages Official Visits for Distinguished Visitors from GOJ as provided by USFJI 90-101.

Receives, catalogues, and archives protest letters sent to the Command by the various municipalities, political organizations, and civic groups expressing grievances with US forces in Japan.

Responsible for administering the \$8M+ Toll Ticket Program in accordance with USFJI 90-402.

1. Position Title, Number:
Technical Information Specialist, #274

2. Basic Wage Table, Grade, LPL:
BWT 1-07, LPL: 4

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	NA	600~	250~	100~	NA	1st

4. Work Experience:

- One year of specialized work experience equivalent at 1-6 level in related field such as policy, law, public affairs, and protocol or Doctorate Degree in Graduate School in related field.

Remarks:

This is a developmental position. The duties performed are identical to the **Public Information Specialist**, BWT 1-8, MLC #284 level except that the incumbent receives more supervision. The incumbent works closely with the supervisor in performing the duties of the full performance.

- All training must be completed and regulatory requirements met prior to promotion.
- To serve as a **Public Information Specialist**, BWT 1-284-8, LPL-4, in a developmental capacity, performing assignments designed to further develop applicable analytical and evaluative skills and techniques.
- The duty location / section / work schedule may be changed at management's request. For any questions or concerns, please contact the JN Staffing Section.

Minimum Qualification

1. Position Title, Number:
Budget Analyst, #0021
374CES/CEIAR

2. Basic Wage Table, Grade, and LPL:
BWT 1-06, 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 budget formulation involving review and preparation budget estimation and financial planning.
- Ability to conduct budget-related training of 374 CES personnel on budget processes, procedures, and requirements.
- 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

Serve as the functional point of contact for da-today Operation and Maintenance (O&M) budget and financial issues.

Perform budget formulation work involving review and preparation of O&M budget estimate and financial plans

Monitor, track and review obligations, expenditures, reimbursable orders and requests for allotments, identifying and reporting differences which are not in keeping with annual work plans.

Provide advice, assistance and guidance on budgeting and related information.

Conduct analyses, review, and special studies of budget and/or related information.

Provide quality customer service and establish good working relationships with all employees and coworkers.

Act as deputy to the chief of Financial Management.

Minimum Qualification

1. Position Title, Number: Accounting Technician #0008 DFAS/JRHD	2. Basic Wage Table, Grade, LPL: BWT 1-05, LPL: 3
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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. Knowledge, Skills, and Abilities:

- Work experience at least one year of clerical, technical or administrative duties in any field, or completion of 2-year junior college or 2-year of technical school.
- Ability to handle Japanese language (verbal and written).

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Mon - Fri
- Work Schedule: 730-1630

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

As the senior technician, receives, reviews, and classifies complex transactions where guidelines lack specificity to requirements, circumstances, or problems and/or frequent change.

Reviews documents to verify accounting data and mathematical accuracy. Determines necessary accounting transactions and codes.

Enters or directs entry of data into a computerized system or onto required form(s), reviews transactions for validity, corrects or directs correction of invalid or incorrect entries, and reviews the trial balance or summary account.

Troubleshoots nonstandard complaints or discrepancies, provides advice or performs other work that requires authoritative procedural knowledge.

Performs accounting technician work using the prescribed accounting system operated on a double-entry basis.

Prepares the weekly, monthly, and quarterly reports in a timely manner with complete supporting documentation; notifies the supervisor of problems or potential problems and recommends solutions as required.

Performs other related or incidental duties as assigned.