

横田基地職員求人案内 2025年4月17日

Yokota Vacancy Announcement for Local National Positions 17 Apr 2025

締切日 Closing Date: 労務管理機構横田支部(エルモ) 4月25日(金) 17時 The LMO : 25 Apr 25 (Fri) at 17:00
 民間人人事部雇用課 4月28日(月) 15時 The CPS : 28 Apr 25 (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
会計職 Accountant	米国防省防衛財務会計局 DFAS/JRH	1-7	4	MLC	内部・外部 INT/EXT	新規 New
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 1-6	4(3) 3(2)	MLC	内部・外部 INT/EXT	11/21
報道編集専門職 Information and Editrial Specialist	空輸航空団、広報部 374 Airlift Wing (Pablic Affairs)	1-6	4	MLC	在日米軍従業員 USFJ Employee	新規 New
日本文化、日本語教師職 Japanese Culture and Language Teacher	国防省教育局 (横田中学校) Department of Defense Education Activity (Yokota Middle School)	1-6	3	MLC	内部・外部 INT/EXT	新規 New
生物環境工学技術職 Bioenvironmental Engineering Technician	国防保健局 Defense Health Agency	1-5	3	MLC	内部・外部 INT/EXT	4/3
エンジニアリング専門職 (電子) 空席/ Vacancies : 2 Engineering Technician (Electronics)	国防総省 日本代表 DoD Special Representative Japan	1-5	2	MLC	内部・外部 INT/EXT	9/5
会計技術職 Accounting Technician	米国防省防衛財務会計局 DFAS/JRHE	1-4	2	MLC	内部・外部 INT/EXT	新規 New
出納事務職 Cash Accounting Clerk	軍支援中隊 下士官クラブ 374 FSS/FSBE-X1	1-3	2	IHA	内部・外部 INT/EXT	4/3
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
レーダー工 Radar Mechanic	運用支援中隊 374 Operation Squadron	2-8	1	MLC	内部・外部 INT/EXT	新規 New
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

電気工 Electrician	施設中隊 電気ショップ 374 Civil Engineer Squadron/CEOFE	2-7	0	MLC	内部・外部 INT/EXT	11/21
機械工 ** Machinist 機械工 - 上級技能見習い工 Machinist – Advanced Trainee	米国国防省在日特別代表部 DoD Special Representative Japan	2-7(6)	0	MLC	内部・外部 INT/EXT	4/3
冷蔵及び空気調節機械工 ** Refrigeration and Air-Conditioning Mechanic 冷蔵及び空気調節機械工 上級技能見習工 Advanced Trainee Refrigeration and A/C Mechanic	施設中隊 インフラストラクチャー 374 Civil Engineer Squadron CEOIH	2-7(6)	0	MLC	内部・外部 INT/EXT	11/21
冷蔵及び空気調節機械工 ** 空席/ Vacancies : 2 Refrigeration and Air-Conditioning Mechanic 冷蔵及び空気調節機械工 上級技能見習工 Advanced Trainee Refrigeration and A/C Mechanic	施設中隊 ハウジングメンテナンス 374 Civil Engineer Squadron CELN1	2-7(6)	0	MLC	内部・外部 INT/EXT	9/5
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
スチーム取り付け工 Steamfitter	施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	4/3
配管工 Plumber	施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	3/20
ボイラー装置操作工 空席/ Vacancies : 2 Boiler Plant Operator	施設中隊 374 Civil Engineer Squadron	2-6	0	MLC	内部・外部 INT/EXT	2/20
車両運転手 Vehicle Driver	装備即応中隊 374 Logistics Readiness Squadron	2-5	1	MLC	内部・外部 INT/EXT	新規 New
営繕工 (施設管理全般) *** Maintenance Worker	軍支援中隊 多摩ロッジ 374 FSS/FSWL (Tama Lodge)	2-5	0	IHA	内部・外部 INT/EXT	7/25
営繕工 (施設保持) *** Maintenance Worker	軍支援中隊 多摩ロッジ 374 FSS/FSWL (Tama Lodge)	2-5	0	IHA	内部・外部 INT/EXT	新規 New
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
倉庫係 Warehouseman	装備即応中隊 374 Logistics Readiness Squadron	2-4	0	MLC	内部・外部 INT/EXT	再掲示 Re-ad
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	4/3

ウェ이터・ウエイトレス Waiter/Waitress		軍支援中隊 多摩ロッジ 374 FSS/FSWL (Tama Lodge)	2-2	1	IHA	内部・外部 INT/EXT	3/20
警備員 Guard	空席/ Vacancies : 4	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), 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.

*** 必要資格が掲示当初の内容より一部変更されております。Minimum Qualifications have been updated from the initial posting.

*** 部隊名、職種名が同一で主な仕事や必要資格が異なります。ご応募の際は必ず職種名を全てご記入ください。Organization and job title are same, however, differ in main duties and minimum qualifications. Please make sure to state the whole job title in your application.

● 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
発電装置修理工 Power Generating Equipment Repairman	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
福利厚生プログラム補助職 MWR Program Aid	軍支援中隊 太陽コミュニティーセンター 374 FSS/FSWP	1-3	2	IHA	内部・外部 INT/EXT	再掲示 Re-ad
ハウスキーパー職 Housekeeper	軍支援中隊 宿舎管理 374 FSS/FSVL	2-3	1	IHA	内部・外部 INT/EXT	新規 New
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	部 隊 Organization	掲示日 Open Day
宴会係マネージャー(多摩ロッジ) Banquet Manager (Tama Lodge)	1-5	2	IHA	軍支援中隊 374 Force Support Squadron	新規 New
病院受付職 Hospital Receptionist	1-3	2	MLC	国防保健局 Defense Health Agency	新規 New

- 監督者の要望により職種によっては締切日が変更もしくは早まる場合があります。
Closing date may be changed upon 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ご確認ください。
- 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>

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

不明な点がございましたら横田基地人事部雇用課までお問い合わせ下さい。

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

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

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



Minimum Qualification

1. Position Title, Number:
Accountant #0003
DFAS/JRH

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

4. Knowledge, Skills, and Abilities:

- One year of specialized technical or administrative work experience equivalent at 1-6 level in related work, or completion of bachelor's degree in related field.
- One year of experience as a leadership/supervisor in related field.
- Ability to handle Japanese language (verbal and written).

Work Schedule:

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

Remarks:

- The employment start date: 1 Jul 25.
- 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 the deputy director for the mission area and the senior professional accountant/advisor for accounting and finance matters.

Assists the mission area director in planning, organizing, directing, coordinating, and reviewing the work of subordinate branches involved in carrying out the mission and functions of the directorate.

Exercise supervisory personnel management and administrative responsibilities.

Assists the mission area director in performing accounting/finance management control reviews and complex operational reviews to determine compliance with agency policies and procedures.

Conducts studies and reviews on the standardization, consolidation, and reduction of accounting/finance operations. Monitors operations to ensure effectiveness, efficiency, economical investments, and cost reductions.

Leads and/or participates in projects undertaken cooperatively with other DFAS organizations, OSD staff, DoD components.

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:
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) |
|---|---|

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~	Pre 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(2) depending on experience of selectee.
 *At least one year training will be conducted for the trainee level.
- 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(2)

Language Proficiency Level (LPL): 2 by management request

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

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:
**Information and Editorial Specialist #0095
 374 AW/PA**

2. Basic Wage Table, Grade, and LPL:
BWT 1-6, LPL-4

3. Language Proficiency Level Requirement: **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 Abilities:

- Knowledge and skills in translating English language news releases, pamphlets, briefing scripts and fact sheets into Japanese and from Japanese to English.
- Experience in coordinating visits with agencies and conduct tour including arranging for access to required areas and transportation.
- Ability to serve as an interpreter between U.S. and media on-scene.
- Ability to conduct external communication activities between the Public Affairs office and local Japanese governments, media, or public.

6. Others:

- The job requires working other than regular work hours such as weekends, holidays, and evenings to accomplish the mission.

Work Schedule:

- Work Hours: 40 hours / week
- Workdays: Mon - Fri
- Work Schedule: 7:30 – 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

Conducts external communication activities between the Public Affairs office and local Japanese governments, media, or public.

Translates English language news releases, pamphlets, briefing scripts, and fact sheets into Japanese and from Japanese to English as necessary.

Evaluates requests from Japanese government or private organizations to use U.S. facilities operated by the 374th Airlift Wing and advises the chief of public affairs on the value gained by allowing usage.

Acts as a consultant to U.S. personnel when they must interact with Japanese citizens; for example, if a U.S. service member causes an auto accident and is expected to apologize.

Minimum Qualification

1. Position Title, Number:
Japanese Culture & Language Teacher, #477
DoDEA/HE6651(Yokota Middle School)

2. Basic Wage Table, Grade, and LPL:
BWT 1-06, 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	80-90	87~	Pre-1st

4. Knowledge, Skills, and Experience:

- Knowledge and skills to plan lessons, programs, activities, etc. for Japanese language and culture for American students at Yokota Middle school.
- Work experience in teaching middle school students (around ages 11-14) about Japanese language and culture in English at school.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, PowerPoint, etc.
- Ability to attend in faculty meetings, parent conference, and other school-wide activities.
- Ability to serve as a liaison for cultural activities and translation.

5. Education Requirement:

- Must have a four-year college and/or university degree.

Work Schedule:

- Work Hours: 40 hours/ week
- Workdays: Mon-Fri
- Work Schedule: 07:30-16:30

Remarks:

- 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

Plans lessons for Japanese Language (Japanese I and II for high school credit) and Culture classes at Yokota Middle School. Teaches Japanese Language and Culture classes to American students in grades 6-12 (ages 11-14) at Yokota Middle School.

Sets up intercultural programs and field trips for DoDDS students and teachers to experience Japanese culture and to interact with local schools in the Kanto Plain. Attends and participates in faculty meetings, parent conferences, Open House, and other school-wide activities.

Works with the Information Specialist (librarian) and Educational Technologist (ET) at Yokota Middle School. Serves as a liaison for cultural activities, translation, and competitions.

Minimum Qualification

1. Position Title, Number:
Bioenvironmental Engineering Technician
#0498 DHA/ JLDB000

2. Basic Wage Table, Grade, and LPL:
BWT 1-5, 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. Knowledge, Skills, and Abilities:

- Knowledge of administrative duties associated with occupational health management.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel Outlook, Power point, etc.
- Experience to research, verify, analyze and report recommendations in accordance with regulations and guidance on any technical field.
- Ability to handle fluent Japanese language (verbal and written).
- Able to attend meeting, conduct briefings and provide guidance to perform bioenvironmental engineering duties.

5. Others:

- Experience with an environmental health related field is preferred.
- Able to perform assigned duties outdoors during summer and winter months.
- Able to perform assigned duties in a potentially hazardous environment.
- Must receive vaccination against Measles, Mumps, Rubella, Varicella, Hepatitis B and Tetanus after the employment date.

Work Schedule:

- Work Hours: 40 hours/ week
- Work Days: Mon-Fri
- Work Schedule: 0730 -1630
 * Every Wednesday and one Thursday of every month: 0730-1730
- Day Off: Sat, Sun, PACAF Family Days

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 liaison with military and civilian units, develops of occupational and environmental health (OEH) program and project objectives, priorities, time limitations, and policies.

Applies knowledge of design and engineering as the installation OEH advisor responsible for reviewing US and Japan Funded Infrastructure Projects (JFIP) work projects for

Occupational Health and Safety Administration (OSHA), Japan Industrial Safety and Health Association (JISHA), and other federal requirements associated with advanced aspects of OEH workforce protection and compliance.

Enhances the installation's Local National (LN) employees' OEH protection.

Seeks out and maintains liaison with US and Japan military and civilian units and agencies on and off the installation in order to promote the installation's readiness through inter-agency partnerships focused on the enhancement of OEH protection and defense from chemical, biological, radiological, nuclear (CBRN) threats.

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.

Bioenvironmental Engineering Technician DHA/ JLDB000

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:
Accounting Technician #0007
 DFAS/JRHE | 2. Basic Wage Table, Grade, 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. Work Experience:

- At least one year of clerical, technical or administrative work experience 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

Performs accounting technician work using the prescribed accounting system utilizing double-entry accounting procedures.

Receives, reviews, and classifies a variety of standardized and non-standardized recurring accounting documents/transactions in support of assigned accounts.

Verifies, balances, and reconciles supporting documentation files with listings and related reports so that amounts are in agreement with the reconciliation period.

Obtains source documents for verification which includes but is not limited to disbursement/ correction vouchers, and contract documents when necessary to ensure that the data in the system is accurate and complete.

Responds to customer inquiries, either orally or in writing.

Provides technical assistance in controlling, reviewing, validating and entering data into the accounting system and information on specific accounting transactions as well as explanation on accounting procedures.

Performs other related or incidental duties as assigned.

Minimum Qualification

- | | |
|---|--|
| 1. Position Title, Number:
Cash Accounting Clerk #0036
374FSS/FSBE-X1 (Enlisted Club) | 2. Basic Wage Table, Grade, LD
BWT 1-03, LD: 2 (IHA) |
|---|--|

3 Language Proficiency Level (LD): 2

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

4. Work Experience:

- Training and/or experience in operating cash register.
- Work experience in customer service in any field.

5. Others:

- Accounting experience is preferable.

Work Schedule:

- Work Hours: 40 hours / week
 - Work Days: 5 days / week
 - Work Schedule: 0600-1500 (Recess:1200-1300), 1200-2100 (1700-1800), 1330-2230 (1830-1930)
- *Shift rotation / 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

Performs duties involving the handling of cash/checks and funding for the various facility functions to ensure continued efficiency in daily operations at the Enlisted Club. Cash checks as requested for facility members and receives payments for dues.

Provides members with information on general club operation including information on matters such as hours of operations, price of merchandise, dress requirements and hours rule; responds to various types of customer inquiries accordingly.

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 and Number:

**Radar Mechanic, #2331
374 OSS/OSAM**

2. Basic Wage Table, Grade, LPL

BWT 2-8, LPL-1

3. Language Proficiency Level (LPL): 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 :

- Work experience as a radar mechanic to install, maintain and repair radar control systems.
- Skills in assembling, connecting, modifying and adjusting control subassemblies such as antennas, transmitters and receivers.

5. License Requirement :

- Current possession of an Aeronautical Radio Operator's License (Kouku Musen Tsushinshi).

*If the applicant does not meet the above, the following will be permitted to execute the tasks with qualified personnel until they have been trained and evaluated.

1. Applicant must have the following Radio Operator license (Musen Jujisya) or higher.
 - a. Special Aviation Radio Operator (koukuTokushu Musen Gishi), or
 - b. Marine Special Radio Operator Rader class (Rader-kyu Kaijo Tokusyu Musen Gishi).
2. If Applicant has an official record of operation/maintenance experience (i.e., JSDF, Police, Fire Dep, etc.), they do not need a GOJ issued license.
3. If Applicant has the education of Electronics or Mathematics degree, they do not need a GOJ issued license.

- Current possession of a valid Ordinary Vehicle Driver's License

5. Other:

- Normal vision color
- Indoor and Outdoor working environment and heavy lifting or liftin with assistance is required.

Work schedule:

- Work Hours: 40 hours / week
- Workdays: Mon - Fri
- Work Schedule: 700 - 1600 or 0300 – 1200 (alternate morning/day shift required)

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
Installs, maintains and repairs fixed or mobile air traffic control, ground aircraft control and warning Command& Control Radar, Airfield, and Weather Systems on Yokota Air Base including remote locations related to operator training devices, aircraft identification equipment, remoting systems, computerized processors, hubs, lan switches, routers and communications subsystems
Assembles, connects, modifies and adjusts Command & Control subassemblies such as antennas, transmitters, receivers, processors, indicators groups and network systems by using test equipment such as Oscilloscopes, multi-meters, Signal generators, Power meters, Spectrum analyzers, Radar test sets, Network analyzers and Fiber optics test sets.
Performs preventive maintenance on ground radar systems and related equipment.
Performs scheduled and unscheduled maintenance on all assigned equipment.
Maintains and monitors technical orders, tools, vehicles, test equipment management and facility drawings.

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: Electrician, 電気工, #2094 374 CES/CEOFE 施設中隊 電気ショッブ	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"> • 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。 • Experience in position-related field is desirable. 関連分野の職務経験があれば望ましい。 • 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 Required / 必要免許: <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） 	
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	
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.	
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.	
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。	
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)	

Minimum Qualification 採用基準

1. Position Title, Number, Org / 職種名、職番、勤務地:
Machinist, #2165 機械工
DoD Special Representative Japan
米国国防省在日特別代表部

2. Pay Plan, Series, Grade
基本給表、等級、
BWT 2-7, 2 表 7 等級

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

- Knowledge in the manufacturing and repair of variety of component parts such as HF/VHF/UHF antenna.
HF/VHF/UHF アンテナ等の様々な構成部品の製造及び修理に関わる作業を行う知識。
- Skills to operate manually controlled machines and Computer Numeric Control (CNC) Milling and Lathe Machines.
手動制御や CNC(コンピューター数値制御)のミーリングマシンや旋盤機械を操作する技能。
- Experience or training using CAD programs including SolidWorks software is desirable.
SolidWorksソフトウェアを含むCADプログラム等を扱う経験がある、または訓練を受けている。
- Two - three years of work experience as a machinist is desirable.
機械工として2年から3年の職務経験が望ましい。

4. Others / その他

- Work requires heavy lifting and constant standing, and subject to injury to eyes, hands and feet from machines, metal chips, plastic chips, fiberglass, fiber reinforced plastic and abrasive particles; ears from loud noises; skin from exposure to harmful chemicals.
重量物を持ち上げ、絶えず立っていたりする必要があり、機械及び金属片、プラスチック片、ファイバーグラス、繊維強化プラスチック、摩損微分子による眼、手、足の負傷、大きな音による耳の負傷、害のある化学薬品による皮膚の負傷等の危険を伴うこともある。

Remarks:

- This is a target grade. Selection may be made at BWT 2-7 level depending on qualification of the applicant.
こちらは目標レベルの職種です。応募者の技能や経験によっては2表7等級として採用される場合もあります。

Minimum Qualification of Advanced Trainee 上級技能見習い工の採用基準

1. Position Title Number, Org / 職種名、職番、勤務地:
Machinist – Advanced Trainee, #2223
機械工 – 上級技能見習い工
DoD Special Representative Japan
米国国防省在日特別代表部

2. Pay Plan, Series, Grade
基本給表、等級、
BWT 2-6, 2 表 6 等級

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

- Basic skills of machining by operating Milling and Lathe Machines.
ミーリングマシンや旋盤機械を使って行う基礎レベルの機械加工の技能。
- Knowledge in the manufacturing and repair of variety of component parts.
様々な構成部品の製造及び修理に関わる作業を行う知識。
- Experience or training using CAD programs including SolidWorks software.
SolidWorksソフトウェアを含むCADプログラム等を扱う経験がある、または訓練を受けている。

4. Others / その他

- Completion of mechanical course in technical school or technical high school is preferred.
技術習得校または工業高校の機械科コース終了が望ましい。
- Work requires heavy lifting and constant standing, and subject to injury to eyes, hands and feet from machines, metal chips, plastic chips, fiberglass, fiber reinforced plastic and abrasive particles; ears from loud noises; skin from exposure to harmful chemicals.
重量物を持ち上げ、絶えず立っていたりする必要があり、機械及び金属片、プラスチック片、ファイバーグラス、繊維強化プラスチック、摩損微分子による眼、手、足の負傷、大きな音による耳の負傷、害のある化学薬品による皮膚の負傷等の危険を伴うこともある。

Remarks:

- This position is a developmental position for the target grade of Machinist, BWT 2-7. Selection may be made at trainee level depending on qualification of the applicant. The duties performed are identical to the target 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.
こちらは目標レベルである機械工、2表7等級の為の訓練生としての職種です。応募者の技能や経験によっては訓練生からの採用となる場合もあります。職務内容は目標レベルと変わりませんが、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。
- 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。

Work Schedule:

- Work Hours: 40 hours / week 勤務時間: 週40時間
- Work Days: Monday-Friday 勤務日: 月曜日～金曜日
- Work Schedule: 700-1545 勤務時間: 700 - 1545

Main Duties 主な仕事

Perform work involved in the manufacturing and repair of a variety of component parts (which is unique and one of a kind and cannot be procured through supply channels) to support the needs of Engineering Technicians who plans, designs, and creates Radio Frequency Communication Equipment and HF/VHF/UHF antennae.

Operates Computer Numeric Control (CNC) Milling and Lathe Machines.

Assembles various small parts such as guys and ground screen wires.

供給ルートでは調達できない無線周波数通信機器及び HF/VHF/UHF アンテナの様々な構成部品の製造及び修理作業を行う。(意訳)

CNC (コンピュータ数値制御) のミーリングマシン及び旋盤機械を操作する。(意訳)

支線やグラウンドスクリーンワイヤー等の様々な小型部品を組み立てる。(意訳)

**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)インフラストラクチャー

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 4 0 時間
- Work Days: Mon - Fri 月～金曜日
- Work Schedule: 730-1615 7 : 3 0 - 1 6 : 1 5

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 ハウジングメンテナンス</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:
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, Number / 職種名、職番: Steamfitter, スチーム取り付け工, 2277 374 CES/CEOIH 施設中隊	2. Basic Wage Table, Grader / 基本給表、等級: BWT 2-06, 2 表 6 等級
3. Knowledge, Skills, and Abilities / 知識、技能、能力: <ul style="list-style-type: none"> • Experience in installing, modifying, troubleshooting, maintaining, and repairing heating and hot water systems and replacing defective parts. 暖房および給湯システムの設置、変更、トラブルシューティング、保守、修理、不良部品の交換を行う経験。 	
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 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	
Installs, modifies, troubleshoots, maintains, and repairs heating and hot water systems. Insulates pipes and boilers; and measures required cuts, threading, bending, and reaming. Locates and makes repairs that can be accomplished by removing, cleaning, and replacing defective parts.	
Exercises safe operation; ensures tools, equipment, parts and supplies are in good working conditions and used properly.	
Assists the Heating Distribution shop performing maintenance on heating and hot water systems.	
暖房および給湯システムの設置、変更、トラブルシューティング、メンテナンス、修理を行う。パイプやボイラーを絶縁し、必要な切断、ねじ切り、曲げ、リーミングを行う。不良箇所を見つけ、取り除き、洗浄し、交換する。	
安全作業を実施する。工具、機器、部品、備品が良好な作業状態にあり、適切に使用されていることを確認する。	
暖房・給湯システムのメンテナンスを行う暖房配給のアシスタント。(意訳)	

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
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

1. Position Title, Number:
Vehicle Driver # 2293
374LRS/LGRDDO

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

- Work experience in operating automotive vehicles to transport passengers and/or cargo for official purposes.

5. License Requirement:

- Current possession of a valid Pre-Middle Sized Vehicle Driver's License or Ordinary Vehicle Driver's License with manual transmission Class I
 *License to drive above 2.5ton truck and a manual driver's license both are required.

6. Physical Qualification:

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

7. Other requirements:

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

Work Schedule:

- Work Hours: 40 hours / week
- Work Days: Monday - Friday
- Work Schedule: 13:30 – 22:30 (Subject to change)
 *During initial training work schedule will be 7:00-16:00

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

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 above) to transport passengers and cargo on and off base for official purposes. Uses communication equipment (e.g., mobile radio) to contact VOCC dispatchers.

Performs duties and responsibilities of the documented cargo operator to provide pickup and delivery services of supplies and equipment to base units by using a time definite delivery concept of operations. Performs duties to maintain Government Motor Vehicle (GMV). Performs before-/during-/after-vehicle operation inspections and operator maintenance.

Adheres to applicable occupational safety and security regulations (e.g., seat belt usage policy, vehicle abuse policies, vehicle misuse program, accident procedures, flight line driving regulations, recovery procedures, procedures for driving in adverse weather conditions or terrain).

Minimum Qualification

採用基準

1. Position Title: 職種名、職番

Maintenance Worker, 営繕工 (施設管理全般) #2080
374FSS/FSWL 多摩ロッジ

2. Basic Wage Table: 基本給表、等級

BWT 2-05, 2 表 5 等級 (IHA)

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)
- 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 勤務スケジュール: 08:00-17:00
- *Subject to change 勤務時間、休日等は変更される場合があります

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 to 2 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。2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

採用基準

1. Position Title: 職種名、職番

**Maintenance Worker, 営繕工 (施設保持), 2080 番
374FSS/FSWL 多摩ロッジ**

2. Basic Wage Table: 基本給表、等級

BWT 2-05, 2 表 5 等級 (IHA)

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)

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こと

Work Schedule:

- Work Hours: 40 hours/ week 勤務時間: 週40時間
- Off Days: Mon&Tue or Tue&Wed or Sat&Sun 休日: 月火/ 火水/ 土日のいずれか
- Work Schedule: 08:00-17:00 勤務スケジュール: 8時~17時
Recess 12:00-13:00 休憩 12時~13時

*Subject to change 勤務スケジュール、休日等は変更される場合があります

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 Golf & Resort. Performs interior and exterior repair and maintenance works. Performs exterior ground maintenance works such as cutting and trimming grass, trees and shrubs; planting, watering and tending various vegetation and ornamental plants, raking dry leaves, etc.

多摩ヒルズ内のピクニックエリア、野球場、ジャクジー、ゴルフコース、テニスコート、宿泊施設、キャンプ場、売店等を含むレクリエーション施設、敷地を良好な状態に保つため、施設内外のさまざまな修理及び、維持作業。樹木の伐採、剪定、手入れ、落ち葉かきなどの外構作業。

Operates and maintains tools and equipment such as small motors, fans, blowers, vehicles, grounds equipment, hand and power tools and other similar equipment.

Operates motored vehicles to include small delivery vans/trucks, and golf carts. Loads and unloads cargo to and from vehicles as required. 小型モーター、送風機、車両、電動工具や機器の操作とメンテナンス。小型バン、小型トラック、ゴルフカート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おこなう。

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 :

Warehouseman #2299 倉庫係
374LRS/LGRMSS 装備即応中隊

2. Basic Wage Table

基本給表、等級
BWT 2-04 2表4等級

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

- Work experience to receive, unpack and verify items against accompanying documents to ensure the items received matches the documents.
添付書類と品目が一致しているかを確認しながらの荷物の受取りや梱包物の開封作業の職務経験がある
- Experience and skills in operating material handling equipment and other vehicles in the performance of duties.
資材運搬機器やその他車両を操作して作業を行う経験と技能がある

4. License Requirements / 必要資格等 :

- Possession of an Ordinary Vehicle Driver's License with automatic and manual transmission. (No automatic transmission limited)
普通自動車運転免許証 (オートマ限定不可)
- Forklift Operator's Certificate (Must have before the effective date)
フォークリフト技能講習終了証 (発効日までの取得が必要)

5. Physical Qualification / 身体的要件 :

- Requires lifting objects up to approximately 50 pounds (about 23 kg).
23kg程度の物品を持ち上げることが要求される
- Ability to work outside exposed to various weather conditions.
様々な天候条件下での野外業務をこなせる

Work Schedule : 勤務時間 :

- Work Hours: 40 hours/week 勤務時間: 週40時間
- Work Days: Mon - Fri 勤務日: 月～金曜日
- Work Schedule: 7:15 -16:00 勤務時間帯: 7時15分～16時00分

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・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

主な職務内容

Responsible for the physical receipt of all material stored within the warehouse. Receives, unpacks inspects, and verifies all items against accompanying documents to ensure the item received matches the documentation. Verifies balances against the item record when storing new items.

Segregates and stores items in proper area/location in accordance with accepted storage practices; giving consideration to such factors as shelf life, deterioration characteristics, and issuing of oldest items first.

Ensures proper handling and prompt processing of priority, routine, and bench stock issues. Upon receipt of shipment orders, removes items from storage and forwards to shipping activity.

Operates material handling equipment, forklift, and other vehicles in the performance of duties. Responsible for the inspection and certifying that inspection on AF Form 1800 or 1810 prior to use of said vehicles daily.

倉庫に保管されているすべての資材の物理的な受領を担当する。入庫、開梱、検品、全ての品目を添付書類と照合し、受け取った品目が書類と一致していることを確認する。新しい品物が倉庫に保管される際、品物の記録と照合する。

一般的な保管方法に従い、品物を適切なエリア/場所に分別保管する。賞味期限、劣化特性、先入れ先出しで最も古いものから発行するなどの要素を考慮する。

優先事項、ルーチン事項、ベンチストック事項を適切に処理し、迅速に処理する。出荷指示書を受け取り次第倉庫から商品を取り出し、出荷業務に回す。

業務の遂行において物品ハンドリング機器、フォークリフト、その他車両を操作する。日常的に使用される当該車両の使用前に、AF フォーム 1800 または 1810 に基づいた点検や点検の確認を行う作業を担う。

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:
Waiter/Waitress #2143
374FSS/FSWL (Tama Lodge)

2. Basic Wage Table, Grade, and LD:
BWT 2-02, LD-1 (IHA)

4. Language Degree (LD) Requirement: **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

5. Physical Qualification:

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

6. Others:

- Customer service experience in any field is preferred.
- 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 (Off : Mon and Tue / Tue and Wed)
- Work Schedule: 0630-1515, 0730-1615, 1015-1900,
 1200-2045, 1215-2100, 1300-2145 (Recess: 45mins)

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

Serves as a waiter/waitress at Tama Hills Golf & Resort providing service requiring rigid standards of efficiency.

Secures clean linen and silverware, depending on the menu and food to be served. Sets assigned tables.

Receives guests and takes orders. Writes guests' orders or enters into food computers and answers routine questions regarding food and beverages.

Collects payments makes change as appropriate for each customer transaction. Operates the cash register to ensure that all sales are recorded. Records individual cash values on individual cashiers' reports.

Performs 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
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.

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 Schedule: Day: 0500-1600 / Mid:1700-0400 (Subject to change)
 Nine months rotational schedule with six months of day shifts followed by three months of midnight shifts.

*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
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

1. Position Title: MWR Program Aid #0224 (HPT) 374FSS/FSWP	2. Basic Wage Table, Grade, and LD: BWT 1-03, LD-2 (IHA)
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3. Language Proficiency Level (LD): 2

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

4. Knowledge, Skills, and Experience:

- Experience in customer service.
- Experience in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Ability to provide English/Japanese translation for customers.

5. License and Certification Requirements:

- Current possession of Valid Ordinary Vehicle Driver's License (for vehicle with automatic transmission)

6. Others:

- Required to work other than normal duty hours, which may include evenings, weekends, and / or holidays.

Work Condition and Schedule:

- Work Hours: 32 hours /week
 - Work Days: Shift Schedule, 4-days work/week
 - Day Off: Sunday and 2 weekdays
 - Work Schedule: 0800-1700 or 1200-2100
- * Work schedule (days & hours) may vary based on mission needs

Remarks:

- Hourly Pay Temporary: Not to exceed one year.
- 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 services at the Community Center's information counter. Assists customers in planning in-country trips by providing information on routes, tickets, transfers, fares, discounts, tolls, and reservations. Provides English /Japanese translation for customers.

Opens and closes facilities following the established procedures and guidelines. Maintains information on monthly schedule of events board kept up to date.

Collects and records fees and charges.

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, Number:
Housekeeper #2172
374FSS/FSVL (Kanto Lodge)

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

3. Language Degree (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. Physical Qualification:

- Physical health and stamina to accomplish job requirements, such as vacuuming rooms, cleaning bathrooms and replenishing necessary items, etc
- Ability to lift supplies/materials up to 45lbs (approximately 20 kilograms).

Work Schedule:

- Work Hours: 28 hours/ week
- Work Days: 5 days /week
- Work Schedule: 830-1415, 830-1515

Remarks:

- Hourly Pay Temporary: Not to exceed 1 year (subject to change)
- 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

Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests; answering guest questions concerning hotel facilities.

Maintains a safe and clean work environment. Performs bed making and linen exchange and room cleaning per Air Force lodging standards.

Performs deep cleaning to include; defrosting refrigerators and freezers, cleaning windows (interior and exterior), replacing and/or cleaning drapes/curtains, moving furniture, and cleaning high touched areas (door knobs, counter tops, desk tops, telephone, keyboards, TV remotes, guest directory), carpet cleaning (shampoo and/or spot treatment), cleaning walls/woodwork, and other such tasks.

Loads, unloads, and relocates heavy, bulky items such as furniture, supplies, and linen (clean and dirty) by hand or using carts or similar lifting/carrying devices.

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。
- Must receive vaccination against Tetanus after the employment date.
雇用後、破傷風の予防接種を受ける事が出来ること。

Work schedule / 勤務時間:

- Work Hours: 32 hours/week
- Sat, Sun and 2 other weekdays
- Work Days: 4 Days per week
- Work Schedule:

*Work Schedule may vary

勤務時間 : 週32時間

土曜、日曜および平日の2日間

勤務日 : 週4日間勤務

勤務時間 : 08:30-17:15

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 *Subject to change
時給制臨時雇用 : 雇用開始日から 1 年を超えない期間 (変更の可能性有り)
- 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.

Executes various clerical and administrative duties.

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:
Banquet Manager #0021
374FSS/FSWL (Tama Hills Recreation Area)

2. Basic Wage Table, Grade, and LD:
BWT 1-05, LD-2 (IHA)

3. Language Degree (LD) Requirement: **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	210-249	50-79	560-869	2nd

4. Knowledge, Skills and Abilities:

- More than 2 years of experience in a food and beverage, reservations, or event planning preferred in restaurants, hotels, or other related fields.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, Outlook, etc.
- Experience of customer service with handling customer interactions, resolving complaints, and maintaining a positive guest experience.
- Ability to communicate with customers, staff and vendors in English and Japanese.

5. Physical Qualification:

- Ability to frequently lifting and carrying objects up to 50 pounds (23kg).
 (*Must state your capability to carry 50 pounds or 23kg.)

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 (Off Day: Mon and Tue / Tue and Wed)
- Work Schedule: 0800-1700 (Recess: 1200-1300)

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

Performs a variety of duties for the overall planning and coordinating of food and beverage service support including banquets, luncheons, receptions, protocol functions, other social activates, off-site events, and customer service training. Plans and coordinates special functions/activities supported by Tama Hills Golf & Resort (Tama Golf and Tama Lodge). Confers and advises suitable types of services to be provided in analyzing requirement of the occasion. Provides information verbally and in writing to customers concerning what functions are authorized, types of menus available, room configurations, service styles, available facilities, tentative dates, prices to be charged and procedures used to make reservations for such services.

Maintains the related documents including the reservation books and contracts. Enters all requirements and billing into the automated computer system and processes for payments.

Minimum Qualification

1. Position Title, Number:
Hospital Receptionist, #0084
DHA/JLKB000

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. Knowledge, Skills, and Abilities:

- Experience of customer service, such as helping customers at the front counter and answering telephone calls to provide appropriate information.
- Knowledge in clerical and administrative duties.
- Skills in operating computers with office automation software, such as Microsoft Word, Excel, and Outlook.

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: Monday - Friday
- Work Schedule: 0700-1600

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

Performs duties involved in general reception functions. Receives patient and directs them to the appropriate waiting area. Assists patients by determining follow-up and/or referral appointments as prescribed by dental provider.

Initiates appropriate patient treatment forms according to the type of dental treatment needed. Reviews dental records to ensure documentation accuracy against data entries in applying knowledge of dental and medical terminology.

Maintains dental health records in accordance with established standards and regulations (AFI 47-101 and local OIs).

Retrieves dental health records for providers on a daily basis. Processes incoming dental health records; determines proper record placement according to AF Form 2100 series; scans treatment narratives to determine if inbound personnel require additional treatment.

Provides administrative assistance to the Dental Support Flight Chief and staff on general clerical and office automation requirements.

Serves as alternate monitor for the DoD Personnel Reliability Program (PRP) for Dental Squadron. Reviews and analyzes PRP records for any potentially disqualifying indicators (PDI).

Performs other related or incidental duties as assigned.